

TOWN OF DOUGLAS
ANNUAL & SPECIAL TOWN MEETING
VOTER INFORMATION BULLETIN
Monday, May 1, 2023
Douglas High School Auditorium
7:00 PM

FINANCE COMMITTEE MESSAGE

Dear Fellow Citizens,

When COVID arrived in the spring of 2020 no one could foresee the effect it would have on local, state, national, or global economies. As we review the last few years we can identify certain developments that affected our town and our citizens, especially the loss of income for those who were put out of work as well as the aid that was made available to us from the state and federal governments. While we are getting back to normal there are lingering effects on our budget that we must take into account as we move forward.

One big change that all of us can see as we drive around town is the increase in large construction projects, which we hope over time will provide a big boost to our town's economy. We ask for your continued patience as these construction projects are being worked on.

We have appreciated the hard work from all of our town's departments and staff and we present the warrant to you with the hope that it contributes to steady progress for our town.

Sincerely,
Your Finance Committee

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

Ryan Hogan
Michael Hutmak
Heather Morin
Lynne Mussulli

SPECIAL TOWN MEETING

- | | |
|------------|--|
| Article 1. | Fiscal Year 2023 Budget Transfers / Amendments |
| Article 2. | Snow & Ice Account Transfer |
| Article 3. | Prior Year Bills |
| Article 4. | Police Cruisers |
| Article 5. | Fire Command Vehicle |
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Article 1: Fiscal Year 2023 Budget Transfers/Amendments

To see if the Town will vote to amend the action taken on Article 2 of the Annual Town Meeting of Monday May 2, 2022 by transferring from available funds the following sums of money to the following budget line items in the Fiscal Year 2023 Budget:

Increase Treasurer/Collector Wages	\$2,000
Increase Treasurer/Collector Expenses	\$5,000
Increase FinCom Expenses	\$5,800
Increase Economic Development Wages	\$12,800
Increase Cemetery Expenses	\$2,900
Increase Town Report Expenses	\$1,000
Increase Town Clerk Expenses	\$1,400
Increase Highway Maintenance Expenses	\$4,000
Increase Highway Admin Expenses	\$10,000
Increase Animal Control Expenses	\$6,000
Increase Ambulance Wages	\$25,000
Decrease Fire Wages	\$10,000
Decrease Tax Taking Expenses	\$2,000
Decrease Highway Wages	\$14,000
Decrease Town Clerk Wages	\$1,400
Decrease Assessors Wages	\$12,000

Decrease Tax Title Expenses	\$5,000
Decrease Public Nurse Wages	\$7,000
Decrease Total Insurance, Employee Benefits & Court Judgements	\$24,500
; or take any other action related thereto.	

Explanation: This is standard procedure to take care of changes in spending and costs that have occurred since the annual town meeting of May 2, 2022.

FinCom Voted to Recommend this Article by a Majority Vote

Article 2: Snow & Ice Account Transfer

To see if the Town will vote to transfer from free cash the sum of **\$75,000** to the FY23 Snow & Ice Account; or take any other action related thereto.

Explanation: This is standard procedure to take care of changes in spending and costs that have occurred since the annual town meeting of May 2, 2022.

FinCom Voted to Recommend this Article by a Majority Vote

Article 3: Prior Year Bills

To see if the Town will vote to transfer from available funds the sum of **\$1,753.91** to pay the following prior year's bills; or take any other action related thereto.

• Baystate Interpreters, Inc.	\$ 82.24
• Lyons & Rogers, LLC	\$ 75.00
• Learn Well	\$1,596.67
	\$1,753.91

Explanation: This is standard procedure to take care of changes in spending and costs that have occurred since the annual town meeting of May 2, 2022.

FinCom Voted to Recommend this Article by a Majority Vote

Article 4: Police Cruisers

To see if the Town will vote to transfer the sum of **\$115,000** from free cash to fund the purchase of two (2) police cruisers and all associated costs; or take any other action related thereto.

Explanation: This will enable the town, within the FY23 fiscal year, to buy two police cruisers that are currently available.

FinCom Voted to Recommend this Article by a Majority Vote

Article 5: Fire Command Vehicle

To see if the Town will vote to transfer the sum of **\$60,000** from Ambulance Receipts Reserved for Appropriation Account to fund the purchase of a Fire Command Vehicle and all associated costs; or take any other action related thereto.

Explanation: This will enable the town to use ambulance receipts to purchase another vehicle for the use of the Chief and/or Assistant Chief.

FinCom Voted to Recommend this Article (6 Yes and 1 No)

ANNUAL TOWN MEETING	
1. Finance Committee Report	8. Recurring Business
2. FY24 Budget	9. Personnel Bylaw Classification & Update
3. Salaries of Elected Officials	10. Adoption of Revised FY24 - FY28 Capital Improvement Plan
4. Blackstone Valley Vocational Regional School District FY24 Budget	11. Zoning Bylaw Amendment Section 8.3 – Floodplain Bylaw
5. FY24 Transfer Station Enterprise Fund	12. Street Acceptance – Cobblestone Lane & Meetinghouse Lane
6. FY24 Water/Sewer Enterprise Fund	13. Sewer Asset Management Project
7. FY24 PEG Access and Cable Receipts Reserved for Appropriation	

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: FY24 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 2024**; or take any other action relative thereto.

General Fund	FY 2022 Final Revised Budget Net of Reserve Fund Transfers/STM Transfers	FY 2023 Revised Budget Nov STM	FY 2024 Fin Com/BOS/TA Recommended Budget
General Government			
Selectmen			
Wages	\$219,479	\$222,866	\$236,857
Expenses	\$8,219	\$11,140	\$10,515
Subtotal	\$227,699	\$234,006	\$247,372
Awards and Recognition	\$40	\$50	\$50
Town Hall Office Supplies	\$20,955	\$24,257	\$24,257
Town Reports	\$1,881	\$500	\$500
Town Counsel	\$73,762	\$80,000	\$80,000
Total Selectmen	\$324,337	\$338,813	\$352,179
Finance Director / Accountant / Audit			
Wages	\$139,876	\$154,108	\$161,310
Expenses	\$1,744	\$2,225	\$2,425
Subtotal	\$141,621	\$156,333	\$163,735
Audit	\$26,000	\$38,000	\$38,000
Total Finance Director / Accountant / Audit	\$167,621	\$194,333	\$201,735
Assessors			
Wages	\$98,786	\$135,475	\$125,198
Expenses	\$70,598	\$58,026	\$45,493
Subtotal	\$169,383	\$193,501	\$170,691
Revaluation	\$10,360	\$-	\$-
Total Assessors	\$179,743	\$193,501	\$170,691

