

ANNUAL TOWN MEETING ON MONDAY, MAY 14, 2001 AT 7PM AT DOUGLAS MIDDLE/HIGH SCHOOL

Finance Committee Budget Message

The Fiscal Year 2002 Budget is presented to the Town as balanced. The combined revenues that are forecasted exceed the proposed expenditures for the upcoming fiscal year by only \$6,514. Please take a look at the charts provided to give you a better understanding of the proportions within the budget.

As we go to Town Meeting, the Legislature has not finalized the State budget. This is of particular concern since Douglas is heavily reliant on State funds to operate. The preliminary Cherry Sheet figures have been received but are subject to some changes; specifically, the Chapter 70 School provision could change and provide additional funding for Education.

The largest increase in this budget is proposed for Education and amounts to \$785,000. The request from Blackstone Valley is reduced for FY02 because the student population from Douglas has declined.

The Personnel Board reclassification and salary increases for personnel totals \$190,000; this amount includes a 3% cost of living adjustment. The new Police contract adds increased personnel costs and is identified as a line item in the Police budget.

The Finance Committee continues to support the work of the Capital Planning Committee by recommending the request to totally fund this program in its first year at \$273,509.

Debt and Interest for the Town has grown by \$160,000. In this 2001 fiscal year, the long-term debt payment for our high school was completed. The short term borrowing for the new school project has begun. Additionally, the money for the school land purchase has been borrowed. The design phase of the Sewer Plant upgrade, paid by user fees, has also now been added to the Debt schedule.

Health Insurance costs are anticipated to increase by 20% next year. This increase, as well as additional employees, accounts for the increase of \$113,000.

Some other increases that have been built into individual budgets are increases to energy costs; electricity, fuel oil, and gasoline have been adjusted by approximately 20%.

As in the past, we anticipate some Free Cash to be certified in the fall. When this amount becomes apparent, the Finance Committee will be ready to propose an amount to be voted to the Stabilization Fund.

The Finance Committee will be beginning the budget process for fiscal year 2003 early in the fall to review the previous forecasting provided by the staff Finance Team and to formulate clear budget guidelines for next year.

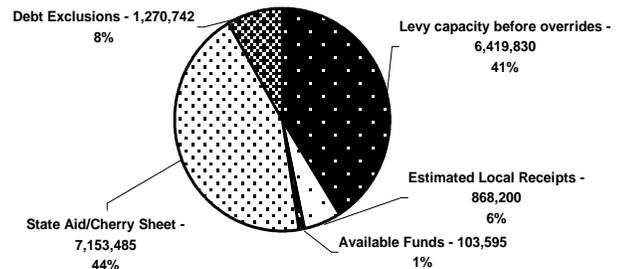
The balance that is associated with this budget should not be minimized. The Finance Committee recommends that the Town vote favorably upon the FY02 budget proposal in its entirety and that the balance be maintained.

Pamela Holmes, Chairman

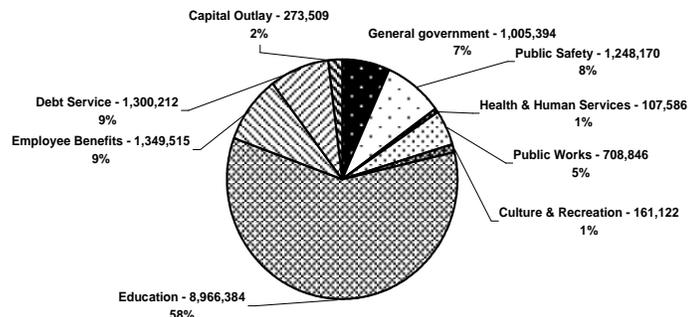
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Douglas Revenues FY02 - \$15,127,254



Douglas FY02 Expenses - \$15,120,739



**Town of Douglas
FY2002 Summary of Expenses**

Department	FY01 Budgeted	FY02 Proposed	FY02 Selectmen	FY02 FinCom
GENERAL GOVERNMENT				
Selectmen				
Selectmen - Personnel Services	105,782	109,902	115,558	115,558
Selectmen - Expenses	94,698	134,550	130,900	130,900
Total Selectmen	200,480	244,452	246,458	246,458
Accountant				
Accountant - Personnel Services	37,800	75,448	52,708	52,708
Accountant - Expenses	11,935	20,780	20,780	20,780
Total Accountant	49,735	96,228	73,488	73,488
Assessors				
Assessors - Personnel Services	69,910	82,483	82,483	82,483
Assessors - Expenses	6,630	6,630	6,630	6,630
Revaluation	43,600	8,900	8,900	8,900
Special Mapping	0	0	0	0
Total Assessors	120,140	98,013	98,013	98,013
Tax Collector				
Tax Collector - Personnel Services	45,516	32,482	34,904	34,904
Tax Collector - Expenses	15,925	16,225	16,225	16,225
Tax Taking Expense	2,000	2,600	2,600	2,600
Total Tax Collector	63,441	51,307	53,729	53,729
Treasurer				
Treasurer - Personnel Services	49,068	63,928	57,391	57,391
Treasurer - Expenses	11,850	12,150	12,150	12,150
Tax Title Expense	9,000	9,000	9,000	9,000
Total Treasurer	69,918	85,078	78,541	78,541
Finance Committee				
Finance Committee - Reserve Fund	25,000	25,000	25,000	25,000
Finance Committee - Expenses	7,297	7,297	7,297	7,297
Total Finance Committee	32,297	32,297	32,297	32,297
Technology				
Technology - Personnel	10,000	10,700	10,300	10,300
Technology - Expenses	50,333	213,361	50,836	50,836
Total Technology	60,333	224,061	61,136	61,136
Town Clerk				
Town Clerk - Personnel Services	41,224	60,343	49,762	49,762
Town Clerk - Expenses	4,025	4,566	5,166	5,166
Total Clerk	45,249	64,909	54,927	54,927
Town Buildings				
Town Buildings - Personnel Services	31,679	34,503	34,265	34,265
Town Buildings - Expenses	69,500	76,075	76,075	76,075
Total Town Buildings	101,179	110,578	110,340	110,340
Community Development				
Community Development - Personnel Services	104,032	119,096	126,048	126,048
Expenses - Personnel Services	19,000	87,911	39,764	39,764
Planning Board	4,550	4,876	3,876	3,876
Master Plan Implementation Committee	8,200	8,200	4,800	4,800
Economic Development Commission	5,000	15,000	10,000	10,000
Z.B.A	5,140	5,466	5,466	5,466
Open Space Committee	1,000	1,500	1,000	1,000
Conservation Commission	2,150	4,394	3,260	3,260
Total Community Development	149,072	246,443	194,214	194,214

