

TOWN OF DOUGLAS
ANNUAL & SPECIAL TOWN MEETING
VOTER INFORMATION BULLETIN
Monday May 2, 2022
Douglas High School Auditorium
7:00 PM

FINANCE COMMITTEE MESSAGE

Dear Fellow Citizens,

When we began the budgeting process last fall we focused on the reality that we had to balance the needs of our various town departments with the revenue that was available to us. As the months passed and we heard from the departments it was clear to us that our town employees not only work hard but also do their best to use their resources efficiently.

The budget that we are presenting to you represents our efforts, along with the outstanding assistance of the staff in the town hall, at balancing the needs of our town with the resources available to us. We also acknowledge the professionalism, as well as the candor, of those who work in our various town departments on our behalf.

We welcome your comments and suggestions as we look ahead to the next fiscal year with the challenges, as well as the opportunities, that it will present to us.

Sincerely,
Your Finance Committee,

Dick Vandenberg, Chairman
Sandy Kuipers, Vice Char
Howard D'Amico
Carol Gogolinski

Michael Hutnak
Phil Landry
Heather Morin
Lynne Mussulli

SPECIAL TOWN MEETING

Article 1.	Fiscal Year 2022 Budget Transfers / Amendments
Article 2.	Snow & Ice Account Transfer
Article 3.	Prior Year Bills

Article 1: Fiscal Year 2022 Budget Transfers/Amendments

To see if the Town will vote 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 line items in the Fiscal Year 2022 Budget:

Increase Assessors Expenses	\$25,000
Increase Technology Expenses	\$25,000
Increase Tax Title Expense	\$2,000
Increase Street Lighting	\$6,000
Increase Highway Maintenance	\$15,000
Increase Audit Expenses	\$5,000
Increase Ambulance Wages	\$11,000
Increase Animal Control Expenses	\$1,000
Increase Police Wages	\$3,500
Increase Highway Expenses	\$7,000
Increase Public Nurse Wages	\$3,000
Decrease Assessors Wages	\$10,000
Decrease Tax Taking Expense	\$2,000
Decrease Highway Wages	\$6,000
Decrease Norfolk Agricultural	\$30,000
Decrease Total Insurance, Employee Benefits & Court Judgements	\$55,500

; or take any other action related thereto.

- FinCom Voted to Recommend this Article.

Article 2: Snow & Ice Account Transfer

To see if the Town will vote to transfer from free cash the sum of **\$200,000** to the FY22 Snow & Ice Account; or take any other action related thereto.

- FinCom Voted to Recommend this Article.

Article 3: Prior Year Bills

To see if the Town will vote to transfer from free cash the sum of **\$6,750** to pay the following prior year's bills.

- The Zekos Group (Auction Services)
\$6,750

- FinCom Voted to Recommend this Article.

ANNUAL TOWN MEETING

1. Finance Committee Report	11. Zoning Bylaw Amendment – Section 10 Definitions
2. FY23 Budget	12. Zoning Bylaw Removal – Section 8.4
3. Salaries of Elected Officials	13. Zoning Bylaw Amendment – Section 9.4 Site Plan Review
4. Blackstone Valley Vocational Regional School District FY23 Budget	14. Zoning Bylaw Modification – Section 6.8 Residentially –Scaled and Commercially-Scaled Solar Energy Systems
5. FY23 Transfer Station Enterprise Fund	15. Gift of Land to Town
6. FY23 Water/Sewer Enterprise Fund	16. Match for One-Stop Grant Site Readiness
7. FY23 PEG Access and Cable Receipts Reserved for Appropriation	17. Match for North Street Project
8. Recurring Business	18. Call Firefighter Retirement By-law Adoption
9. Personnel Bylaw Classification & Update	19. Sewer Asset Management Project
10. Adoption of Revised FY 23-28 Capital Improvement	

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.

Article 2: FY23 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 2023**; or take any other action relative thereto.

General Fund	FY 2021 Final Revised Budget Net of Reserve Fd Transfers/STM Transfers	FY 2022 Revised Budget Nov 21 STM	FY 2023 Fin Com/BOS/TA Recommended Budget
General Government			
Selectmen			
Wages	\$ 208,734	\$ 216,738	\$ 221,866
Expenses	\$ 22,080	\$ 17,029	\$ 11,140
Subtotal	\$ 230,814	\$ 233,767	\$ 233,006
Awards and Recognition	\$ 50	\$ 50	\$ 50
Town Hall Office Supplies	\$ 26,963	\$ 24,757	\$ 24,257
Town Reports	\$ 2,925	\$ 3,000	\$ 500
Town Counsel	\$ 78,254	\$ 91,000	\$ 80,000
Total Selectmen	\$ 339,006	\$ 352,574	\$ 337,813

Finance Director / Accountant / Audit				
Wages	\$ 137,968	\$ 141,148	\$ 154,108	
Expenses	\$ 2,205	\$ 2,215	\$ 2,225	
Subtotal	\$ 140,173	\$ 143,363	\$ 156,333	
Audit	\$ 23,500	\$ 30,000	\$ 38,000	
Total Finance Director / Accountant / Audit	\$ 163,673	\$ 173,363	\$ 194,333	
Assessors				
Wages	\$ 110,961	\$ 129,139	\$ 135,475	
Expenses	\$ 49,059	\$ 45,476	\$ 58,026	
Subtotal	\$ 160,020	\$ 174,615	\$ 193,501	
Revaluation	\$ 49,900	\$ -	\$ -	
Total Assessors	\$ 209,920	\$ 174,615	\$ 193,501	
Treasurer / Collector				
Wages	\$ 195,995	\$ 198,947	\$ 207,001	
Expenses	\$ 68,590	\$ 74,630	\$ 66,959	
Subtotal	\$ 264,585	\$ 273,577	\$ 273,960	
Tax Taking	\$ 2,375	\$ 5,000	\$ 5,000	
Tax Title	\$ 46,349	\$ 26,650	\$ 25,125	
Total Treasurer / Collector	\$ 313,309	\$ 305,227	\$ 304,085	
Finance Committee				
Wages	\$ 762	\$ 659	\$ 748	
Expenses	\$ 10,918	\$ 5,000	\$ 5,000	
Reserve Fund	\$ 18,850	\$ 50,000	\$ 50,000	
Total Finance Committee	\$ 30,530	\$ 55,659	\$ 55,748	
Technology				
Wages	\$ -	\$ -	\$ -	
Expenses	\$ 131,620	\$ 146,654	\$ 155,600	
Total Technology	\$ 131,620	\$ 146,654	\$ 155,600	
Town Clerk				
Wages	\$ 121,964	\$ 116,668	\$ 126,410	
Expenses	\$ 18,769	\$ 18,750	\$ 18,750	
Total Town Clerk	\$ 140,733	\$ 135,418	\$ 145,160	
Public Building Maintenance				
Wages	\$ 13,807	\$ -	\$ -	
Expenses	\$ 162,583	\$ 185,263	\$ 198,023	
Total Public Building Maintenance	\$ 176,390	\$ 185,263	\$ 198,023	

Permanent Building Committee				
Wages	\$ 658	\$ 680	\$ 646	
Expenses	\$ 500	\$ 500	\$ 500	
Total Permanent Building Committee	\$ 1,158	\$ 1,180	\$ 1,146	
Community Development				
Wages	\$ 158,339	\$ 202,643	\$ 205,127	
Expenses	\$ 33,608	\$ 3,726	\$ 10,002	
Subtotal	\$ 191,947	\$ 206,369	\$ 215,129	
Planning Board	\$ 3,702	\$ 3,859	\$ 4,013	
Economic Development wages	\$ 15,850	\$ 40,594	\$ 38,507	
Economic Development expenses	\$ 5,000	\$ 3,000	\$ 7,500	
Zoning Board	\$ 3,374	\$ 3,460	\$ 2,550	
Open Space	\$ 100	\$ 100	\$ 100	
Conservation Commission	\$ 2,719	\$ 2,789	\$ 1,789	
Total Community Development	\$ 222,692	\$ 260,171	\$ 269,588	
Other General Government				
Moderator	\$ 250	\$ 250	\$ 250	
Housing Authority	\$ 100	\$ 100	\$ 100	
Total Other General Government	\$ 350	\$ 350	\$ 350	
Total General Government	\$ 1,729,381	\$ 1,790,474	\$ 1,855,347	
Public Safety				
Police				
Wages	\$ 1,610,995	\$ 1,675,753	\$ 1,724,941	
Expenses	\$ 152,198	\$ 162,195	\$ 205,975	
Cruisers	\$ -	\$ -	\$ -	
Total Police	\$ 1,763,193	\$ 1,837,948	\$ 1,930,916	
Fire				
Wages	\$ 456,940	\$ 471,363	\$ 511,794	
Expenses	\$ 136,962	\$ 142,950	\$ 162,778	
Total Fire	\$ 593,902	\$ 614,313	\$ 674,572	
Ambulance				
Wages	\$ 367,122	\$ 398,403	\$ 428,130	
Expenses	\$ 94,182	\$ 103,861	\$ 120,753	
Total Ambulance	\$ 461,304	\$ 502,264	\$ 548,883	
Building Department				
Wages	\$ 130,632	\$ 139,407	\$ 169,542	
Expenses	\$ 10,987	\$ 10,545	\$ 13,216	
Total Building Department	\$ 141,619	\$ 149,952	\$ 182,758	