Treasurer / Collector			
Wages	\$197,808	\$207,001	\$229,179
Expenses	\$69,557	\$66,959	\$68,725
Subtotal	\$267,365	\$273,960	\$297,904
Tax Taking	\$1,381	\$5,000	\$5,000
Tax Title	\$20,910	\$25,125	\$25,125
Total Treasurer / Collector	\$289,656	\$304,085	\$328,029
Finance Committee			
Wages	\$420	\$748	\$869
Expenses	\$8,525	\$5,000	\$5,000
Reserve Fund	\$-	\$50,000	\$50,000
Total Finance Committee	\$8,945	\$55,748	\$55,869
Technology			
Wages	\$-	\$-	\$-
Expenses	\$185,378	\$155,600	\$133,177
Total Technology	\$185,378	\$155,600	\$133,177
Town Clerk			
Wages	\$117,331	\$126,410	\$150,822
Expenses	\$17,003	\$18,750	\$18,750
Total Town Clerk	\$134,334	\$145,160	\$169,572
Public Building Maintenance			
Wages	\$-	\$-	\$-
Expenses	\$180,015	\$198,023	\$200,100
Total Public Building Maintenance	\$180,015	\$198,023	\$200,100
Permanent Building Committee			
Wages	\$320	\$646	\$750
Expenses	\$-	\$500	\$700
Total Permanent Building Committee	\$320	\$1,146	\$1,450
Community Development			
Wages	\$191,573	\$205,127	\$218,426
Expenses	\$8,856	\$10,002	\$11,199
Subtotal	\$200,429	\$215,129	\$229,625
Planning Board	\$3,060	\$4,013	\$8,321
Economic Development wages	\$42,136	\$38,507	\$80,258
Economic Development expenses	\$2,262	\$7,500	\$-
Zoning Board	\$277	\$2,550	\$4,550
Open Space	\$-	\$600	\$300
Conservation Commission	\$1,826	\$1,789	\$1,789
Total Community Development	\$249,990	\$270,087	\$324,843

Other General Government			
Moderator	\$250	\$250	\$250
Housing Authority	\$-	\$100	\$100
Total Other General Government	\$250	\$350	\$350
Total General Government	\$1,720,590	\$1,856,847	\$1,937,995
Public Safety			
Police			
Wages	\$1,629,912	\$1,670,188	\$1,884,231
Expenses	\$158,833	\$205,975	\$196,270
Cruisers	\$-	\$-	\$-
Total Police	\$1,788,744	\$1,876,163	\$2,080,501
Fire			
Wages	\$459,356	\$515,365	\$522,993
Expenses	\$141,214	\$162,778	\$164,138
Total Fire	\$600,569	\$678,143	\$687,131
Ambulance			
Wages	\$404,611	\$430,490	\$443,745
Expenses	\$112,840	\$116,153	\$135,313
Total Amublance	\$517,451	\$546,643	\$579,058
Building Department			
Wages	\$138,843	\$169,542	\$184,092
Expenses	\$8,589	\$13,216	\$30,525
Total Building Department	\$147,431	\$182,758	\$214,617
Tree Warden			
Wages	\$600	\$600	\$3,000
Expenses	\$66,250	\$20,550	\$10,550
Total Tree Warden	\$66,850	\$21,150	\$13,550
Civil Defense			
Wages	\$3,500	\$3,500	\$5,000
Expenses	\$10,655	\$28,680	\$45,123
Total Civil Defense	\$14,155	\$32,180	\$50,123
Sealer of Weights and Measures	\$750	\$750	\$750
Animal Control	\$17,452	\$19,179	\$42,900
Total Public Safety	\$3,153,403	\$3,356,966	\$3,668,630

Public Works			
Cemetery	\$11,788	\$9,860	\$9,860
Highway			
Wages	\$515,901	\$563,533	\$601,958
Expenses	\$52,319	\$53,318	\$55,881
Subtotal	\$568,220	\$616,851	\$657,839
Maintenance	\$202,267	\$196,984	\$196,662
Special Sign Account	\$2,714	\$3,500	\$3,553
Snow & Ice	\$402,193	\$252,892	\$252,893
Total Highway	\$1,175,394	\$1,070,228	\$1,110,947
Other Public Works			
Landfill Maintenance	\$2,100	\$2,100	\$2,132
Monitor Wells	\$22,371	\$19,600	\$20,600
Street lighting	\$18,186	\$19,000	\$20,225
Total Other Public Works	\$42,657	\$40,700	\$42,957
Total Public Works	\$1,229,839	\$1,120,788	\$1,163,764
Health & Human Services			
Board of Health			
Wages	\$50,133	\$58,541	\$73,702
Expenses	\$6,105	\$7,879	\$7,934
Subtotal	\$56,239	\$66,420	\$81,636
Public Health Nurse wages			
Wages	\$22,999	\$39,520	\$41,892
Expenses	\$558	\$1,298	\$1,313
Subtotal	\$23,557	\$40,818	\$43,205
Animal Inspection			
Wages	\$3,269	\$3,269	\$3,269
Expenses	\$-	\$650	\$650
Subtotal	\$3,269	\$3,919	\$3,919
Total Board of Health	\$83,064	\$111,157	\$128,760
Council on Aging			
Wages	\$104,449	\$123,270	\$130,968
Expenses	\$3,775	\$7,462	\$10,837
Total Council on Aging	\$108,224	\$130,732	\$141,805