Department	FY01 Budgeted	FY02 Proposed	FY02 Selectmen	FY02 FinCom
Other General Government				
Moderator's Salary	250	250	250	250
Octoberfest/Festival Celebrations	0	1,500	1,500	1,500
Personnel Board	14,000	500	500	500
Total Other General Government	14,250	2,250	2,250	2,250
TOTAL GENERAL GOVERNMENT	888,961	1,091,888	1,005,394	1,005,394
PUBLIC SAFETY				
Fire				
Fire - Personnel Services	80,570	119,811	119,812	119,812
Fire - Expenses	39,550	45,740	45,740	45,740
Total Fire	120,120	165,551	165,552	165,552
Ambulance				
Ambulance - Personnel Services	81,002	55,754	56,225	56,225
Ambulance - Expenses	12,100	17,900	17,900	17,900
Total Ambulance	93,102	73,654	74,125	74,125
Police				
Police - Personnel Services	719,834	809,191	763,191	763,191
Police - Expenses	122,250	135,550	125,850	125,850
Police - New Collective Bargaining Contract			28,572	28,572
Total Police	842,084	944,741	917,613	917,613
Building Department				
Building - Personnel Services	69,611	77,774	77,774	77,774
Building - Expenses	4,917	6,206	6,206	6,206
Total Building	74,528	83,980	83,980	83,980
Trees				
Tree - Personnel Services	500	600	600	600
Tree - Expenses	5,000	6,500	6,000	6,000
Total Trees	5,500	7,100	6,600	6,600
Other Public Safety				
Civil Defense	300	300	300	300
Total Other Public Safety	300	300	300	300
TOTAL PUBLIC SAFETY	1,135,634	1,275,327	1,248,170	1,248,170
HEALTH & HUMAN SERVICES				
Board of Health				
Bd of Health - Personnel Services	30,031	39,213	31,776	31,776
Bd of Health - Expenses	7,195	9,295	9,295	9,295
Bd of Health - Nurse	9,319	11,997	12,357	12,357
Animal Inspection	1,573	1,608	1,647	1,647
Total Board of Health	48,118	62,113	55,075	55,075
Council On Aging				
Council on Aging - Personnel Services	21,729	31,968	31,968	31,968
Council on Aging - Expenses	6,800	7,690	7,400	7,400
Total Council on Aging	28,529	39,658	39,368	39,368
Housing Authority	500	0	0	0
Veterans				
Veterans Agent - Personnel Services	3,638	3,638	3,638	3,638
Veterans - Expenses	500	1,005	1,005	1,005
Veterans Benefits	2,700	10,000	8,500	8,500
Total Veterans	6,838	14,643	13,143	13,143
TOTAL HEALTH & HUMAN SERVICES	83,985	116,414	107,586	107,586
PUBLIC WORKS				
Cemetery	5,500	5,500	5,500	5,500
Highway				
Highway - Personnel Services	304,236	319,976	327,047	327,047
Highway - Expenses	102,514	233,914	88,914	88,914
Highway - Maintenance	134,915	139,230	139,230	139,230