Tree Warden				
Wages	\$ 600	\$ 600	\$ 600	
Expenses	\$ 70,425	\$ 70,525	\$ 20,550	
Total Tree Warden	\$ 71,025	\$ 71,125	\$ 21,150	
Civil Defense				
Wages	\$ 325	\$ 3,500	\$ 3,500	
Expenses	\$ 5,733	\$ 28,480	\$ 28,968	
Total Civil Defense	\$ 6,058	\$ 31,980	\$ 32,468	
Sealer of Weights and Measures	\$ 750	\$ 750	\$ 750	
Animal Control	\$ 25,000	\$ 16,500	\$ 19,179	
Total Public Safety	\$ 3,062,851	\$ 3,224,832	\$ 3,410,676	
Public Works				
Cemetery	\$ 11,860	\$ 12,610	\$ 9,860	
Highway				
Wages	\$ 460,185	\$ 527,261	\$ 563,533	
Expenses	\$ 31,043	\$ 45,327	\$ 53,319	
Subtotal	\$ 491,228	\$ 572,588	\$ 616,852	
Maintenance	\$ 164,562	\$ 189,418	\$ 196,984	
Special Sign Account	\$ 1,649	\$ 2,750	\$ 3,500	
Snow & Ice	\$ 358,100	\$ 218,606	\$ 252,892	
Total Highway	\$ 1,015,539	\$ 983,362	\$ 1,070,228	
Other Public Works				
Landfill Maintenance	\$ 2,100	\$ 2,100	\$ 2,100	
Monitor Wells	\$ 10,249	\$ 19,600	\$ 19,600	
Street lighting	\$ 18,074	\$ 18,500	\$ 19,000	
Total Other Public Works	\$ 30,423	\$ 40,200	\$ 40,700	
Total Public Works	\$ 1,057,822	\$ 1,036,172	\$ 1,120,788	
Health & Human Services				
Board of Health				
Wages	\$ 39,221	\$ 52,782	\$ 58,541	
Expenses	\$ 7,412	\$ 7,755	\$ 7,879	
Subtotal	\$ 46,633	\$ 60,537	\$ 66,420	

Public Health Nurse wages				
Wages	\$ 13,000	\$ 25,280	\$ 39,520	
Expenses	\$ 1,070	\$ 720	\$ 598	
Subtotal	\$ 14,070	\$ 26,000	\$ 40,118	
 Animal Inspection				
Wages	\$ 3,269	\$ 3,269	\$ 3,269	
Expenses	\$ 650	\$ 650	\$ 650	
Subtotal	\$ 3,919	\$ 3,919	\$ 3,919	
 Total Board of Health				
	\$ 64,622	\$ 90,456	\$ 110,457	
 Council on Aging				
Wages	\$ 102,673	\$ 116,070	\$ 123,270	
Expenses	\$ 13,017	\$ 7,281	\$ 7,462	
Total Council on Aging	\$ 115,690	\$ 123,351	\$ 130,732	
 Veterans				
Expenses	\$ 18,700	\$ 18,600	\$ 17,500	
Benefits	\$ 75,000	\$ 65,000	\$ 50,000	
Total Veterans	\$ 93,700	\$ 83,600	\$ 67,500	
 Total Health and Human Services	\$ 274,012	\$ 297,407	\$ 308,689	
 Culture & Recreation				
 Recreation expenses	\$ 3,000	\$ 3,000	\$ 3,000	
 Library				
Wages	\$ 176,748	\$ 181,932	\$ 192,225	
Expenses	\$ 75,170	\$ 81,653	\$ 82,236	
Total Library	\$ 251,918	\$ 263,585	\$ 274,461	
 Memorial Day	\$ 1,750	\$ 1,750	\$ 1,750	
 Parks				
Expenses	\$ 500	\$ 500	\$ 500	
Total Parks	\$ 500	\$ 500	\$ 500	
 Total Culture & Recreation	\$ 257,168	\$ 268,835	\$ 279,711	
 Education				
 Douglas Public Schools				
Personnel & Expenses	\$ 13,793,820	\$ 14,000,727	\$ 14,280,742	
Personnel (contract settlement)			\$ 327,347	
Transportation	\$ 1,612,534	\$ 1,542,389	\$ 1,887,054	
Total Douglas Public Schools	\$ 15,406,354	\$ 15,543,116	\$ 16,495,143	

Blackstone Valley Regional	(Voted as separate article)		(Voted as separate article)	
Assessment	\$ 1,385,314	\$ 1,539,389		
Debt Assessment	\$ 40,636	\$ 39,116		
Representative Expense	\$ 500	\$ 500	\$ 500	
Total Blackstone Valley Regional	\$ 1,426,450	\$ 1,579,005	\$ 500	
Medicaid Reimbursement	\$ 5,000	\$ 5,000	\$ 5,000	
Norfolk County Agricultural	\$ 267,810	\$ 322,243	\$ 327,317	
Total Education	\$ 17,105,614	\$ 17,449,364	\$ 16,827,960	
Total Insurance, Employee Benefits & Court Judgments	\$ 4,698,443	\$ 4,899,518	\$ 5,098,892	
Total Debt Service	\$ 2,519,585	\$ 2,539,246	\$ 2,050,626	
Total Capital Outlay	Capital Article	Capital Article	Capital Article	
Total Special Articles	\$ 135,571.00	\$ 361,801.00		
Transfer to Special Articles	\$ -	\$ -	\$ -	
Transfer to Special Revenue Funds	\$ -	\$ -	\$ -	
Transfer Capital Projects	\$ -	\$ -	\$ -	
Transfer to Stabilization	\$ 10,000	\$ -	\$ -	
Transfer to OPEB	\$ 77,000	\$ 85,000	\$ 50,000	
Summary - Expenditures				
Total General Government	\$ 1,729,381	\$ 1,790,474	\$ 1,855,347	
Total Public Safety	\$ 3,062,851	\$ 3,224,832	\$ 3,410,676	
Total Public Works	\$ 1,057,822	\$ 1,036,172	\$ 1,120,788	
Total Health and Human Services	\$ 274,012	\$ 297,407	\$ 308,689	
Total Culture and Recreation	\$ 257,168	\$ 268,835	\$ 279,711	
Total Education	\$ 17,105,614	\$ 17,449,364	\$ 16,827,960	
Total Insurance / Employee Benefits	\$ 4,698,443	\$ 4,899,518	\$ 5,098,892	
Total Debt Service	\$ 2,519,585	\$ 2,539,246	\$ 2,050,626	
Total Capital Outlay	Capital Article	Capital Article	Capital Article	
Total Special Articles	\$ 135,571	\$ 361,801	\$ -	
Total Transfers	\$ 87,000	\$ 85,000	\$ 50,000	
TOTAL BUDGET REQUEST	\$ 30,927,447	\$ 31,952,649	\$ 31,002,689	

- FinCom Voted to Recommend this Article.

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	\$13,000
Clerk	\$88,456.12
Water/Sewer Commission	\$3,000

; or take any other action relative thereto.

- FinCom Voted to Recommend this Article.

Article 4: Blackstone Valley Vocational Regional School District FY23 Budget

To see if the Town will vote to raise and appropriate the sum of **\$1,581,634** for its operating and capital assessment by the Blackstone Valley Vocational Regional School District (the “District”) *for the Fiscal Year commencing July 1, 2022, which is inclusive of \$37,155 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 this Article.