Veterans			
Expenses	\$18,540	\$17,500	\$17,820
Benefits	\$34,497	\$50,000	\$40,000
Total Veterans	\$53,037	\$67,500	\$57,820
Total Health and Human Services	\$244,325	\$309,389	\$328,385
Culture			
Recreation expenses	\$2,747	\$3,000	\$5,000
Library			
Wages	\$177,851	\$192,225	\$214,950
Expenses	\$81,500	\$82,236	\$83,058
Total Library	\$259,351	\$274,461	\$298,008
Memorial Day	\$471	\$1,750	\$1,750
Parks			
Expenses	\$-	\$500	\$500
Total Parks	\$-	\$500	\$500
Total Culture & Recreation	\$262,569	\$279,711	\$305,258
Education			
Douglas Public Schools			
Personnel & Expenses	\$14,000,727	\$14,280,742	\$14,566,357
Personnel (contract settlement)		\$327,347	\$165,067
Transportation	\$1,542,389	\$1,887,054	\$2,011,033
Total Douglas Public Schools	\$15,543,116	\$16,495,143	\$16,742,457
Blackstone Valley Regional		(Voted as separate article)	
Assessment	\$1,539,389	\$1,544,479	
Debt Assessment	\$39,116	\$37,155	
Representative Expense	\$500	\$500	\$500
Total Blackstone Valley Regional	\$1,579,005	\$1,582,134	\$500
Medicaid Reimbursement	\$5,000	\$5,000	\$5,000
Norfolk County Agricultural	\$322,243	\$351,889	\$353,295
Total Education	\$17,449,364	\$18,434,166	\$17,101,252

Total Insurance, Employee Benefits & Court Judgments	\$4,795,683	\$5,036,750	\$5,276,802
Total Debt Service	\$2,537,614	\$2,050,626	\$2,051,173
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	\$85,000	\$50,000	\$-
Summary - Expenditures			
Total General Government	\$1,720,590	\$1,856,847	\$1,937,995
Total Public Safety	\$3,153,403	\$3,356,966	\$3,668,630
Total Public Works	\$1,229,839	\$1,120,788	\$1,163,764
Total Health and Human Services	\$244,325	\$309,389	\$328,385
Total Culture and Recreation	\$262,569	\$279,711	\$305,258
Total Education	\$17,449,364	\$18,434,166	\$17,101,252
Total Insurance / Employee Benefits	\$4,795,683	\$5,036,750	\$5,276,802
Total Debt Service	\$2,537,614	\$2,050,626	\$2,051,173
Total Capital Outlay	Capital Article	Capital Article	Capital Article
Total Special Articles	\$135,571	\$361,801	\$-
Total Transfers	\$95,000	\$50,000	\$-
TOTAL BUDGET REQUEST	\$31,623,958	\$32,857,045	\$31,833,259

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 (<i>including stipends</i>)	\$97,938
Water/Sewer Commission	\$3,000

; or take any other action relative thereto.

Explanation: Articles 1-3 are combined since together they represent the budget as worked on by the town administrator with the department heads and town staff, with the input of the Finance Committee.

FinCom Voted to Recommend this Article (6 Yes and 1 No)

Article 4: Blackstone Valley Vocational Regional School District FY24 Budget

To see if the Town will vote to raise and appropriate the sum of **\$1,644,686** for its operating and capital assessment by the Blackstone Valley Vocational Regional School District (the “District”) *for the Fiscal Year commencing July 1, 2023, which is inclusive of \$35,677 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.*

Explanation: As one of the thirteen area schools that support BVT, Douglas pays a certain percentage of the budget each year.

FinCom Voted to Recommend this Article (6 Yes and 1 No)

Article 5: FY24 Transfer Station Enterprise Fund

To see if the Town will vote to raise and appropriate and/or transfer the sum of **\$320,000** from Transfer Station charges and fees, and transfer the sum of **\$30,000** from Retained Earnings, for a total of **\$350,000** to operate and maintain the Transfer Station; or take any other action relative thereto.

Salaries/Wages	\$75,712
Expenses	\$274,288
Total	\$350,000

Explanation: This approves funding sources and amounts for operating the transfer station for Fiscal Year 2024.

FinCom Voted to Recommend this Article by a Majority Vote

Article 6: FY24 Water/Sewer Enterprise Fund

To see if the Town will vote to raise and appropriate, and/or transfer the sum of **\$1,364,005** from Water & Sewer charges and fees and transfer the sum of **\$452,494** from Water / Sewer Retained Earnings (*Retained Earnings \$125,000, Sewer System Development \$105,000, Water System Development \$120,000 and Reserve for Debt \$102,494*) for a total budget of **\$1,816,499** to operate and maintain the Water/Sewer Department; or take any other action relative thereto.

Salaries/Wages	\$540,939
Expenses	\$1,143,066
Capital	\$30,000
Debt	\$102,494
Total	\$1,816,499

Explanation: This approves funding sources and amounts for operating the Water and Sewer department for Fiscal Year 2024.

FinCom Voted to Recommend this Article by a Majority Vote

Article 7: FY24 PEG Access and Cable Receipts Reserved for Appropriation

To see if the Town will vote to transfer the sum of **\$103,103** from the PEG Access and Cable Receipts Reserved for Appropriation to operate and maintain the Cable Department; or take any other action relative thereto.

Salaries/Wages	\$77,990
Expenses	\$25,113
Total	\$103,103

Explanation: This approves funding sources and amounts for operating the Cable Department for Fiscal Year 2024.

FinCom Voted to Recommend this Article by a Majority Vote

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 2024**; 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 2024** 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 2024 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	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.

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 2024** 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.

Explanation: This multi-part article refers to Town business that must be voted and approved on an annual basis.

FinCom Voted to Recommend this Article by a Majority Vote

Article 9: Personnel Bylaw Classification & Update

To see if the Town will vote to approve the Personnel Classification and Compensation plans for **Fiscal Year 2024**; or take any other action relative thereto.

Proposed Compensation Tables Management Grades

	P	1	2	3	5	10	15	20	25	30
M-4	\$ 98,325	\$ 103,500	\$ 105,829	\$ 108,158	\$ 112,298	\$ 117,473	\$ 122,648	\$ 128,858	\$ 135,068	\$ 141,278
M-3	\$ 85,025	\$ 89,500	\$ 91,514	\$ 93,528	\$ 97,108	\$ 101,583	\$ 106,058	\$ 111,428	\$ 116,798	\$ 122,168
M-2	\$ 73,625	\$ 77,500	\$ 79,244	\$ 80,988	\$ 84,088	\$ 87,963	\$ 91,838	\$ 96,488	\$ 101,138	\$ 105,788
M-1	\$ 58,425	\$ 61,500	\$ 62,884	\$ 64,268	\$ 66,728	\$ 69,803	\$ 72,878	\$ 76,568	\$ 80,258	\$ 83,948

Titles:

M-4: **Highway Superintendent**
Systems Manager, Water/Wastewater

M-3: **Community Development Director**
Facilities Director (not filled in FY2024)