Department	FY01 Budgeted	FY02 Proposed	FY02 Selectmen	FY02 FinCom
Highway - Special	2,000	3,000	3,000	3,000
Highway - Snow & Ice	74,500	82,805	82,805	82,805
Total Highway	618,165	778,925	640,996	640,996
Other Public Works				
Monitor Landfill	2,000	2,000	2,000	2,000
Monitor Wells	9,000	9,000	9,000	9,000
Removal of Hazardous Materials		9,000	9,000	9,000
Streetlighting	35,587	38,500	42,350	42,350
Total Other Public Works	46,587	58,500	62,350	62,350
TOTAL PUBLIC WORKS	670,252	842,925	708,846	708,846
CULTURE & RECREATION				
Recreation				
Recreation - Personnel Services	6,400	6,400	6,400	6,400
Recreation - Expenses	26,700	27,031	27,031	27,031
Total Recreation	33,100	33,431	33,431	33,431
Library				
Library - Personnel Services	73,245	91,221	91,094	91,094
Library - Expenses	30,710	35,522	35,522	35,522
Total Library	103,955	126,743	126,616	126,616
Memorial Day	1,500	1,500	1,075	1,075
TOTAL CULTURE & RECREATION	138,555	161,674	161,122	161,122
EDUCATION				
Douglas Schools				
Schools - Personnel Services & Expenses	7,132,727	7,940,141	7,910,915	7,910,915
Schools - Transportation/Fixed Assets	509,347	527,907	527,907	527,907
Medicaid Administration Expenses	0	0	0	0
Total Douglas Schools	7,642,074	8,468,048	8,438,822	8,438,822
Blackstone Valley Regional				
Blackstone Valley Regional Assessment	534,224	527,062	527,062	527,062
Blackstone Valley Regional Dump Truck	4,301	0	0	0
Regional Representative Expense	500	500	500	500
Total Blackstone Valley Regional	539,025	527,562	527,562	527,562
TOTAL EDUCATION	8,181,099	8,995,610	8,966,384	8,966,384
INSURANCE/EMPLOYEE BENEFITS				
Insurance - Prop, Liab & Workmen's Comp	85,065	102,767	102,767	102,767
Unemployment	20,000	20,000	20,000	20,000
Insurance - Health & Life	775,496	888,268	888,268	888,268
Retirement	217,318	256,480	256,480	256,480
Medicare	78,000	82,000	82,000	82,000
TOTAL EMPLOYEE BENEFITS	1,175,879	1,349,515	1,349,515	1,349,515
DEBT SERVICE				
Long-Term Principal	938,998	775,167	775,167	775,167
Long-Term Interest	188,308	203,745	203,745	203,745
Short-Term Interest	12,100	321,300	321,300	321,300
TOTAL DEBT SERVICE	1,139,406	1,300,212	1,300,212	1,300,212
CAPITAL OUTLAY	144,000	273,509	273,509	273,509
STABILIZATION	507,859	275,000	0	0
GENERAL FUND TOTALS	14,065,630	15,682,073	15,120,739	15,120,739
GENERAL FUND REVENUES	13,601,685	15,115,069	15,127,254	15,127,254
NET DIFFERENCE		(567,004)	6,514	6,514
TRANSFER STATION ENTERPRISE		284,733	283,851	283,851
WATER/SEWER ENTERPRISE	600,025	626,533	626,498	626,498
TOTALS	14,941,131	16,593,339	16,031,089	16,031,089

Article 1. Finance Committee Report

To see whether the Town will vote to hear and act upon the report and recommendations of the Finance Committee as presented at and printed in the Finance Committee's Annual Town Meeting recommendations, or to take any other action related thereto.

Finance Committee recommends this Article.

Article 2. FY02 Budget

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; and to see if the Town will vote to raise and appropriate or appropriate by transfer from available funds in the Treasury such sums of money as may be necessary to defray the regular expenses of the Town, including debt and interest, and to provide for a reserve fund, for the Fiscal Year beginning July 1, 2001 (Fiscal Year 2002), or to take any other action related thereto.

Finance Committee recommends this Article.

Article 3. FY02 Water/Sewer Enterprise Fund

To see if the Town will vote to approve the sum of \$422,837 to operate and maintain the Water/Sewer Department from the following sources: (1) to raise and appropriate \$360,837 from Water/Sewer user charges, (2) to transfer \$17,000 from Water Development fees, and (3) to transfer \$45,000 from Sewer Development fees; and further to see if the Town will vote to approve the sum of \$203,662 to pay Water/Sewer Debt and Interest from the following sources: (1) to transfer \$121,488 from the Fund Balance Reserved for Water Well Bond Charges and (2) to transfer \$ 82,174 from Water/Sewer Unreserved Fund Balance; or to take any other action related thereto.

Finance Committee recommends this Article.

Article 4. FY02 Transfer Station Enterprise Fund

To see if the Town will vote to raise and appropriate the sum of \$283,851 from Transfer Station charges and fees to operate and maintain the Transfer Station, or to take any other action related thereto.

Finance Committee recommends this Article.

Article 5. Separate Account Funds

To see if the Town will vote to continue the following separate account funds and to authorize the expenditure of funds from said funds for the below indicated purposes and not to exceed amounts, or to take other actions related thereto:

#	Dept	Receipts	Expenditures
1	Animal Control pursuant to MGL Chapter 44, Section 53E 1/2	All receipts received in connection with the operation of the Dog Control Program	The Animal Control Officer may expend a sum not to exceed Twenty Six Thousand Six Hundred Thirty dollars (\$26,630) for the purpose of operating & maintaining the Animal Control Program including the operation & maintenance of a

			Town or regional animal kennel, if any provided.
2	Board of Health Sanitation Fee Account	All receipts from the various sanitation fees paid to the Town	The Board of Health may expend a sum not to exceed Forty thousand dollars (\$40,000) for the purpose of offsetting the cost of operating the Board of Health.

Finance Committee recommends this Article.

Article 6. Recurring Business

- (a) **Assessor's 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 2002.
- (b) **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 2002 pursuant to 44 MGL 53F, or to take any other action related thereto.
- (c) **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.
- (d) **Simon Fairfield Public Library:** To see if the Town will vote to require that all funds received into the General Fund during the FY 2002 from State Aid Grants for the Public Library be transferred to the Special Interest Bearing Account for the Simon Fairfield Public Library and further, that all fines received during FY 2002 by the Simon Fairfield Library be retained by the library for the purpose of purchasing books, films and other library supplies and materials, 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.