Article 5: FY23 Transfer Station Enterprise Fund

To see if the Town will vote to raise and appropriate and/or transfer the sum of **\$225,000** from Transfer Station charges and fees, and transfer the sum of **\$130,268** from Retained Earnings, for a total of **\$355,268** to operate and maintain the Transfer Station.

Salaries/Wages	\$85,682
Expenses	\$269,586
Total	\$355,268

; or take any other action relative thereto.

- FinCom Voted to Recommend this Article.

Article 6: FY23 Water/Sewer Enterprise Fund

To see if the Town will vote to raise and appropriate, and/or transfer the sum of **\$1,285,245** from Water & Sewer charges and fees and transfer the sum of **\$256,867** from Water / Sewer Retained Earnings (*Sewer System Development \$115,000, Water System Development \$40,000 and Reserve for Debt \$101,867*) for a total budget of **\$1,542,112** to operate and maintain the Water/Sewer Department.

Salaries/Wages	\$486,543
Expenses	\$953,300
Debt	\$102,269
Total	\$1,542,112

;or take any other action relative thereto.

- **FinCom Voted to Recommend this Article.**

Article 7: FY23 PEG Access and Cable Receipts Reserved for Appropriation

To see if the Town will vote to transfer the sum of **\$103,130** from the PEG Access and Cable Receipts Reserved for Appropriation to operate and maintain the Cable Department.

Salaries/Wages	\$65,989
Expenses	\$37,141
Total	\$103,130

;or take any other action relative thereto.

- **FinCom Voted to Recommend this Article.**

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 2023**; 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 2023** 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 2023 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 2023** 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; or take any other action relative thereto.

- **FinCom Voted to Recommend this Article.**

Article 9: Personnel Bylaw Classification & Update

To see if the Town will vote to approve the Personnel Classification and Compensation plans for **Fiscal Year 2023**; or take any other action relative thereto.

MANAGEMENT Compensation Plan - FY23 Budget												
Grade	Position	Position			Grade	Position						
M-1					M-3	Building Commissioner Library Director Planning & Conservation Agent Treasurer/Collector Senior Center Director/Outreach Coordinator Principal Assessor						
M-2	Assistant Tax Collector Executive Assistant to the BOS/Town Admin Cable Access Coordinator				M-4							
					M-5	Water & Sewer System Manager Highway Superintendent Community Development Director						
							COLA Increase %	4.00%				
			1	2	3	4	5	6	7	8	9	10
1			\$45,577.41	\$46,602.90	\$47,651.46	\$48,723.62	\$49,819.90	\$50,940.85	\$52,087.02	\$53,258.98	\$54,457.30	\$55,682.59
2			\$56,970.42	\$58,252.25	\$59,562.93	\$60,903.09	\$62,273.41	\$63,674.56	\$65,107.24	\$66,572.15	\$68,070.03	\$69,601.60
3			\$71,216.39	\$72,818.76	\$74,457.18	\$76,132.47	\$77,845.45	\$79,596.97	\$81,387.91	\$83,219.13	\$85,091.56	\$87,006.12
4			\$81,896.15	\$83,738.82	\$85,622.94	\$87,549.46	\$89,519.32	\$91,533.51	\$93,593.01	\$95,698.85	\$97,852.08	\$100,053.75
5			\$88,041.46	\$90,022.39	\$92,047.90	\$94,118.97	\$96,236.65	\$98,401.98	\$100,616.02	\$102,879.88	\$105,194.68	\$107,561.56

OFFICE ADMINISTRATIVE Compensation Plan - FY23 Budget												
Grade	Position	Position			Grade	Position						
OA-1	Library Assistant Meeting Minute Recorder				OA-3	Admin Assist Treasurer/Collector Asst. to the Town Accountant Asst. Treasurer						
					OA-4	Asst. Town Clerk Children's Librarian						
OA-2	Adm. Sec Water & Sewer Highway Clerk Circulation Librarian Principal Clerk -Fire, Assessors, BOH				OA-5	Adm. Sec/Comm Development, Building Assessors' Admin Asst. Adm. Supervisor/Bd Health						
							COLA Increase %	4.00%				
			1	2	3	4	5	6	7	8	9	10
1 Hourly			\$15.56	\$15.91	\$16.27	\$16.64	\$17.01	\$17.39	\$17.78	\$18.18	\$18.59	\$19.01
2 Hourly			\$18.68	\$19.10	\$19.53	\$19.97	\$20.42	\$20.88	\$21.35	\$21.83	\$22.32	\$22.83
3 Hourly			\$20.54	\$21.00	\$21.48	\$21.96	\$22.45	\$22.96	\$23.48	\$24.00	\$24.54	\$25.10
4 Hourly			\$23.61	\$24.14	\$24.68	\$25.24	\$25.81	\$26.39	\$26.98	\$27.59	\$28.21	\$28.84
5 Hourly			\$26.22	\$26.81	\$27.41	\$28.03	\$28.66	\$29.30	\$29.96	\$30.64	\$31.33	\$32.03

PUBLIC WORKS Compensation Plan - FY23 Budget												
Grade	Position	Position			Grade	Position						
PM-1	Truck Driver/Laborer Water/Sewer Laborer				PM-3							
PM-2	Asst Water/Sewer Operator Highway Laborer Operator				PM-4	Group Leader Assistant Chief Operator/Maintenance Technician Water Operator/Secondary Operator						
					PM-5	Primary Operator Chief Operator Highway Mechanic Working Foreman						
							COLA % Increase	4.00%				
			1	2	3	4	5	6	7	8	9	10
1 Hourly			\$19.89	\$20.34	\$20.80	\$21.26	\$21.74	\$22.23	\$22.73	\$23.24	\$23.77	\$24.30
2 Hourly			\$21.74	\$22.23	\$22.73	\$23.24	\$23.76	\$24.30	\$24.84	\$25.40	\$25.97	\$26.56
3 Hourly			\$22.80	\$23.32	\$23.84	\$24.38	\$24.93	\$25.49	\$26.06	\$26.65	\$27.25	\$27.86
4 Hourly			\$23.91	\$24.45	\$25.00	\$25.56	\$26.14	\$26.73	\$27.33	\$27.94	\$28.57	\$29.22
5 Hourly			\$26.40	\$27.00	\$27.61	\$28.23	\$28.86	\$29.51	\$30.18	\$30.85	\$31.55	\$32.26

MISCELLANEOUS Compensation Plan - FY23 Budget									
Grade	Position	Position	Grade	Position	Grade	Position	Grade	Position	Grade
MS-0	Library Page		MS-3						
	Cable Recording Assistant								
MS-1	Senior Center Clerk		MS-4	Economic Development Project Coordinator					
	Transfer Station Employees								
	Public Health Office Assistant								
MS-2	Election Workers								

COLA % Increase 4.00%

	1	2	3	4	5	6	7	8	9	10
0 Hourly	\$14.25	\$14.57	\$14.90	\$15.24	\$15.58	\$15.93	\$16.29	\$16.66	\$17.03	\$17.41
1 Hourly	\$15.56	\$15.91	\$16.27	\$16.64	\$17.01	\$17.39	\$17.78	\$18.18	\$18.59	\$19.01
2 Hourly	\$18.68	\$19.10	\$19.53	\$19.97	\$20.42	\$20.88	\$21.35	\$21.83	\$22.32	\$22.83
3 Hourly	\$20.54	\$21.00	\$21.48	\$21.96	\$22.45	\$22.96	\$23.48	\$24.00	\$24.54	\$25.10
4 Hourly	\$23.61	\$24.14	\$24.68	\$25.24	\$25.81	\$26.39	\$26.98	\$27.59	\$28.21	\$28.84

* Minimum Wage will increase to \$15.00 as of 1/1/2023, due to State Minimum Wage Increase.