Legacy: **Conservation Agent (PT) \$44,373**
Assistant Tax Collector (FT) \$70,994

Titles:

M-2: **Adult Social Center Director**
Library Director
Principal Assessor
Treasurer/Collector
Building Commissioner
Highway Manager
Office Manager, BOH
Cable TV Manager

M-1: **Economic Development Director**
Payroll & Benefits Administrator

Proposed Compensation Tables Office Assistant Grades

	P	1	2	3	5	10	15	20	25	30
OA-3	\$ 24.23	\$ 25.50	\$ 26.07	\$ 26.65	\$ 27.67	\$ 28.94	\$ 30.22	\$ 31.75	\$ 33.28	\$ 34.81
OA-2	\$ 21.08	\$ 22.19	\$ 22.68	\$ 23.18	\$ 24.07	\$ 25.18	\$ 26.29	\$ 27.62	\$ 28.95	\$ 30.28
OA-1	\$ 18.34	\$ 19.30	\$ 19.74	\$ 20.17	\$ 20.94	\$ 21.91	\$ 22.87	\$ 24.03	\$ 25.19	\$ 26.35

Titles:

OA-3: **Office Assistant, Building & Zoning**
Office Assistant, Comm. Dev. (F/T)
Assistant Town Clerk
Assistant to the Town Accountant
Office Assistant, Assessors
Children's Librarian
Office Assistant, Water/Wastewater

Titles:

OA-2: **Office Assistant, Highway Department**
Office Assistant, Board of Health (P/T)
Administrative Outreach Assistant,
Adult Social Center
Office Assistant, Fire & Ambulance
Office Assistant, Comm. Dev. (P/T)
Circulation Librarian
Archivist

OA-1: **Minute Taker**
Adult Social Center Aide

Proposed Compensation Tables Public Maintenance Grades

	P	1	2	3	5	10	15	20	25	30
PM-3	\$ 25.08	\$ 26.40	\$ 26.99	\$ 27.59	\$ 28.64	\$ 29.96	\$ 31.28	\$ 32.87	\$ 34.45	\$ 36.04
PM-2	\$ 22.57	\$ 23.76	\$ 24.29	\$ 24.83	\$ 25.78	\$ 26.97	\$ 28.16	\$ 29.58	\$ 31.01	\$ 32.43
PM-1	\$ 20.31	\$ 21.38	\$ 21.87	\$ 22.35	\$ 23.20	\$ 24.27	\$ 25.34	\$ 26.62	\$ 27.91	\$ 29.19

Titles:

PM-3: **Project Leader**
PM-2 **Driver/Operator**
PM-1 **Laborer**

Notes: The Town Administrator recommends changing the PM-3 title from "Lead Man" to "Project Leader" to reflect modern practice.

Proposed Compensation Tables Water / Wastewater Grades

	P	1	2	3	5	10	15	20	25	30
WS-4	\$ 32.30	\$ 34.00	\$ 34.77	\$ 35.53	\$ 36.89	\$ 38.59	\$ 40.29	\$ 42.33	\$ 44.37	\$ 46.41
WS-3	\$ 28.10	\$ 29.58	\$ 30.25	\$ 30.91	\$ 32.09	\$ 33.57	\$ 35.05	\$ 36.83	\$ 38.60	\$ 40.38
WS-2	\$ 26.70	\$ 28.10	\$ 28.73	\$ 29.37	\$ 30.49	\$ 31.89	\$ 33.30	\$ 34.99	\$ 36.67	\$ 38.36
WS-1	\$ 23.23	\$ 24.45	\$ 25.00	\$ 25.55	\$ 26.53	\$ 27.72	\$ 28.97	\$ 30.44	\$ 31.90	\$ 33.37

Titles:

WS-4: **Chief Wastewater Operator/Primary Water Operator**
WS-3: **Assistant Chief Wastewater Operator**
WS-2: **Secondary Water Operator**
WS-1 **Wastewater/Water Operator**

Notes: The review team assisted the Systems Manager in rating and benchmarking these positions. The final recommendation made by the Systems Manager affects only those employees paid from the enterprise fund and has no general fund implications.

Proposed Compensation Tables Miscellaneous Positions (MS)

	1	2	3	4	5	6	7	8	9	10
MS-4	\$ 24.08	\$ 24.62	\$ 25.18	\$ 25.74	\$ 26.32	\$ 26.92	\$ 27.52	\$ 28.14	\$ 28.77	\$ 29.42
MS-3	\$ 19.06	\$ 19.49	\$ 19.92	\$ 20.38	\$ 20.83	\$ 21.30	\$ 21.78	\$ 22.27	\$ 22.77	\$ 23.28
MS-2	\$ 15.87	\$ 16.23	\$ 16.60	\$ 16.97	\$ 17.35	\$ 17.74	\$ 18.14	\$ 18.55	\$ 18.97	\$ 19.39
MS-1	\$ 15.30	\$ 15.64	\$ 16.00	\$ 16.36	\$ 16.72	\$ 17.10	\$ 17.49	\$ 17.88	\$ 18.28	\$ 18.69

Titles:

- MS-4: No positions in FY2024
- MS-3: No positions in FY2024
- MS-2: Transfer Station employees
- Election Workers
- MS-1: Library Page
- Cable Recording Assistant

Notes: This table is essential to maintain as a place to put temporary, seasonal and other employees brought on to address specific needs. Managers must have the flexibility to offer a competitive rate without needing to address the skills requirements of permanent positions.

Proposed Compensation Tables Public Safety Positions (PS)

	1	2	3	4	5
Deputy Chief	\$ 51.05	\$ 52.20	\$ 53.37	\$ 54.57	\$ 55.80
Public Health Nurse	\$ 42.40	\$ 43.35	\$ 44.33	\$ 45.33	\$ 46.35
Assistant Chief - Call	\$ 40.12	\$ 41.02	\$ 41.95	\$ 42.89	\$ 43.85
Captain – Call	\$ 27.66	\$ 28.28	\$ 28.92	\$ 29.57	\$ 30.23
Lieutenant – Call	\$ 26.31	\$ 26.90	\$ 27.51	\$ 28.13	\$ 28.76
EMT – P Call (with or without FF)	\$ 23.02	\$ 23.54	\$ 24.07	\$ 24.61	\$ 25.16
EMT - B Call (with or without FF)	\$ 20.72	\$ 21.19	\$ 21.66	\$ 22.15	\$ 22.65
FF Call (no EMS)	\$ 17.86	\$ 18.26	\$ 18.67	\$ 19.09	\$ 19.52
Probationary FF Call	\$ 16.00	\$ 16.36	\$ 16.73	\$ 17.10	\$ 17.49

For FY 2024, all employees are at Step 1. All future steps are merit-based only, based on SOPs to be issued by the Fire & Ambulance Chief, or in the case of the Nurse, a review by the BOH submitted to the Town Administrator during the budget process.