Finance Committee recommends this Article.

Article 7. Amendment of Article to Change Purpose of Appropriation

To see if the Town will vote to amend Article 2 – FY01 Budget of the May 15, 2000 Annual Town Meeting Warrant to change the purpose of appropriation for a Capital Outlay project as described

in the Voter Information Bulletin for that meeting and as shown in the below deletions and additions of text:

\$30,000	Martin Road [Tennis Courts] Soccer Field	Recreation Commission would [add two tennis courts to] complete the construction of a new soccer field at the new Martin Road Park to compliment new baseball fields, and [the soccer field and] playground in progress
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Finance Committee recommends this Article.

Article 8. Acceptance of Economic Development Report

To see whether the Town will vote to hear the report, concept plan and recommendations of the Board of Selectmen and the Economic Development Commission, or to take any other action related thereto.

Article 9. Intermunicipal Agreement

To see if the Town will vote to authorize the Board of Selectmen to enter into an intermunicipal agreement with the Town of Webster for a term not to exceed 25 years to have the Town of Webster accept the flow of non-residential sewage from the Douglas Woods area of Douglas and provide an adequate flow of water to the same area, or to take any other action related thereto.

Finance Committee recommends this Article.

Article 10. Zoning Amendment – Landfill Siting

To see if the Town will vote to amend its zoning bylaws, or to take any other action related thereto, to insert a new Section 6.06 as follows:

Section 6.06 Prohibited Uses: Landfill Facilities

The siting or expansion of a landfill facility shall be prohibited in the following areas: (1) recharge areas of surface drinking water supplies as shall be reasonably defined by rules and regulations of the Department of Environmental Protection, (2) areas subject to section forty of chapter one hundred and thirty-one of the Massachusetts General Laws (Removal, Filling, Dredging or Altering of Land Bordering Waters) and the regulations promulgated thereunder; and (3) areas within the zone of contribution of existing or potential public supply wells as defined by the Department of Environmental Protection.

Finance Committee recommends this Article.

Article 11. Special Act – Economic Development Fund

To see if the Town will vote to authorize the Board of Selectmen to petition the General Court to authorize the Town to establish an Economic Development Fund and to impose betterments or special assessments, in accordance with the procedures set forth in Chapter 80 of the General Laws, for the design, installation, construction, repair and operation of infrastructure, utility, and other public works improvements pursuant to Tax Increment Financing Agreements; to authorize the Board of Selectmen to enter into enforceable agreements with private entities pursuant to said Tax Increment Financing Agreements to provide for payment of such betterments or special assessments; and to authorize the Treasurer to deposit into said fund payments of such betterments or special assessments to be expended for the purpose of design, installation, construction, repair and operation

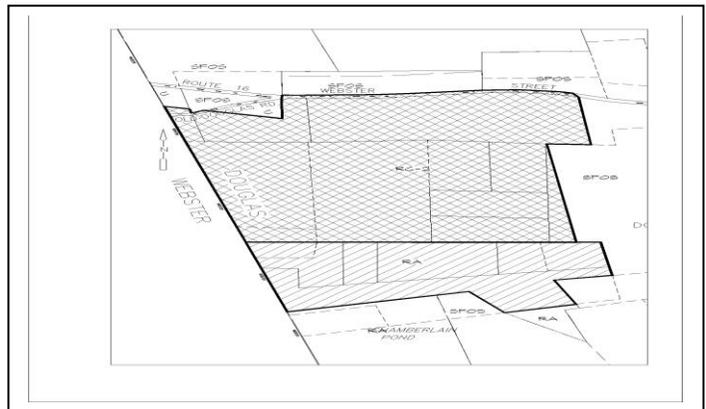
of infrastructure, utility, and other public works improvements, defraying the costs of related economic development and plan review services and expenses and the acquisition of land or easements to serve any Economic Opportunity Area within the Town of Douglas, and the retirement of existing debt for utility infrastructure projects in any Economic Opportunity Area, and the retirement of debt on proposed projects; or to take any other action related thereto.

Finance Committee recommends this Article.

Article 12. Economic Development Industrial Corporation

To see if the Town will vote to declare the need for an Economic Development Industrial Corporation because unemployment or the threat thereof exists in the Town or that security against future unemployment and lack of business opportunity is required and that attracting new industry into the Town and substantially expanding existing industry through an economic development project or projects financed under Chapter 121C of the General Laws and implemented by such corporation would alleviate the unemployment and lack of business opportunity problems, and to authorize the Board of Selectmen to organize said corporation pursuant to the provisions of Chapter 121C of the General Laws, or to take any other action related thereto.

Finance Committee passed over this Article.



Article 13. Zoning Amendment – Route 16 – C, RC-2, and RA to Industrial.

To see if the Town will vote to amend its zoning bylaws, or to take any other action related thereto, to change

- (1) from Commercial (C) to Industrial (I) Zone, the following parcels:

Beginning at a point on the southerly side of the layout of Webster Road (Route 16) at the Town of Webster – Town of Douglas Town Boundary Line, said point being the northwesterly corner of Parcel 1A, Map 25 of the Town of Douglas Assessors Map, thence running congruent with the southerly side of the layout of Route 16 approximately 356 feet to the northeasterly corner of said Parcel, thence running southeasterly along the easterly boundary of said parcel to a point located 500 feet south of the southerly boundary of the layout of Route 16 Right of Way, thence parallel to Route 16 in a northwesterly direction to the Town of Webster – Town of Douglas Town Boundary Line, thence northerly along the Town Boundary line to the Point of Beginning.