Public Safety Compensation Plan - FY23 Budget									
Grade	Position	Position	Grade	Position	Grade	Position	Grade	Position	Grade
PS-1	Probationary Call Fire Fighter		PS-5	Assistant Fire Chief					
PS-2	Basic Call Fire Fighter								
	Lt. Call Fire Fighter		PS-6	Part-time Call EMT P					
	Part-time Dispatcher*		PS-7	Full-time 911 Trainer					
PS-3	Part-time Reserve Officer*		PS-8						
PS-4	Full-time Dispatcher		PS-9	Administrative/Secretary/Dispatcher					
	Part-time Call EMT B		PS - Other						
			Public Health Nurse	\$ 40.00 hour					
			Deputy Fire Chief	\$ 41.03 hour					
			Call Captain Firefighter	\$ 31.04 hour					

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

COLA % Increase 4.00%

	1	2	3	4	5	6	7	8	9	10
1 Hourly	\$14.25	\$14.57	\$14.90	\$15.23	\$15.58	\$15.93	\$16.29	\$16.65	\$17.03	\$17.41
2 Hourly	\$15.56	\$15.91	\$16.27	\$16.64	\$17.01	\$17.39	\$17.78	\$18.18	\$18.59	\$19.01
3 Hourly	\$18.68	\$19.10	\$19.53	\$19.97	\$20.42	\$20.88	\$21.35	\$21.83	\$22.32	\$22.83
4 Hourly	\$20.54	\$21.00	\$21.48	\$21.96	\$22.45	\$22.96	\$23.48	\$24.00	\$24.54	\$25.10
5 Hourly	\$21.55	\$22.04	\$22.53	\$23.04	\$23.56	\$24.09	\$24.63	\$25.19	\$25.75	\$26.33
6 Hourly	\$22.63	\$23.14	\$23.66	\$24.19	\$24.74	\$25.29	\$25.86	\$26.44	\$27.04	\$27.65
7 Hourly	\$23.79	\$24.33	\$24.88	\$25.44	\$26.01	\$26.59	\$27.19	\$27.80	\$28.43	\$29.07
8 Hourly	\$24.97	\$25.53	\$26.10	\$26.69	\$27.29	\$27.91	\$28.53	\$29.18	\$29.83	\$30.50
9 Hourly	\$26.25	\$26.84	\$27.45	\$28.06	\$28.70	\$29.34	\$30.00	\$30.68	\$31.37	\$32.07

* Minimum Wage will increase to \$15.00 as of 1/1/2023, due to State Minimum Wage Increase.

- FinCom Voted to Recommend this Article along with changes that are identified in Bold & Italic on the Public Works Chart.

Article 10: Adoption of Revised FY 23 – 28 Capital Improvement Plan
 To see if the Town will vote to approve the Town of Douglas **FY 23 – 28** Capital Improvement plan as submitted by the Capital Improvement Committee, raise and appropriate the sum of **\$50,000** and transfer the sum of **\$1,260,048** from Free Cash to fund the following Capital Projects; or take any other action relative thereto.

1. Post Office & Adult Social Center Parking Lot Paving and Associated Costs.	\$90,000
2. Roadway Paving / Repairs and Associated Costs.	\$360,000
3. Fire Department Replace Engine 1 & Major Equipment and Associated Costs (replaces 1999 Engine 1).	\$750,000

4. Police Department & Municipal Center Replace Security Cameras & Server and Associated Costs.	\$35,000
5. Building Department Vehicle Purchase and Associated Costs.	\$50,000
6. School Department - DMS Convection Oven and Associated Costs.	\$9,474
7. School Department - DHS Steam Jacketed Kettle and Associated Costs.	\$15,574
	\$1,310,048

Explanation: The Capital Improvement Committee voted to fund these items based on the needs and funds available.

FY 2023 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 2024

Roadway Paving / Repairs	\$360,000
DPS Cafeteria Tables Replacement	\$30,601
DMS 10,000 Gallon Above Ground Oil Tank	\$140,000
Highway Department International Dump Truck w/Plow & Sander	\$215,000
Municipal Center Elevator Wing Roof Replacement	\$90,000
Highway Sidewalk Tractor w/ Plow & Snow Blower	\$170,000
Municipal Center Key System	\$38,000
Public Safety & Highway Complex Design	\$125,000
Transfer to Stabilization Fund	\$100,000
	\$1,268,601

FY2025

Roadway Paving / Repairs	\$360,000
DPS 10,000 Gallon Above Ground Oil Tank	\$140,000
Post Office 10 Ton HVAC Unit Replacement	\$60,000
Municipal Center HVAC Units	\$85,000
Municipal Center 1 st Floor Electrical	\$185,000
Post Office Interior & Exterior Painting	\$60,000
Highway Department John Deere Loader w/Plow	\$230,000
Municipal Center Architectural/Engineering 1 st & 2 nd Floor Renovation	\$45,000
Town Clerk Engineering Design Storage Room/Vault	\$10,000
Transfer to Stabilization Fund	\$100,000
Subtotal	\$1,275,000
Public Safety & Highway Building *	TBD

*Would most likely require a capital and/or debt exclusion.

FY2026

Roadway Paving / Repairs	\$360,000
Highway Department Brush Cutting Tractor w/Side Mower	\$174,000
DHS Re-pipe Bunsen Burners & Electronic Shutoff Valves	\$22,000
School Front Mounted Field Mower Replacement	\$29,547
DHS Steamer(Cafeteria)	\$13,168
Cardiac Monitor (2)	\$70,000
Municipal Flooring/Carpet Replacement	\$75,000
Municipal 1 st & 2 nd Floor Renovation	\$150,000
Highway Department Lawn Mower	\$37,000

Transfer to Stabilization Fund	\$100,000
Subtotal	\$1,030,715
Library Handicap Accessibility*	TBD

*Would most likely require a capital and/or debt exclusion.

FY 2027	
Roadway Paving / Repairs and Associated Costs	\$360,000
Post Office & Adult Social Center Windows	\$275,000
Jaws of Life / Auto Extrication Tools	\$50,000
Firefighter Self Contained Breathing Apparatus (Air Packs)	\$250,000
Transfer to Stabilization Fund	\$100,000
	\$1,035,000

FY 2028	
Roadway Paving / Repairs and Associated Costs	\$360,000
Municipal 1 st & 2 nd Floor Lobby Windows	\$25,000
Police Department Electrical Upgrade	\$95,000
Municipal & PD Parking Lot Paving	\$175,000
Highway Department Pickup Truck w/Plow	\$60,000
Highway Department John Deere Backhoe w/Plow	\$178,000
DHS Replace Auditorium Projector	\$12,000
DHS LCD Projectors Replacement	\$65,000
DHS Convection Oven	\$9,474
DPS/DHS Crack Seal Driveways & Parking Lots	\$22,400
DMS Steamer	\$13,168
Transfer to Stabilization Fund	\$100,000
	\$1,115,042

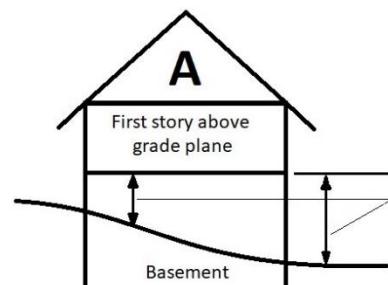
- FinCom Voted to Recommend this Article (6 Yes and 1 Abstain).

Article 11. Zoning Bylaw Amendment – Section 10 Definitions

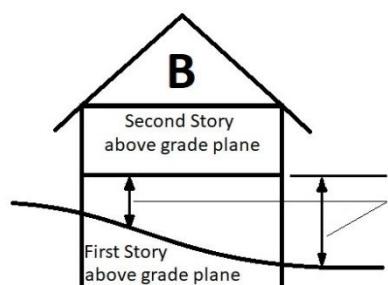
To see if the Town will vote to amend Section 10 Definitions of the Douglas Zoning Bylaws as follows:

SECTION 10.0 DEFINITIONS

Building Elevation: See Images A & B:



One Story above grade plane with basement: The upper floor level is classified as the first story above grade plane if: the floor level is not more than 12 feet above grade at any point and is not more than 6 feet above the grade plane.



Two stories above grade plane: The lower floor level is classified as the first story above grade plane if: the floor level above is more than 12 feet above grade at any point or more than 6 feet above the grade plane.

Building Height: The measurement shall be based on the average ground elevation within five (5) feet of the structure to the highest point of the structure; or take any action relative thereto.

- FinCom Voted to Recommend this Article (5 Yes and 2 Abstain).