Police: PT Officers \$28.71
PT Dispatchers 6% COLA effective 7/1/203

Explanation: This represents the proposed schedule for Fiscal Year 2024.

FinCom Voted to Recommend this Article by a Majority Vote

Article 10: Adoption of Revised FY24 – FY28 Capital Improvement Plan

To see if the Town will vote to approve the Town of Douglas **FY24 – FY28** Capital Improvement plan as submitted by the Capital Improvement Committee, transfer from

available funds to fund the following Capital Projects and all associated costs; or take any other action relative thereto.

1. Roadway Paving / Repairs	\$360,000
2. DHS RTU (roof top unit) Replacement	\$36,985
3. DMS 10,000 Gallon Above Ground Oil Tank	\$140,000
4. Highway Department International Dump Truck w/ Plow & Sander	\$265,000
5. Municipal Center Elevator Wing Roof Replacement	\$90,000
6. Highway Department Sidewalk Tractor w/ Plow & Snow Blower	\$180,000
7. Municipal Center Key System	\$38,000
8. Public Safety & Highway Complex Design	\$125,000
9. Transfer Capital Stabilization Fund	\$100,000
	\$1,334,985

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

FY 2024 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.

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.*

FY2027	
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

Explanation: This article outlines the capital plan for the town for Fiscal Year 2024.

FinCom Voted to Recommend this Article by a Majority Vote

Article 11. Zoning Bylaw Amendment Section 8.3 – Floodplain Bylaw

To see if the Town will vote to amend Section 8.3 of the Douglas Zoning Bylaws as follows:

8.3 FLOODPLAIN DISTRICT

8.3.1 STATEMENT OF PURPOSE

The purposes of the Floodplain District are to:

- 1) Ensure public safety through reducing the threats to life and personal injury.
- 2) Eliminate new hazards to emergency response officials;
- 3) Prevent the occurrence of public emergencies resulting from water quality, contamination, and pollution due to flooding;
- 4) Avoid the loss of utility services which if damaged by flooding would disrupt or shut down the utility network and impact regions of the community beyond the site of flooding;
- 5) Eliminate costs associated with the response and cleanup of flooding conditions;
- 6) Reduce damage to public and private property resulting from flooding waters.

8.3.2 Floodplain District Boundaries and Base Flood Elevation and Floodway Data

8.3.2.1 Floodplain District Boundaries

The Floodplain District is herein established as an overlay district. The District includes all special flood hazard areas within the Town of Douglas designated as Zones A and AE, on the Worcester County Flood Insurance Rate Map (FIRM) issued by the Federal Emergency Management Agency (FEMA) for the administration of the National Flood Insurance Program. The map panels of the Worcester County FIRM that are wholly or partially within the Town of Douglas ~~are panel numbers 25027C0980E, 25027C0982E,~~

~~25027C0984E, 25027C0985E, 25027C0987E, 25027C0995E, 25027C1002E, 25027C1003E, 25027C1004E, 25027C1008E, 25027C1015E and 25027C1020E dated July 4, 2011~~ **dated June 21, 2023**. The exact boundaries of the FPPOD are defined by the 100-year base flood elevations shown on the FIRM and further defined by the Worcester County Flood Insurance Study (FIS) report dated July 4, 2011. The FIRM and FIS report are incorporated herein by reference and are on file with the Town Clerk, Planning Board, Building Official, Conservation Commission and Community Development Department.

~~The map entitled "FEMA Flood Map of Douglas, Massachusetts" and adopted at the May 7, 2007 Annual Town Meeting, on file with the Town Clerk further delineates the boundaries of the district but does not supersede the FEMA FIRM map that this bylaw applies to. It simply provides a level of clarity that may not exist on the FEMA FIRM maps. This map is hereby made part of this By-law.~~

8.3.2.2 Base Flood Elevation and Floodway Data

1. Floodway Data. In Zone A, AE, along watercourses that have not had a regulatory floodway designated, the best available Federal, State, local, or other floodway data shall be used to prohibit encroachments in floodways which would result in any increase in flood levels within the community during the occurrence of the base flood discharge.
2. Base Flood Elevation Data. ~~Base flood elevation data is required for subdivision proposals or other developments greater than 50 lots or 5 acres, whichever is the lesser, within unnumbered A zones.~~ **When proposing subdivisions or other developments greater than 50 lots or 5 acres (whichever is less), the proponent must provide technical data to determine base flood elevations for each developable parcel shown on the design plans.**

8.3.3 Notification of Watercourse Alteration

- Notify, in a riverine situation, the following of any alteration or relocation of a watercourse:
- Adjacent Communities
- NFIP State Coordinator:

Massachusetts Office of Water Resources
~~251 Causeway Street, Suite 600-700~~
~~Boston, MA 02114-2104~~

- NFIP Program Specialist:

Federal Emergency Management Agency, Region I
~~99 High Street, 6th Floor~~
~~Boston, MA 02110~~

8.3.4 Use Regulations

8.3.4.1 Reference to Existing Regulations

The Floodplain District is established as an overlay district to all other districts. All development in the district, including structural and non-structural activities, whether

permitted by right or by special permit; must be in compliance with Chapter 131, Section 40 of the Massachusetts General Laws and with the following:

- Section of the Massachusetts State Building Code **780 CMR** which addresses floodplain and coastal high hazard areas; “~~(currently 780 CMR 120.G, “Flood Resistant Construction and Construction in Coastal Dunes”)~~”;
- Wetlands Protection Regulations, Department of Environmental Protection (DEP) (currently 310 CMR 10.00);
- Inland Wetlands Restriction, DEP currently 310 CMR 13.00;
- Minimum Requirements for the Subsurface Disposal of Sanitary Sewage; DEP (currently 310 CMR 15, Title 5);

Any variances from the provisions and requirements of the above referenced state regulations may only be granted in accordance with the required variance procedures of these state regulations.