- (2) from Commercial (C) to Industrial (I) Zone, the following parcels:

Beginning at a point which is created by extending the westerly boundary line of Parcel 6, Map 25 of the Town of Douglas Assessors Map to the intersection at the southerly side of the layout of Webster Road (Route 16), said point is located near the intersection of Route 16 and Old Douglas Road, thence congruent with said extension in a southerly direction to a point that is created by offsetting the southerly line of the layout of Route 16 500-feet, thence parallel to Route 16 in a northwesterly direction to the southerly side of the layout of Old Douglas Road, thence in a northwesterly direction congruent with the southerly side of the layout of Old Douglas Road to the point of beginning.

(3) from Residential-Commercial (RC-2) to Industrial (I) Zone, the following parcels:

Beginning at a point which is created by extending the westerly boundary line of Parcel 6, Map 25 of the Town of Douglas Assessors Map to the intersection at the southerly side of the layout of Webster Road (Route 16), said point is located near the intersection of Route 16 and Old Douglas Road, thence running congruent with the southerly side of the layout of said Route 16 to the northeasterly corner of Parcel 5, Map 25, thence running southerly congruent with the westerly boundary of Parcel 3, Map 33 to the northwest corner of Parcel 12-1 shown on Map 32, thence running westerly congruent with said Parcel to the intersection with the Town of Webster – Town of Douglas Town Boundary Line, thence running northwesterly congruent with the Douglas-Webster Town Boundary to a point located 500 feet south of the southerly boundary of the layout of the Route 16 Right of Way, thence parallel to Route 16 in a southeasterly direction to the westerly boundary of Parcel 3, Map 25, thence running southerly congruent with the westerly boundary of Parcel 3, Map 25 to the intersection of the northerly side of the layout of Old Douglas Road, thence in a northwesterly direction congruent with the northern boundary line of the layout of Old Douglas Road, to a point located 500 feet south of the southerly boundary of the layout of the Route 16 Right of Way, thence parallel to Route 16 in a southeasterly direction to a point created by intersecting said parallel line with the extension of the westerly boundary line of Parcel 6, Map 25, thence northerly along said extension line to the point of beginning.

(4) from Residential-Agricultural (RA) to Industrial (I) Zone, the following parcels:

Beginning at a point located at the northeasterly corner of Parcel 12-1 as shown on Map 32 of the Town of Douglas Assessors Map, thence running southerly congruent with the easterly boundaries of Parcel 12-1, Map 32 and then Parcel 3, Map 32 the southeasterly corner of Parcel 3, Map 32, thence westerly along the southern boundary of Parcel 3, Map 32 to the intersection with the Town of Webster – Town of Douglas Town Boundary Line, thence running northwesterly congruent with the Douglas-Webster Town Boundary to a point created at the intersection with the northerly boundary of Parcel 12-1, Map 32, thence easterly congruent with the northerly boundary of Parcel 12-1, Map 32 to the point of beginning.

Finance Committee recommends this Article.

Article 14. Special Act – Road and Utility Easement

To see if the Town will vote (1) to request a Special Act of the state legislature, similar to the language herein described, to authorize the Division of Capital Asset Management and Maintenance to convey a certain road and utility easement to the Town of Douglas and further to authorize said Division to accept the conveyance of a parcel of land from the Town of Douglas, (2) to authorize the Board of Selectmen to accept the conveyance from said Division said road and utility easement, and (3) as consideration for said road and utility easement, to authorize the Board of Selectmen, in the alternative, either (a) to acquire and convey to the Department of Environmental Management a parcel of land contiguous to the Douglas State Forest and acceptable in size and location to said Department, or (b) to determine and pay to the Commonwealth of Massachusetts the full and fair market value of the easement, as determined by an independent appraisal:

AN ACT AUTHORIZING THE DIVISION OF CAPITAL ASSET MANAGEMENT AND MAINTENANCE TO CONVEY A CERTAIN ROAD AND UTILITY EASEMENT TO THE TOWN OF DOUGLAS AND TO ACCEPT THEREFROM A CONVEYANCE OF LAND.

Be it enacted by the Senate and House of Representatives in General Court assembled, and by the authority of the same, as follows:

SECTION 1. The Commissioner of Capital Asset Management and Maintenance, in consultation with the Department of Environmental Management, may notwithstanding Chapter 7 of the General Laws, convey a permanent sixty foot (60') wide easement to the Town of Douglas for highway and utility purposes over one certain parcel of land of the Commonwealth located in the town presently under the care and control of the Department of Environmental Management and used for recreational purposes. The parcel is shown on a plan entitled "Plan of Land In Douglas, Mass. Prepared For Joseph A. & Jo-Ann R. Yacino" dated June 29, 1995 by Andrews Survey & Engineering, Inc. and recorded in Plan Book 762, Plan 42, being the same parcel conveyed to the Commonwealth of Massachusetts on November 15, 2000 and recorded on December 29, 2000 at Book 23383, Page 035, Worcester District Registry of Deeds. Said land now required for highway and utility purposes as shown on "Plan of Douglas Woods Access Road", said Plan being kept on file with the Town of Douglas and recorded at the Worcester District Registry of Deeds.