Article 12: Zoning Bylaw Removal – Section 8.4

To see if the Town will vote to remove in its entirety, Section 8.4 'Temporary Moratorium of the Regulation and Taxation of Marijuana Act' of the Douglas Zoning Bylaws as follows:

Section 8.4 Temporary Moratorium of the Regulation and Taxation of Marijuana Act

8.4.1. Purpose

~~The Initiative Petition for the Regulation and Taxation of Marijuana, also known as Ballot Question Four, Acts 2016, Chapter 334, was approved by voters at the Massachusetts State election on November 8, 2016 (the "Act"). The purpose of the Act is to control the cultivation, production, distribution and sale of marijuana under a system that licenses, regulates and taxes the entities engaged in such activities in a manner similar to alcohol and to make the use of marijuana legal for adults 21 years of age or older. The Act took effect on December 15, 2016, which effective date was postponed for six months pursuant to Acts of 2016, Chapter 351. Section 5 of the Act provides that a town may adopt by laws that impose reasonable safeguards on the operation of marijuana establishments, provided they are not unreasonably impracticable and are not in conflict with the Act or with regulations made pursuant to the Act. However, regulations promulgated pursuant to the Act were adopted as recently as March 9, 2018 and published on March 23, 2018.~~

~~Under the current zoning by law, a marijuana establishment is not defined and is not a specified permitted use in the town. As this is a new type of land use in the state, there will be unique and new aspects to the use that could require oversight and regulations. These local impacts, which could be legal, land use, public safety, and public health, should be evaluated and addressed in a comprehensive manner in the zoning by law prior to the permitting of a marijuana establishment. The moratorium, of a finite duration, will allow the town to carefully study the potential impacts, both primary and secondary, of such establishments and, through a directed planning process, recommend zoning by law amendments, consistent with the new regulations, to address the town's concerns in the context of comprehensive land use planning and other town planning goals and objectives. The Town already has considered evaluated the impacts of marijuana cultivators and marijuana product manufacturers, which shall be excluded from this moratorium.~~

8.4.2. Definitions

~~The definitions of a marijuana cultivator, marijuana testing facility, marijuana product manufacturer, marijuana retailer or any other type of licensed marijuana related business as set forth in the Act, as amended, shall apply equally to this article. This definition does not include the cultivation, distribution and/or sale of medical marijuana, which is expressly excluded from regulation under the Act.~~

8.4.3. Establishment and Duration

- ~~a. Moratorium – No building permit, special permit, variance, site plan or other permit may be issued under this zoning bylaw, and no use of land or structures shall be allowed for the purpose of establishing a marijuana testing facility, marijuana retailer or any other type of licensed marijuana related business, provided however,~~

~~no such moratorium shall apply to a marijuana cultivator or marijuana product manufacturer..~~

b. ~~The moratorium shall be in effect through and including December 31, 2018, or until such time as zoning amendments are adopted that address marijuana testing facilities, marijuana retailers or any other type of licensed marijuana related business, excluding marijuana cultivators and marijuana product manufacturers, whichever shall be sooner.~~

8.4.4. Applicability This Bylaw shall be effective in all zoning districts in the town, including overlay districts. This Bylaw does not apply to the cultivation, distribution or sale of medical marijuana.

; or take any other action relative thereto.

- **FinCom Voted to Recommend this Article.**

Article 13: Zoning Bylaw Amendment – Section 9.4 Site Plan Review

To see if the Town will vote to amend Section 9.4 of the Douglas Zoning Bylaws as follows:

9.4.2 Procedures

1. An application for a building permit to perform work as set forth in Section 9.4.1 shall be accompanied by an approved Site Plan. **Site Plan Review requires notice of public hearing procedure in accordance with MGL Chapter 40A Section 11.** Prior to the commencement of any such activity, the project proponent shall obtain site plan approval from the Planning Board. Applicants for site plan approval shall submit **ten (10) five** copies of the site plan to the Board for review, and within three (3) days thereafter shall also submit a copy of the site plan to the Sewer Commission, applicable water district, Board of Health, Highway Department, Police Chief, Fire Chief, the Building Inspector, Zoning Board of Appeals, and the Conservation Commission for their advisory review and comments. Failure of such board or official to respond within thirty-five days of submittal shall be deemed a lack of opposition thereto. The Planning Board shall review and act upon the site plan, with such conditions as may be deemed appropriate, within ninety (90) days of, the Public Hearing Date, and notify the applicant of its decision. The decision of the Planning Board shall be upon a majority of those present and shall be in writing. No building permit shall be issued by the Building Inspector without the written approval of the site plan by the Planning Board, or unless 90 days lapse from the date of the site plan public hearing without action by the Planning Board.

9.4.4 Contents of Plan

The contents of the site plan are as follows:

1. **Ten (10) five** separate plans prepared at a scale of one (1) inch equals twenty (20) feet or such other scale as may be approved by the Planning Board. The plans are as follows:

; or take any other action relative thereto.

- **FinCom Voted to Recommend this Article.**

Article 14. Zoning Bylaw Modification – Section 6.8 Residentially-Scaled and Commercially- Scaled Solar Energy Systems

To see if the Town will vote to amend it's zoning bylaws by adding a new Section 6.8 as follows:

6.8 Residentially-Scaled and Commercially-Scaled Solar Energy Systems

The purpose of this bylaw is to provide reasonable regulations pertaining to Solar Energy Systems within the parameters of M.G.L. c. 40A § 3. These regulations shall include, but are not limited to, standards for the placement, design, construction, operation, monitoring, modification, and removal of such installations that address public health, safety, and welfare; minimize impacts on residential properties and neighborhoods; and minimize impacts on natural resources, including wildlife habitat and corridors; and preserve scenic, historical, and cultural resources.

6.8.1 Definitions

Photovoltaic System (also referred to as Photovoltaic Installation): An active solar energy system that converts solar energy directly into electricity.

Rated Nameplate Capacity: The maximum rated output of electric power production of the photovoltaic system in watts of Direct Current (DC).

Solar Access: The access of a solar energy system to direct sunlight.

Solar Collector: A device, structure or a part of a device or structure for which the primary purpose is to transform solar radiant energy into thermal, mechanical, chemical, or electrical energy.

Solar Energy: Radiant energy received from the sun that can be collected in the form of heat or light by a solar collector.

Solar Energy System, Active: A solar energy system whose primary purpose is to harvest energy by transforming solar energy into another form of energy or transferring heat from a collector to another medium using mechanical, electrical, or chemical means. Solar energy systems shall not be included in calculations for lot coverage or impervious cover so long as said installations should have grass or planted surfaces beneath them.

Solar Energy System, Grid-Intertie: A photovoltaic system that is connected to an electric circuit served by an electric utility provider.

Solar Energy System, Ground-Mounted: An Active Solar Energy System that is structurally mounted to the ground and is not roof-mounted; may be of any size (residentially or commercially scaled).

Residentially-Scaled Solar Energy System: An Active Solar Energy System that occupies square footage of surface area equivalent to a rated nameplate capacity of about 30 kW DC or less.

Commercially-Scaled Solar Energy System: An Active Solar Energy System that occupies square footage of surface area equivalent to a rated nameplate capacity of greater than 30 kW DC.

Solar Energy System, Off-Grid: A photovoltaic solar energy system in which the circuits energized by the solar energy system are not electrically connected in any way to electric circuits that are served by an electric utility.

Solar Energy System, Passive: A solar energy system that captures solar light or heat without transforming it to another form of energy or transferring the energy via a heat exchanger.

Solar Energy System, Roof-Mounted: An Active Solar Energy System that is structurally mounted to the roof of a building or structure.

6.8.2 Applicability

This section applies to solar energy systems occupying land covered by solar panels including associated equipment and appurtenant structures. This section shall also pertain to physical modifications that materially alter the type, configuration, or size of solar energy systems related equipment ("Material Modifications").

6.8.2.1 Residentially-Scaled Solar Energy Systems which are incidental to a residential or Non-residential use, as determined by the Building Commissioner, do not need to comply with this section, but require a building permit, and must comply with all applicable local, state and federal requirements, including but not limited to all applicable safety, construction, electrical, and communications requirements and other provisions of the Zoning Bylaws, such as building setback requirements and requisite lot coverage requirements.

6.8.2.2 Commercially-Scaled Solar Energy System shall require a Special Permit from the Planning Board in accordance with Section 9.3 of the Douglas Zoning Bylaws in addition to meeting the requirements of this Section. An Installation may be permitted on one or more adjacent parcels under common ownership (including those separated by a roadway).

6.8.3 Changes of Covenant, Use, Restrictions, or Designations for Solar Energy Systems

No Solar Energy Systems of any size shall be installed in violation of covenants created by a Homeowner's Association, Condo Association, or other neighborhood governing structure that applies to a grouping of parcels of residential land.