8.3.5 Other Use Regulations

1) ~~In Zones AE, along watercourses that have a regulatory floodway designated on the Town of Douglas Massachusetts Worcester County Flood Boundary & Floodway Map encroachments are prohibited in the regulatory floodway which would result in any increase in flood levels within the community during the occurrence of the base flood discharge. In Zones A1-30 and AE, along watercourses that have a regulatory floodway designated on the Town’s FIRM encroachments are prohibited, including fill, new construction, substantial improvements, and other development within the adopted regulatory floodway unless it has been demonstrated through hydrologic and hydraulic analyses performed in accordance with standard engineering practice that the proposed encroachment would not result in any increase in flood levels within the community during the occurrence of the base flood discharge.~~

2) Review **of** all subdivision proposals **is required in order** to assure that: a) such proposals minimize flood damage; b) all public utilities and facilities are located and constructed to minimize or eliminate flood damage; and c) adequate drainage is provided to reduce exposure to flood hazards.

3) Existing contour intervals of site and elevations of existing structures must be included on plan proposal **that is subject to review hereunder**.

4) There shall be established a "routing procedure" which will circulate or transmit one copy of the development plan **required hereunder** to the Conservation Commission, Planning Board, Board of Health, Town Engineer, Building Commissioner and Town Planner for comments which will be considered by the appropriate permitting board prior to issuing applicable permits.

8.3.6 Permitted Uses

In addition to the uses allowed **by right** or allowed by special permit in the underlying districts, the following uses of low flood damage potential and causing no obstructions to flood flows are **encouraged allowed** provided they are permitted in the underlying district and they do not require structures, fill, or storage of materials or equipment:

- 1) Agricultural uses such as farming, grazing, truck farming; horticulture, etc.;

- 2) Forestry and nursery uses;
- 3) Outdoor recreational uses, including fishing, boating, play areas, etc.;
- 4) Conservation of water, plants, wildlife;
- 5) Wildlife management areas, foot, bicycle, and/or horse paths;
- 6) Temporary non-residential structures used -in connection with fishing, growing, harvesting, storage, or sale of crops raised on the premises;
- 7) Buildings lawfully existing prior to the adoption of these provisions.

8.3.7 Definitions

~~AREA OF SPECIAL FLOOD HAZARD is the land in the floodplain within a community subject to a one percent or greater chance of flooding in any given year. The area may be designated as Zone A, AO, AH, A1-30, AE, A99, V1-30, VE, or V.~~

~~BASE FLOOD means the flood having a one percent chance of being equaled or exceeded in any given year.~~

~~COASTAL HIGH HAZARD AREA means the area subject to high velocity waters, including but not limited to hurricane wave wash or tsunamis. The area is designated on a FIRM as Zone V, V1-30, VE.~~

DEVELOPMENT means any manmade change to improved or unimproved real estate, including but not limited to building or other structures, mining; dredging, filling, grading, paving, excavation or drilling operations or storage of equipment or materials.

~~DISTRICT means floodplain district.~~

~~EXISTING MANUFACTURED HOME PARK OR SUBDIVISION means a manufactured home park or subdivision for which the construction of facilities for servicing the lots on which the manufactured homes are to be affixed (including, at a minimum, the installation of utilities, the construction of streets, and either final site grading or the pouring of concrete pads) is completed before the effective date of the floodplain management regulations adopted by a community.~~

~~EXPANSION TO AN EXISTING MANUFACTURED HOME PARK OR SUBDIVISION means the preparation of additional sites by the construction of facilities for servicing the lots on which the manufactured homes are to be affixed (including the installation of utilities, the construction of streets, and either final site grading or the pouring of concrete pads).~~

~~FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA) administers the National Flood Insurance Program. FEMA provides a nationwide flood hazard area mapping study program for communities as well as regulatory standards for development in the flood hazard areas.~~

~~FLOOD BOUNDARY AND FLOODWAY MAP~~ means an official map of a community issued by ~~FEMA~~ that depicts, based on detailed analyses, the boundaries of the 100-year and 500-year floods and the 100-year floodway. (For maps done in 1987 and later, the floodway designation is included on the FIRM.)

~~FLOOD HAZARD BOUNDARY MAP (FHB)~~ means an official map of a community issued by ~~FEMA~~ where the boundaries of the flood and related erosion areas having special hazards have been designated as Zone A or E.

~~FLOOD INSURANCE RATE MAP (FIRM)~~ means an official map of a community on which ~~FEMA~~ has delineated both the areas of special flood hazard and the risk premium zones applicable to the community.

~~FLOOD INSURANCE STUDY~~ means an examination, evaluation, and determination of flood hazards; and, if appropriate, corresponding water surface elevations, or an examination, evaluation and determination of flood related erosion hazards.

~~FLOODWAY~~ means the channel of a river or other watercourse and, the adjacent land areas that must be reserved in order to discharge the base flood without cumulatively increasing the water surface elevation The channel of the river, creek or other watercourse and the adjacent land areas that must be reserved in order to discharge the base flood without cumulatively increasing the water surface elevation more than a designated height.

FUNCTIONALLY DEPENDENT USE means a use which cannot perform its intended purpose unless it is located or carried out in close proximity to water. The term includes only docking facilities, port facilities that are necessary for the loading and unloading of cargo or passengers, and ship building and ship repair facilities, but does not include long-term storage or related manufacturing facilities.

HIGHEST ADJACENT GRADE means the highest natural elevation of the ground surface prior to construction next to the proposed walls of a structure.

HISTORIC STRUCTURE means any structure that is:

- (a) Listed individually in the National Register of Historic Places (a listing maintained by the Department of Interior) or preliminarily determined by the Secretary of the Interior as meeting the requirements for individual listing on the National Register;**
- (b) Certified or preliminarily determined by the Secretary of the Interior as contributing to the historical significance of a registered historic district or a district preliminarily determined by the Secretary to qualify as a registered historic district;**
- (c) Individually listed on a state inventory of historic places in states with historic preservation programs which have been approved by the Secretary of the Interior; or**
- (d) Individually listed on a local inventory of historic places in communities with historic preservation programs that have been certified either:**
- (1) By an approved state program as determined by the Secretary of the Interior or**
- (2) Directly by the Secretary of the Interior in states without approved programs.**

LOWEST FLOOR means the lowest floor of the lowest enclosed area (including basement or cellar). An unfinished or flood resistant enclosure, usable solely for parking of vehicles, building access or storage in an area other than a basement area is not considered a building's lowest floor, PROVIDED that such enclosure is not built so as to render the structure in violation of the applicable non elevation design requirements of NFIP Regulations.