SECTION 2. The consideration to be exchanged by the Town of Douglas for the road and utility easement described in section 1 shall be, in the alternative, either (1) the conveyance of a parcel of land contiguous to the Douglas State Forest and acceptable in size and location to the Department of Environmental Management, the Inspector General shall review and approve said exchange; or (2) the full and fair market value of the easement, as determined by an independent appraisal, in which case, the Inspector General shall review and approve the appraisal and the review shall include an examination of the methodology utilized for the appraisal. The Inspector General shall prepare a report of his review and file said report with the Commissioner of Capital Asset Management and Maintenance and the Senate and House Committees on Ways and Means at least 30 days prior to the execution of any final agreement authorized under this act.

Finance Committee recommends this Article.

Article 15. General Bylaw Amendment – Technical Corrections

To see if the Town will vote to amend its general bylaws, or to take any other action related thereto, to make the following technical corrections requested by the Office of the Attorney General:

- 1. To amend Article 2 of a warrant approved at a town meeting convened on April 19, 2000 to provide for an “enforcing person” as shown in the underlined language below:

“Article V – Regulation of Property, Section 5 - Water Use Restrictions

- i. Penalties

Any person violating this bylaw shall be liable to the Town in the amount of \$50.00 for the first violation and \$100 for each subsequent violation which shall inure to the Town. Fines shall be recovered by indictment, or on complaint before the District Court, or by non-criminal disposition in accordance with section 21D of chapter 40 of the general laws. Each day of violation shall constitute a separate offense. The enforcing agent for this bylaw shall be any employee of the Douglas Water/Sewer Department or any elected Water/Sewer Commissioner.”

- 2. To delete language referring to the size of a sign as it appeared in Article 11 of a warrant approved at a town meeting convened on April 19, 2000 as shown in the striken language below:

“Article 10. Signs

10.2.2.7 Signs endorsing candidates or issues for public elections may be displayed as temporary or portable signs[~~providing they are not more than four (4) feet in area~~]. Such signs shall not require a permit or permit fee. Such signs shall not be erected or displayed so as to endanger public safety. Such signs shall not be erected on trees or telephone poles.”

Article 16. Zoning Bylaw Amendment – Technical Corrections

To see if the Town will vote to amend its zoning bylaws, or to take any other action related thereto, to make the following technical corrections requested by the Office of the Attorney General:

- 1. To delete language referring to the amendment of a zoning map as it appeared in Article 11 of a warrant approved at a town meeting convened on October 11, 2000 as shown in the striken language below:

“Article 11. Wireless Communication Bylaw

To see if the Town will vote to amend its Zoning Bylaw at Section X - Wireless Service Facilities, to revise the “Schedule of Use Regulations” at Section III - Use Regulations[~~and to amend the Zoning Map~~].”

- 2. To correct a typographical error in Article 12 of a warrant approved at a town meeting convened on October 11, 2000 to change the reference from Massachusetts General Law Chapter 40A, Section 9 to Massachusetts General Law Chapter 40A, Section 9A at Section XI. Adult Entertainment Overlay District, Subsection 11.01. Purpose and Intent.

Article 17. Zoning Petition – Charles Street – Industrial to Village Residential

To see if the Town of Douglas will vote to change a portion of the existing Industrial Zone on Charles Street to Village Residential (VR). The parcels to be changed are indicated on Town of Douglas Assessors’ Map 17-03 Parcels 61 & 62 and a portion of Map 17 Parcel 14, and is more particularly described as follows:

BEGINNING at a point near the intersection of Charles Street and NE Main Street, said point being the southwest corner of the existing residential zone line

THENCE northwesterly along the centerline of Charles Street to the southwest corner of the above names Parcel 61;

THENCE generally in a northeasterly direction along the westerly property line of said Parcel 61 to a point approximately 200’ off Charles Street;

THENCE generally in a southeasterly direction along the rear property lines of Parcel 61 & 62, approximately 450’ to a point at an unnamed brook;

THENCE along said brook in a southeasterly direction to the point of beginning, said brook being the existing residential zone line.

Article 18. Zoning Petition – Common Drives

To see if the Town will vote to add a common drive provision to its zoning by-law by adding the following to Section 6.03 of the bylaw:

Common driveways serving not more than three lots may be allowed by special permit issued by the Planning Board, to provide access to the buildable portions of lots when direct access from the Street to such lot(s) is obstructed by wetlands, steep slopes or other obstacle. A common driveway must satisfy all of the following conditions:

- (a) The center line intersection with the Street center line shall not be less than 45’;
- (b) A minimum width of 15 feet shall be maintained over its entire length;
- (c) The common driveway shall be surfaced with a durable, all-season nondusting material, drained and suitably maintained to the extent necessary to avoid any nuisance by reason of dust, erosion or water flow onto streets or adjoining property.
- (d) Proposed documents must be submitted to the Planning Board demonstrating that, through easements, restrictive covenants or other appropriate legal devices, the maintenance, repair, snow removal and liability for the common driveway shall remain perpetually the responsibility of the private parties or their successors-in-interest; or take any other action relating thereto.