No Solar Energy Systems shall be permitted if any of the following are required, unless disclosed with the initial Site Plan Approval or Special Permit Application and all required permissions must be obtained prior to or as a condition of approval:

- 6.8.3.1 Change in restrictive covenants recorded or on the deed (MGL 184, Sec. 26)
- 6.8.3.2 Change in restrictions or conditions recorded or on the deed (MGL 184, Sec. 26)
- 6.8.3.3 Change in conservation restriction in the form of a restriction, easement, covenant, condition, or right (MGL 184, Sec. 31)
- 6.8.3.4 Any change of use or designation of the parcel including but not limited to MGL 61, MGL 61A, or MGL 61B.

In the event of a change which allows the Town of Douglas a Right of First Refusal, the Town of Douglas's Board of Selectmen and/or all potential assignees must waive the Right of First Refusal; or, in the event the Selectmen or an Assignee exercise the Right of First Refusal, a closing on a proposed purchase must not occur before the Site Plan Approval or the Special Permit Application will be considered complete. The required periods for holding a public hearing on such application will be tolled until such events occur.

6.8.4 General Requirements for all Commercially-Scaled Solar Energy Systems

The following requirements are common to all Commercially-Scaled Solar Energy Systems

6.8.4.1 Compliance with Laws, Bylaws and Regulations

The construction and operation of all Solar Energy Systems shall be consistent with all applicable local, state, and federal requirements including but not limited to all applicable safety, construction, electrical, and communications requirements. All buildings and fixtures forming part of the installation shall require a building permit and shall be constructed in accordance with the Massachusetts State Building Code.

- 6.8.4.2 The emergency response guide shall be provided to the Douglas Fire Department along with emergency contact information. Keys to all gate locks shall be provided to the Douglas Fire Department.

6.8.4.3 Prior to commencement of construction activities, a complete copy of the Stormwater Pollution Prevention Plan (SWPPP) shall be provided to the Community Development Director, Zoning Enforcement Officer, Planning Board, Conservation Commission, and emergency services. The SWPPP shall include the names, addresses, and contact information, including 24-hour emergency contact information for all construction-period project operators including the project owner and all project contractors and/or subcontractors. Changes and updates to the construction-period site operator contact information must be provided in writing to the Zoning Enforcement Officer at least five business days prior to any changes/updates.

6.8.4.4 Prior to final approval by the Electrical Inspector and Zoning Enforcement Officer, an Operations and Maintenance (O&M) handbook shall be submitted to the Community Development Director, Building Commissioner, and emergency services, that includes the names, addresses, and contact information for the responsible parties, including site owner and site operator (if different), a description of emergency response measures including procedures for shutting down the Installation, a checklist of inspection items, a schedule for implementing routine and emergency maintenance activities.

At such time that the responsible party(ies) transition or change, an updated O&M plan shall be submitted to the Community Development Director, Building Commissioner, and emergency services at least five business days prior to the change.

6.8.4.5 Emergency shut-off procedures must be clearly indicated at each ingress point to the site. Each ingress point shall restrict access to authorized personnel only.

6.8.4.6 If earthwork activities require that material including, but not limited to, clean fill, loam, sand, and/or gravel be imported from off site, such material must be clean and without contamination by hazardous substances or invasive species and must be obtained from a source approved by the Douglas Department of Public Works. The applicant shall submit a detailed manifest describing the source of the material and shall provide the results of materials testing demonstrating that no hazardous substances or invasive species contaminate the material. If a manifest or material testing information is not provided, the material must be removed and replaced at the applicant's expense.

6.8.4.7 Prior to final approval by the Building Commissioner, all landscape areas must be complete in accordance with the Landscape Plan (Section 6.8.7.2).

6.8.5 Site Plan Approval

Commercially-Scaled Solar Energy Systems shall undergo Site Plan Review (Section 9.4 of the Town's Zoning Bylaw) by the Planning Board prior to construction, installation or modification as provided in this section, simultaneous with the Special Permit process. All plans and maps shall be prepared, stamped, and signed by a Professional Engineer licensed to practice in the Commonwealth of Massachusetts. The following documents shall be provided in addition to or in coordination with those required for Site Plan Review (Section 9.4):

- 6.8.5.1 Proof of liability insurance;
- 6.8.5.2 Description of financial surety that satisfies Section 6.8.13.3;
- 6.8.5.3 All items required as part of section 9.4 of the Douglas Zoning Bylaw with the addition of the following:
 - (a) Proposed changes to the landscape of the site including grading, vegetation clearing and planting, screening, and new structures, including their height;
 - (b) Locations of Permanently Protected Open Space, Priority Habitat Areas and BioMap 2 Critical Natural Landscape Core Habitat mapped by the Natural Heritage & Endangered Species Program (NHESP) and "Habitat of Potential Regional or Statewide Importance" also known as "Important Habitat" mapped by the MA Department of Environmental Protection (DEP) and proof of any required filing with NHESP and/or DEP regarding the same;
 - (c) Locations of local or National Historic Districts and proof of any required filings regarding the same;
 - (d) A list of any hazardous materials proposed to be located on the site in excess of household quantities and a plan to prevent their release into the environment;
 - (e) Blueprints or drawings of the solar energy system signed by a Professional Engineer licensed to practice in the Commonwealth of Massachusetts showing the proposed layout of the system and any potential shading from nearby structures;
 - (f) One- or three-line electrical diagram detailing the solar energy system, associated components, and electrical interconnection methods, with all National Electrical Code-compliant disconnects and overcurrent devices;
 - (g) Documentation of the major system components to be used, including the electric generating components, battery storage systems, transmission systems, mounting system, inverter, etc.

- (h) Name, address, and contact information for the proposed system installer;
- (i) Name, address, phone number and signature of the property owners, the applicant, the developer, and any other party that produced material to support the Special Permit Application or the Site Plan;
- (j) The name, contact information and signature of any agents representing the owner or applicant;
- (k) Provision of water including that needed for fire protection;
- (l) Zoning district designation and zoning overlay(s) for the parcel(s) of land comprising the project site (submission of a paper copy of a zoning map with the parcel(s) identified is suitable for this purpose);
- (m) An operation and maintenance plan (see Section 6.8.7.1);

6.8.6 Site Control

The Site Plan and Special Permit applications shall include documentation of actual or prospective access and control of the project site sufficient to allow for construction and operation of the proposed solar energy system.

6.8.7 Operation & Maintenance Plans, Landscape Plans

6.8.7.1 Operation & Maintenance Plan - The Site Plan application shall include a plan for the operation and maintenance of the Commercially-Scaled Solar Energy System, which shall include measures for maintaining safe access to the installation, stormwater and vegetation controls, as well as general procedures for operational maintenance of the installation.

6.8.7.2 Landscaping & Buffering – A detailed Landscaping Plan shall be provided for Site Plan approval and maintained in accordance with the Site Plan approved by the Planning Board and incorporated as part of the plans on which the Permit is based which demonstrates screening required by 6.8.7.3 below.

6.8.7.3 Landscaping shall be provided and maintained on the site to screen the Installation, the accessory facilities, and appurtenant structures as determined by the Planning Board. Landscape screening shall be provided adjacent to:

- (a) Abutting properties where a front, side, or rear lot line of the Installation site adjoins (or is separated by a public way from) a residential district or an existing residential use;
- (b) Abutting public ways.

6.8.8 Utility Notification

No Commercially-Scaled Solar Energy Systems shall be constructed until evidence has been given to the Planning Board that the electric utility provider that operates the electrical grid where the installation is to be located has been informed of the solar energy system owner or operator's intent to install an interconnected facility. Off-grid systems shall be exempt from this requirement.

6.8.9 Dimensional and Height Requirements

6.8.9.1 Setbacks - For Commercially-Scaled Solar Energy Systems, front, side and rear setbacks and setbacks from property lines shall be consistent with Dimensional Regulations listed below for all residential districts and shall meet the minimum requirements within all other applicable zoning districts.

Minimum Lot Area	Minimum Lot Frontage	Minimum Front Setback	Minimum Side Setback	Minimum Rear Setback
4 acres	200 feet	100 feet	100 feet	100 feet

6.8.9.2 Appurtenant Structures - All appurtenant structures to Commercially-Scaled Solar Energy Systems shall be subject to the Town's Zoning Bylaw requirements concerning the bulk of structures, lot area, setbacks, open space, parking and building coverage requirements. All such appurtenant structures, including but not limited to, equipment shelters, storage facilities, fencing, transformers, and substations, shall be architecturally compatible with each other. Structures shall be screened from view by vegetation and/or joined or clustered to avoid adverse visual impacts.