MANUFACTURED HOME means a structure, transportable in one or more sections, which is built on a permanent chassis and is designed for use with or without a permanent foundation when connected to the required utilities. For floodplain management purposes the term "manufactured home" also includes park trailers, travel trailers, and other similar vehicles placed on a site for: greater than 180 consecutive days. For insurance purposes, the term "manufactured home" does not include park trailers, travel trailers, and other similar vehicles.

MANUFACTURED HOME PARK OR SUBDIVISION means a parcel (or contiguous parcels) of land divided into two or more manufactured home lots for rent or sale.

NEW CONSTRUCTION means, for floodplain management purposes, structures for which the "start of construction" commenced on or after the effective date of a floodplain management, regulation adopted by a community. For the purpose of determining insurance rates, NEW CONSTRUCTION means structures for which the "start of construction" commenced on or after the effective date of an initial FIRM or after December 31, 1974, whichever is later. Structures for which the start of construction commenced on or after the effective date of the first floodplain management code, regulation, ordinance, or standard adopted by the authority having jurisdiction, including any subsequent improvements to such structures. New construction includes work determined to be substantial improvement.

NEW MANUFACTURED HOME PARK OR SUBDIVISION means a manufactured home park or subdivision for which the construction of facilities for servicing the lots on which the manufactured homes are to be affixed (including, at a minimum, the installation of utilities, the construction of streets, and either final site grading or the pouring of concrete pads) is completed on or after the effective date of the floodplain management regulations adopted by a community.

ONE HUNDRED YEAR FLOOD - see BASE FLOOD

REGULATORY FLOODWAY - see FLOODWAY

SPECIAL FLOOD HAZARD AREA means an area having special flood and/or flood-related erosion hazards, and shown on an FHB or FIRM, Zone A, AO, A1-30, AE, A99, AH, or AR, V, V1-30, VE.

~~START OF CONSTRUCTION includes substantial improvement, and means the date the building permit was issued, provided the actual start of construction, repair, reconstruction, rehabilitation, addition, placement, or other improvement was within 180 days of the permit date. The actual start means either the first placement of permanent construction of a structure on a site, such as the pouring of slab or footings; the installation of piles, the construction of columns, or any work beyond the stage of excavation; or the placement of a manufactured home on a foundation. For a substantial improvement, the actual start of construction means the first alteration of any wall, ceiling, or floor, or other structural part of a building, whether or not that alteration affects the external dimensions of the building.~~

The date of issuance for new construction and substantial improvements to existing structures, provided the actual start of construction, repair, reconstruction, rehabilitation, addition, placement or other improvement is within 180 days after the date of issuance. The actual start of construction means the first placement of permanent construction of a building (including a manufactured home) on a site, such as the pouring of a slab or footings, installation of pilings or construction of columns. Permanent construction does not include land preparation (such as clearing, excavation, grading or filling), the installation of streets or walkways, excavation for a basement, footings, piers or foundations, the erection of temporary forms or the installation of accessory buildings such as garages or sheds not occupied as dwelling units or not part of the main building. For a substantial improvement, the actual "start of construction" means the first alteration of any wall, ceiling, floor or other structural part of a building, whether or not that alteration affects the external dimensions of the building.

~~STRUCTURE for insurance coverage purposes, means a walled and roofed building, other than a gas or liquid storage tank that is principally above ground and affixed to a permanent site, as well as a manufactured home on foundation. For the latter purpose, the term includes a building while in the course of construction, alteration, or repair, but does not include building materials or supplies intended for use in such construction alteration, or repair, unless such materials or supplies are within an enclosed building on the premises. Means, for floodplain management purposes, a walled and roofed building, including a gas or liquid storage tank, that is principally above ground, as well as a manufactured home.~~

~~SUBSTANTIAL DAMAGE means damage of any origin sustained by a structure whereby the cost of restoring the structure to its before damaged condition would equal or exceed 50 percent of the market value of the structure before the damage occurred.~~

~~SUBSTANTIAL IMPROVEMENT means any reconstruction, rehabilitation, addition, or other improvement of a structure, the cost of which equals or exceeds 50 percent of the market value of the structure before the "start of construction" of the improvement. This term includes structures which have incurred "substantial damage", regardless of the actual repair work performed.~~

SUBSTANTIAL REPAIR OF A FOUNDATION When work to repair or replace a foundation results in the repair or replacement of a portion of the foundation with a perimeter along the base of the foundation that equals or exceeds 50% of the perimeter of the base of the foundation measured in linear feet, or repair or replacement of 50% of the piles, columns or piers of a pile, column or pier supported foundation, the building official shall determine it to be substantial repair of a foundation. Applications determined by the building official to constitute substantial repair of a foundation shall require all existing portions of the entire building or structure to meet the requirements of 780 CMR.

VARIANCE means a grant of relief by a community from the terms of a flood plain management regulation.

VIOLATION means the failure of a structure or other development to be fully compliant with the community's flood plain management regulations. A structure or other development without the elevation certificate, other certifications, or other evidence of compliance required in §60.3 is presumed to be in violation until such time as that documentation is provided.

ZONE A means the 100 year floodplain area where the base flood elevation (BFE) has not been determined. To determine the BFE, use the best available federal, state, local, or other data.

ZONE A1-A30 and ZONE AE (for new and revised maps) means the 100 year floodplain where the base flood elevation has been determined.

ZONE AH and ZONE AO means the 100 year floodplain with flood depths of 1 to 3 feet.

ZONE A99 means areas to be protected from the 100 year flood by federal flood protection system under construction. Base flood elevations have not been determined.

ZONES B, C, AND X are areas identified in the community Flood Insurance Study as areas of moderate or minimal flood hazard. Zone X replaces Zones B and C on new and revised maps.

ZONE V means a special flood hazard area along a coast subject to inundation by the 100 year flood with the additional hazards associated with storm waves. Base flood elevations have not been determined.

ZONE VI-30 and ZONE VE (for new and revised maps) means a special flood hazard area along a coast subject to inundation by the 100 year flood with additional hazards due to velocity (wave action). Base flood elevations have been determined.