Article 19. Zoning Petition – Limited Density Residential Development

To see if the Town will vote to amend the limited density residential development provisions of the zoning bylaw to include certain land in the Rural-Agricultural zone as follows:

Add to Section V as paragraph 12 the following:

12. Applicability in Rural-Agricultural Zone.

For limited density residential development in the Rural-Agricultural zone, the following shall be substituted for Section 3, paragraphs A through E, inclusive.

- A. In the Rural-Agricultural zone, limited density residential developments shall be permitted on tracts of land with a maximum of seventy-five (75) acres.
- B. The overall tract density in the Rural-Agricultural zone shall not exceed 1.0 dwelling units per acre.
- C. Structures shall be no closer than sixty (60) feet to an adjacent structure and shall be no closer than forty (40) feet to an interior way.
- D. Each dwelling shall be served by public water and public sewerage, provided that if public sewerage is not available, each dwelling unit shall be served with an on-site waste treatment facility (package treatment plant) approved by the Department of Environmental Protection. All electric, telephone and other utilities shall be underground.
- E. Residential structures may contain between one (1) and four (4) dwelling units and shall not exceed thirty-five (35) feet in height. The exterior design shall reflect the rural residential character of Douglas and shall achieve architectural diversity.

In all other respects the provisions of the limited density residential development bylaw shall apply; or take any other action relating thereto.

Article 20. Zoning Petition – Senior Housing Developments

To see if the Town will vote to amend the limited density residential development provisions of the Zoning bylaw to permit senior housing developments as follows:

Add to Section V as paragraph 13 the following:

13. Senior Housing Developments.

For limited density residential developments restricted to residents fifty-five years of age or older, the following shall be substituted for Section 3, paragraphs A through E, inclusive.

- A. In the Village Residential, Central Business and Rural-Agricultural zones, limited density residential developments shall be permitted on tracts with a maximum of fifty (50) acres.
- B. The overall tract density shall not exceed 2.0 dwelling units per acre.
- C. Structures shall be no closer than forty (40) feet to an adjacent structure and shall be no closer than thirty (30) feet to an interior way.
- D. Each dwelling shall be served by public water and public sewerage, provided that if public sewerage is not available, each dwelling unit shall be served with an on-site waste treatment facility (package treatment plant) approved by the Department of Environmental Protection. All electric, telephone and other utilities shall be underground.
- E. Residential structures may contain between one (1) and four (4) dwelling units and shall not exceed thirty-five (35) feet in height. The exterior design shall reflect the rural residential character of Douglas and shall achieve architectural diversity.

In all other respects the provisions of the limited density residential development bylaw shall apply; or take any other action relating thereto.

Article 21. Personnel Classification and Compensation Plans

To see if the Town will vote to approve the following personnel classification and compensation plans; or take any other action relating thereto.

Finance Committee recommends this Article.

PERSONNEL CLASSIFICATION AND COMPENSATION PLANS

1. MANAGEMENT POSITIONS

MANAGEMENT CLASSIFICATION PLAN

Grade	Positions	Grade	Positions
M-1	Asst. to Executive Administrator	M-4	Fire Chief
M-2	Planning & Conservation Agent		System Manager Water & Sewer
	Director Senior Center	M-5	Town Engineer
	Assistant Assessor		Highway Superintendent
M-3	Building Commissioner		
	Library Director		

MANAGEMENT COMPENSATION PLAN

Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
M-1	28,325	28,962	29,614	30,280	30,962	31,658	32,371	33,099	33,844	34,605
M-2	35,406	36,203	37,017	37,850	38,702	39,573	40,463	41,374	42,304	43,256
M-3	44,258	45,254	46,272	47,313	48,377	49,466	50,579	51,717	52,881	54,070
M-4	50,896	52,042	53,213	54,410	55,634	56,886	58,166	59,475	60,813	62,181
M-5	54,714	55,945	57,204	58,491	59,807	61,152	62,528	63,935	65,374	66,845

2. OFFICE ADMINISTRATIVE POSITIONS

OFFICE ADMINISTRATIVE CLASSIFICATION PLAN

Grade	Position	Grade	Position
OA-1	Library Assistant	OA-3	Dispatcher
	Jr. Clerk Assessors		Asst. Tax Collector
OA-2	Prinicpal Clerk Fire		Asst. Town Clerk
	Principal Clerk Building		Asst. Treasurer
	Principal Clerk Assessors		Admin Sec./Comm Development
	Highway Clerk	OA-4	Administrative Secretary/Dispatcher
	Administrative Sec. BOS		Administrative Supervisor/Board of Health
	Senior Clerk		

OFFICE ADMINISTRATIVE COMPENSATION PLAN

Base = 14,704.00 Step %= 2.25 FY02 3% Hrs/Wk = 30.00
COLA

Grade		MIN	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
OA-1	Hourly	9.67	9.89	10.11	10.34	10.57	10.81	11.05	11.30	11.56	11.82
	Weekly	290.14	296.66	303.34	310.16	317.14	324.28	331.58	339.04	346.66	354.46
	Annual	15,145	15,485	15,834	16,190	16,554	16,927	17,308	17,697	18,095	18,503
OA-2	Hourly	11.61	11.87	12.13	12.41	12.69	12.97	13.26	13.56	13.87	14.18
	Weekly	348.16	356.00	364.01	372.20	380.57	389.13	397.89	406.84	416.00	425.36
	Annual	18,174	18,583	19,001	19,428	19,865	20,312	20,769	21,237	21,715	22,203
OA-3	Hourly	12.77	13.05	13.35	13.65	13.95	14.27	14.59	14.92	15.25	15.60
	Weekly	382.98	391.60	400.41	409.42	418.63	428.05	437.68	447.53	457.60	467.89
	Annual	19,991	20,441	20,901	21,371	21,852	22,344	22,846	23,360	23,886	24,423
OA-4	Hourly	14.68	15.01	15.35	15.69	16.05	16.41	16.78	17.16	17.54	17.94
	Weekly	440.43	450.34	460.47	470.83	481.42	492.26	503.33	514.66	526.24	538.08
	Annual	22,990	23,507	24,036	24,577	25,130	25,695	26,273	26,865	27,469	28,087