6.8.9.3 Height of Structures - The height of any solar panel associated with a Commercially-Scaled Energy System shall not exceed 15 feet.

6.8.10 Design and Performance Standards. The following standards shall be considered in any Site Plan or Special permit proceeding:

6.8.10.1 Lighting - Outdoor lighting including lighting on the exterior of a building or lighting in parking areas shall be arranged to minimize glare and light spilling over the neighboring properties.

Except for low level intensity pedestrian lighting, other lighting shall be designed and located so that:

- (a) The luminaire (LED) has an angle of cutoff less than 76 degrees;
- (b) A line drawn from the height of the luminaire (LED) along the angle of cutoff intersects the ground at a point within the development site;
- (c) The bare light bulb, lamp or light source is completely shielded from direct view at any point five feet above the ground on neighboring properties or streets;
- (d) Lighting shall be directional to preclude light pollution of neighbors or the night sky and shall be "Dark Sky" compliant and meet International Dark Sky FSA certification requirements; and
- (e) The owner/operator shall be responsible for maintenance of lighting systems. Lighting shall not be kept on at night unless there is an emergency or it is required for safety purposes as determined by the Building Commissioner.

6.8.10.2 **Signage - Signs on Commercially-Scaled Solar Energy Systems** shall comply with all applicable requirements of the Zoning Bylaws. A sign shall be required to identify only the owner and provide a 24- hour emergency contact phone number. Solar electric installations shall not be used for displaying any advertising except for reasonable identification of the manufacturer or operator of the solar electric installation.

6.8.10.3 **Utility Connections - Reasonable efforts, as determined by the Planning Board, shall be made to place all utility connections from the solar electric installation underground, depending on appropriate soil conditions, shape, and topography of the site and any requirements of the utility provider. Electrical transformers for utility interconnections must be on site and may be above ground if required by the utility provider. No Certificate of Completion for a utility provider can be issued until final approvals are granted by the Fire Chief and the Building Commissioner.**

6.8.10.4 **Access Roads - Access roads shall be constructed to minimize grading, removal of stone walls or trees and minimize impacts to environmental or historic resources and must be approved by the**

emergency services departments in the Town of Douglas (e.g., Fire, Police and DPW). A keybox must be available at the entrance to the property for emergency services departments.

6.8.10.5 Vegetation Management - Herbicides may not be used to control vegetation at the solar energy system.

6.8.10.6 Hazardous Materials - Hazardous materials stored, used, or generated on site shall not exceed the amount for a Very Small Quantity Generator of Hazardous Waste as defined by the DEP pursuant to MassDEP regulations 310 CMR 30.000 and shall meet all requirements of the DEP including storage of hazardous materials in a building with an impervious floor that is not adjacent to any floor drains to prevent discharge to the outdoor environment. If any hazardous materials, including, but not limited to, lithium ion (storage batteries) are used within the solar electric equipment, then impervious containment areas capable of controlling and containing any release of hazardous materials to the environment and to prevent potential contamination of groundwater are required. A list of any hazardous materials proposed to be located on the site and a plan to prevent their release shall be provided to the Planning Board and Fire Chief for review and approval. The use of Cadmium Telluride solar panels is prohibited in Douglas.

6.8.10.7 Noise - Noise generated by Commercially-Scaled Solar Energy Systems and associated equipment and machinery shall conform at a minimum to applicable state and local noise regulations, including the DEP's Division of Air Quality noise regulations, 310 CMR 7.10.

6.8.10.8 Visual Impacts - The installation, including all accessories and appurtenant structures, shall be designed to minimize visual impacts, including preserving natural vegetation to the maximum extent possible, blending in equipment with the surroundings, and adding vegetative buffers to provide an effective visual barrier from adjacent roads and to screen abutting residential properties, whether developed or not. Siting shall be such that the view of the solar energy system from other areas of Town shall be as minimal as possible, in the judgment of the Planning Board.

6.8.11 Safety and Environmental Standards. The following standards shall be considered in any Site Plan or Special permit proceeding:

6.8.11.1 Emergency Services - A copy of the project summary, electrical schematic, and Site Plan shall be provided to the Douglas Fire Chief. The owner or operator shall cooperate with local emergency services to develop an emergency response plan. All means of shutting down the solar electric installation shall be clearly marked. A responsible person shall be identified for public inquiries throughout the life of the installation.

6.8.11.2 Land Clearing, Soil Erosion, and Impacts -

Large-scale clearing of forested areas in excess of five (5) acres for the purpose of constructing systems is prohibited. The facility shall be designed to minimize impacts to agricultural land and shall be compatible with continued agricultural use to the maximum extent possible. The facility shall be designed to minimize impacts to environmentally sensitive land. Clearing of natural vegetation shall be limited to what is necessary for the construction, operation and maintenance of the Commercially-Scaled Solar Energy System or otherwise prescribed by applicable laws, regulations, and bylaws. The design shall minimize the use of concrete and other impervious materials to the maximum extent possible. Locating Commercially-Scaled Solar Energy Systems on grades in excess of 15% shall be avoided to the maximum extent possible.

6.8.11.3 Habitat Impacts - Commercially-Scaled Solar Energy Systems shall not be located on Permanently Protected Open Space or Priority Habitat and BioMap 2 Critical Natural Landscape Core Habitat areas mapped by the NHESP and shall be designed to minimize impacts to "Habitat of Potential Regional or Statewide Importance" also known as "Important Habitat" mapped by the DEP to the maximum extent possible.

6.8.12 Monitoring, Maintenance, and Reporting

6.8.12.1 Solar Energy System Conditions - The facility shall be maintained in good condition. Maintenance shall include, but not be limited to, painting, landscaping, structural repairs, and maintaining the integrity of security measures. Site access shall be maintained to a level acceptable to the Douglas Fire Chief and Building Commissioner. The property owner and the owner/operator of the facility shall together be responsible for the cost of maintaining the solar energy system and any access road(s).

6.8.12.2 Modifications - All Material Modifications, as determined by the Building Commissioner or designee, to a solar energy system made after issuance of the required building permit shall require approval by the Planning Board.

6.8.12.3 Annual Reporting - The Annual Report, which certifies compliance with the requirements of this bylaw and the approved site plan, including control of vegetation, noise standards, and adequacy of road access shall be submitted by the owner/operator to the Building Commissioner no later than 45 days after the first year after commencement of operation. The Annual Report shall also provide information on the maintenance completed during the course of the year, the amount of electricity generated by the facility, and the amount of surety available for decommissioning or indemnification (see Section 6.8.13.3).

6.8.13 Abandonment, Decommissioning, Financial Surety, & Indemnification

6.8.13.1 Removal Requirements - Any Commercially-Scaled Solar Energy System which has reached the end of its useful life or has been abandoned consistent with Section 6.8.13.2 of this bylaw, shall be removed. The property owner or operator shall apply for building permits to remove the solar energy system not more than 180 days after the date of discontinued operations. The Planning Board, Community Development Director and the Building Commissioner shall be notified by certified mail of the proposed date of discontinued operations and plans for removal. Decommissioning shall consist of:

- (a) Physical removal of all Commercially-Scaled Solar Energy Systems, structures, equipment, security barriers and transmission lines from the site;
- (b) Proper disposal of all solid and hazardous waste in accordance with local, state, and federal waste disposal regulations;
- (c) Stabilization or re-vegetation of the site as necessary to minimize erosion as approved by Community Development Director. The Community Development Director may allow the owner or operator to leave landscaping or designated below-grade foundations in order to minimize erosion and disruption to vegetation.

6.8.13.2 Abandonment - Absent notice of a proposed date of decommissioning or written notice of extenuating circumstances,

the solar energy system shall be considered abandoned when it fails to operate for more than one year without the written consent of the Planning Board. Upon written request from the Building Commissioner addressed to the contact address provided and maintained by the owner and operator as required in this bylaw, the owner or operator shall provide evidence to the Building Commissioner demonstrating continued use of the installation. Failure to provide such evidence within thirty (30) days of such written request shall be conclusive evidence that the installation has been abandoned. If the owner or operator of the Commercially-Scaled Solar Energy System fails to remove the installation in accordance with the requirements of this section, the Town may enter onto the Property and remove an abandoned, hazardous or decommissioned Commercially-Scaled Solar Energy System. To facilitate such entry, the grant of an easement to the Town shall be a condition of Special permit Approval. The applicant, Installation owner, and/or landowner shall otherwise agree to allow entry to remove an abandoned or decommissioned installation. The Town's cost for the removal will be charged to the property owner in accordance with the provisions of M.G.L. 139, Section 3A as a tax lien on the property, or shall otherwise be recovered under a decommissioning agreement pursuant to Section 6.8.13.3 below.