8.3.8 Administration

1) Floodplain Administrator

The Town of Douglas hereby designates the position of Building Commissioner to be the official floodplain administrator for the Town.

2) Special Permit Requirement

The Town of Douglas requires a special permit for all proposed construction or other development in the floodplain overlay district, including new construction or

changes to existing buildings, placement of manufactured homes, placement of agricultural facilities, fences, sheds, storage facilities or drilling, mining and paving, as well as any other development that might increase flooding or adversely impact flood risks to other properties.

3) Assurance

Subject to any requirements of the Wetlands Protection Act that certain permits be required prior to submission of a Notice of Intent, the Town's permit review process includes the requirement that the proponent obtain all local, state and federal permits that will be necessary in order to carry out the proposed development in the floodplain overlay district. The proponent must acquire all necessary permits, and must demonstrate that all necessary permits have been acquired.

4) Unnumbered A Zones

In A Zones, in the absence of FEMA BFE data and floodway data, the building department will obtain, review and reasonably utilize base flood elevation and floodway data available from a Federal, State, or other source as criteria for requiring new construction, substantial improvements, or other development in Zone A and as the basis for elevating residential structures to or above base flood level, for flood-proofing or elevating nonresidential structures to or above base flood level, and for prohibiting encroachments in floodways.

5) Recreational Vehicles

In A1-30, AH, and AE Zones, all recreational vehicles to be placed on a site must be elevated and anchored in accordance with the zone's regulations for foundation and elevation requirements or be on the site for less than 180 consecutive days or be fully licensed and highway ready.

6) Requirement to Submit New Technical Data

If the Town acquires data that changes the base flood elevation in the FEMA mapped Special Flood Hazard Areas, the Town will, within 6 months, notify FEMA of these changes by submitting the technical or scientific data that supports the change(s.) Notification shall be submitted to:

- NFIP State Coordinator
- Massachusetts Department of Conservation and Recreation
- NFIP Program Specialist
- Federal Emergency Management Agency, Region I

7) Variances to Building Code Floodplain Standards

If the State issues variances to the flood-resistant standards as found in the state building code, the community will use this text for local adoption:

The Town will request from the State Building Code Appeals Board a written and/or audible copy of the portion of the hearing related to the variance, and will maintain this record in the community's files.

The Town shall also issue a letter to the property owner regarding potential impacts to the annual premiums for the flood insurance policy covering that property, in writing over the signature of a community official that (i) the issuance of a variance to construct a structure below the base flood level will result in increased premium rates for flood insurance up to amounts as high as \$25 for \$100 of insurance coverage and (ii) such construction below the base flood level increases risks to life and property.

Such notification shall be maintained with the record of all variance actions for the referenced development in the floodplain overlay district.

8) Variances Related to Community Compliance with the National Flood Insurance Program (NFIP)

A variance from these floodplain bylaws must meet the requirements set out by State law, including, but not limited to, G.L. c. 40A, §10, and, additionally, may only be granted if: 1) Good and sufficient cause and exceptional non-financial hardship exist; 2) the variance will not result in additional threats to public safety, extraordinary public expense, or fraud or victimization of the public; and 3) the variance is the minimum action necessary to afford relief.

9) Abrogation and Greater Restriction

The floodplain management regulations found in this Floodplain Overlay District section shall take precedence over any less restrictive conflicting local laws, ordinances or codes.

10) Disclaimer of Liability

The degree of flood protection required by this bylaw is considered reasonable but does not imply total flood protection.

11) Severability

If any section, provision or portion of this bylaw is deemed to be unconstitutional or invalid by a court, the remainder of the bylaw shall be effective.

; or take any action relative thereto.

Explanation: FEMA (Federal Emergency Management Agency) is updating its maps for the Quinebaug Watershed, of which Douglas is a part, this article will bring our bylaw up to current policies and enable the town to remain active in the National Flood Insurance Program.

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

Article 12: Street Acceptance – Cobblestone Lane & Meetinghouse Lane

To see if the Town will vote accept as a public way “Cobblestone Lane” Station 12+50 to 20+43.72 or the end of the road and all associated easements, and “Meetinghouse Lane” Station 1+100 to 3+82.55 or the end of the road and all associated easements, as heretofore laid out by the Board of Selectmen as shown on the plan entitles “Cobblestone & Meetinghouse Lane Acceptance Plan in Douglas, Massachusetts”, dated October 30, 2018, and prepared by Guerriere & Hanlon, Inc., a copy of which is on file with the Town Clerk, and will further vote to authorize the Board of Selectmen to acquire, by gift, purchase or eminent domain, rights sufficient to use said Cobblestone Lane Station 12+50 to 20+43.72 or the end of the road and all associated easements, and Meetinghouse Lane Station 1+100 to 3+82.55 or the end of the road and all associated easements for all purposes for which public ways are used in the Town of Douglas, and further, to authorize the Board of Selectmen to enter into all agreements and take all related actions necessary or appropriate to carry out such acquisitions, on such terms and conditions as the Board of Selectmen deems appropriate; or take any other action relative thereto.

Explanation: The Stonegate subdivision, off of Franklin Street near the water tank, was approved in 2002 and has two streets that have not been accepted by the town; this article will add these streets to the list of streets that the town will maintain.

FinCom Voted to Recommend this Article by a Majority Vote

Article 13. Water Asset Management Project

To see if the Town will vote to appropriate the sum of **\$140,000** for the Douglas Water Asset Management Plan Project which is on the Massachusetts 2023 Drinking Water State Revolving Fund Asset Management Planning Project List. The total project cost of **\$140,000** is comprised of an **\$84,000** grant (60% of the total project cost) which the Town will be reimbursed for in two payments of approximately **\$42,000** each at approximately the 50% and 100% project completion stage by MassDEP and the Massachusetts Clean Water Trust. The balance of the project will be comprised of in-kind services provided by Town valued at **\$28,000** and transfer the sum of **\$28,000** from retained earnings from the water & sewer enterprise fund; or take any action relative thereto.

Explanation: The state makes money available for towns to work on water and sewer projects, this article will enable the water/sewer department to work on the Douglas Water Asset Management Plan Project at no cost to the town.

FinCom Voted to Recommend this Article

DOUGLASS

Town of Douglas
29 Depot Street
Douglas, MA 01516



**CURRENT RESIDENT
DOUGLAS, MA 01516**