6.8.13.3 Financial Surety - A form of surety shall be provided and thereafter maintained, either through an escrow account, bond or other form of surety approved by the Planning Board to cover the cost of removal in the event the town must remove the installation and remediate the landscape, in an amount and form determined to be reasonable by the Planning Board, but in no event to exceed more than 150 percent of the cost of removal and compliance with the additional requirements set forth herein, as determined by the project proponent and the Town. The agreement governing such security shall be in a form approved by the Planning Board and Town Counsel. Such surety will not be required for municipal or state-owned facilities. A fully inclusive estimate of the costs associated with removal, prepared by a licensed Professional Engineer shall be submitted to the Community Development Director for review. The amount shall include a mechanism for calculating increased removal costs due to inflation. The owner shall increase or replenish the surety as necessary to maintain an adequate amount, as determined by the Planning Board in accordance with the requirements of this bylaw.

6.8.13.4 Severability

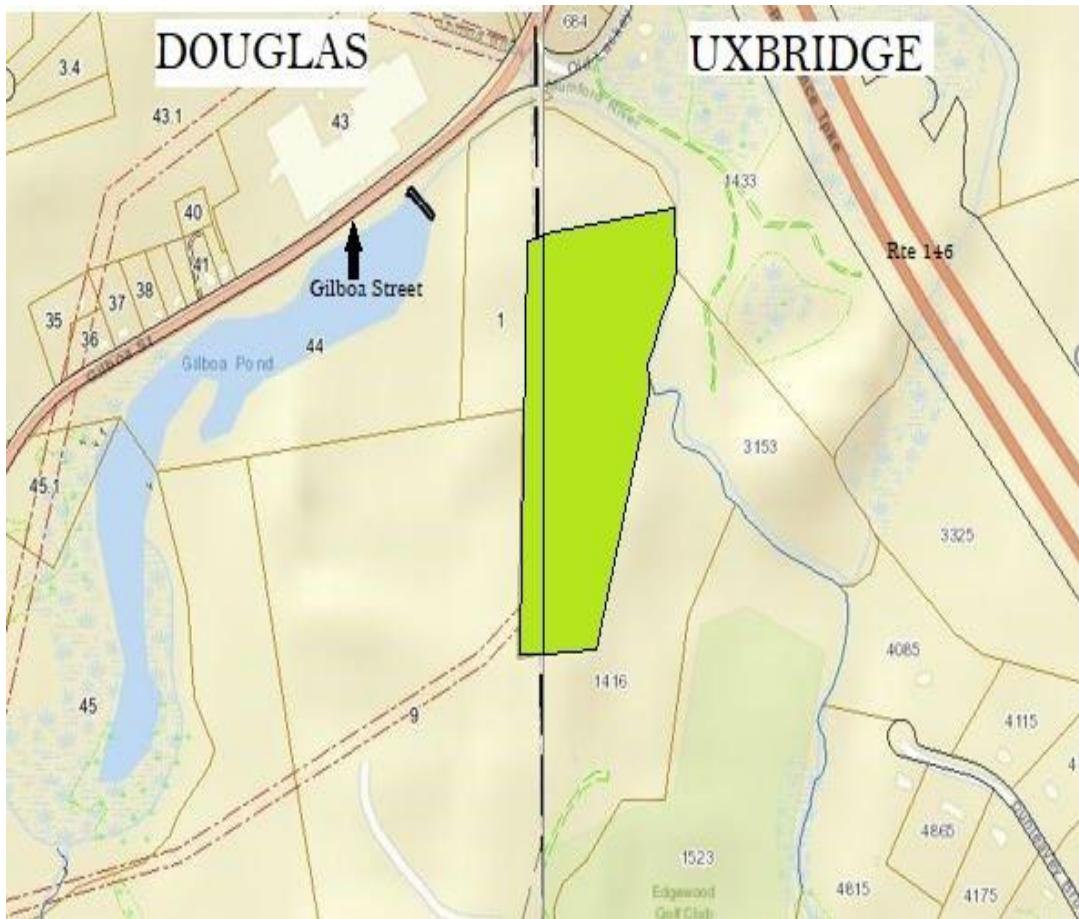
The provisions of this bylaw are severable, and the invalidity of any section, subdivision, subsection, paragraph or other part of this bylaw shall not affect the validity or effectiveness of the remainder of this bylaw. For any provision of this bylaw that conflicts with another state or local bylaw, the most restrictive provision shall apply.

; or take any other action relative thereto.

- **FinCom voted to Defer Recommendation until their meeting prior to Town Meeting.**

Article 15. Gift of Land to Town

To see if the Town will vote to accept a certain tract of land situated along the Douglas-Uxbridge town boundary, south of Gilboa Street and south and westerly of the Mumford River, said tract being bounded and described as in a deed of Seddie H. Aldrich and Richard H. Aldrich, gifted to the Town of Douglas, dated May 07th, 1951, and recorded with the Worcester Registry of Deeds, Book 3389, Pages 546, 547 & 548. Said tract of land is located in both the Town of Douglas (2.13 acres) and the Town of Uxbridge (14.7 acres), and was never formally accepted by the Town. The aforesaid land shall be held by the Board of Selectmen for general municipal purposes and/or for conveyance on such terms as the Board of Selectmen deems appropriate; or take any other action relative thereto.



- **FinCom voted to Recommend this Article.**

Article 16. Match for One Stop Grant Site Readiness

To see if the Town will vote to raise and appropriate, and or transfer from available funds the sum of \$35,000 for the purpose of matching the recently accepted \$314,850 Site Readiness Grant Award for design and engineering for a future water & sewer project on Davis Street and Monroe Street, or take any other action relative thereto.

- **FinCom voted to Recommend this Article.**

Article 17. Match for North Street Project

To see if the Town will vote to raise and appropriate and or transfer from available funds the sum of \$100,000 for the purpose of matching a \$500,000 Site Readiness Grant application in June 2022 for approximately \$600,000 in design and engineering costs involving a water/sewer/stormwater infrastructure upgrade and road widening/realignment project with sidewalks on North Street, from Gilboa Street to the Sutton town line; or take any other action relative thereto.

- **FinCom voted to Recommend this Article.**

Article 18. Call Firefighter Retirement By-law Adoption

To see if the Town will vote to accept the provisions of G.L.c. 32, s.4 (2) (b1/2); or to take any other action relative thereto.

(b1/2) In any city, town, or fire district, which accepts the provisions of this paragraph, service as a permanent-intermittent or call firefighter shall be credited as full-time service as provided in paragraph (b), except that credit for such service shall not be conditioned upon the appointment of said permanent-intermittent or call firefighter as a permanent member of the fire department. This paragraph shall take effect in a city by vote of the city council in accordance with its city charter, in a town which maintains a separate contributory retirement system by vote of the town meeting, in a town whose eligible members are members of the county retirement system of the county wherein such town lies by vote of the town meeting, in a district which maintains a separate contributory retirement system by vote of the district meeting, and in a district the eligible employees of which are members of a county retirement system by vote of the district meeting.

- **FinCom voted to Recommend this Article.**

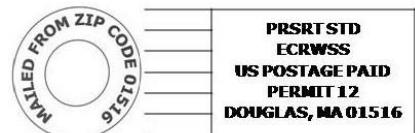
Article 19. Sewer Asset Management Project

To see if the Town will raise and appropriate the sum of **\$126,500** 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 of \$126,500 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 each at 50% and 100% project completion by MassDEP and the Massachusetts Clean Water Trust. The balance of the project will be comprised of in-kind services provided by the Town valued at \$25,300 and **transfer the sum of \$25,300 from retained earnings from the Water and Sewer Enterprise Funds**; or to take any other action relative thereto.

- **FinCom voted to Recommend this Article.**

DOUGLASS

Town of Douglas
29 Depot Street
Douglas, MA 01516



**CURRENT RESIDENT
DOUGLAS, MA 01516**