3. PUBLIC WORKS POSITIONS

PUBLIC WORKS CLASSIFICATION PLAN

Grade	Position	Grade	Position
PM-1	Truck Driver/Laborer	PM-3	Municipal Facilities Maintenance Manager
PM-2	Asst. Water Sewer Operator	PM-4	Group Leader
	Highway Laborer Operator	PM-5	Water Operator
			Chief Operator

PUBLIC WORKS COMPENSATION PLAN

Base = 25,100 Step %= 2.25 FY02 3% Hrs/Wk = 40.00
COLA

Grade		MIN	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
PM-1	Hourly	12.38	12.66	12.95	13.24	13.53	13.84	14.15	14.47	14.79	15.13
	Weekly	495.27	506.41	517.81	529.46	541.37	553.55	566.01	578.74	591.76	605.08
	Annual	25,853	26,435	27,029	27,638	28,259	28,895	29,545	30,210	30,890	31,585
PM-2	Hourly	13.50	13.80	14.11	14.43	14.75	15.08	15.42	15.77	16.13	16.49
	Weekly	539.84	551.99	564.41	577.11	590.09	603.37	616.95	630.83	645.02	659.53
	Annual	28,180	28,814	29,462	30,125	30,803	31,496	32,205	32,929	33,670	34,428
PM-3	Hourly	14.17	14.49	14.82	15.15	15.49	15.84	16.19	16.56	16.93	17.31
	Weekly	566.83	579.59	592.63	605.96	619.60	633.54	647.79	662.37	677.27	692.51
	Annual	29,589	30,255	30,935	31,631	32,343	33,071	33,815	34,576	35,354	36,149
PM-4	Hourly	14.88	15.21	15.56	15.91	16.26	16.63	17.00	17.39	17.78	18.18
	Weekly	595.18	608.57	622.26	636.26	650.58	665.22	680.18	695.49	711.14	727.14
	Annual	31,068	31,767	32,482	33,213	33,960	34,724	35,506	36,304	37,121	37,956
PM-5	Annual	34,175	34,944	35,730	36,534	37,356	38,197	39,056	39,935	40,833	41,752

4. FIRE POSITIONS

FIRE CLASSIFICATION PLAN

Grade Position
 F-1 Firefighter/EMT

FIRE COMPENSATION PLAN

	Base =	27,250	Step %=	2.25	FY02	3%	Hrs/Wk	40.00			
Grade		<i>MIN</i>	<i>Step 2</i>	<i>Step 3</i>	<i>Step 4</i>	<i>Step 5</i>	<i>Step 6</i>	<i>Step 7</i>	<i>Step 8</i>	<i>Step 9</i>	<i>Step 10</i>
F-1	Hourly	13.44	13.74	14.05	14.37	14.69	15.02	15.36	15.71	16.06	16.42
	Weekly	537.69	549.79	562.16	574.81	587.74	600.97	614.49	628.31	642.45	656.91
	Annual	28,068	28,699	29,345	30,005	30,680	31,370	32,076	32,798	33,536	34,290

Article 22. Medicaid Administration

Finance Committee does not recommend this Article.

To see if the Town will vote to establish an account for the deposit of Municipal Medicaid funds for the use of the Douglas Public Schools or to take any other action related thereto.

PERSONNEL BOARD MESSAGE

The Personnel Board and MMA Consulting concluded the Wage and Compensation Study for Douglas Town employees this spring. The results of the Study has been reviewed by and approved by the Board of Selectman, Finance Committee, Department Heads and Employees. The Study and work preformed by the Personnel Board has been viewed as a comprehensive and professional piece of work, worthy of acceptance by the Douglas town voters.

It is important to understand the objective of performing a review of our personnel practices and expenses. Until now, the Town of Douglas lacked a comprehensive and un-biased approach to document, evaluate and compensate our employees. We have now been provided with the tools to manage and execute them in a fair and consistent manner going forward.

To give you a brief overview of what the study was about and how it effects you:

- * The participants in the Study were the non Elected, non-contractual, non union employees of the Fire, Police, Highway, Water/Sewer departments, Library, Senior Center and Municipal Center.
- * Documentation on Municipal employees that are exempt from the Personnel ByLaws, such as the contractual and Elected Officials have been forwarded to the Board of Selectman for future negotiations.
- * A methodology provided by MMA was utilized to create updated Job Descriptions for all included employees. The Positions were then evaluated and rated to determine the "value and complexity" of each position within the Town of Douglas. This information was then integrated with hourly and salary wage data collected from other predetermined towns to establish salary ranges for each position.
- * The general findings of the Study showed us that the majority of the employees were close to or in a salary range acceptable for the job performed. There were a smaller percentage of employees that were significantly underpaid for the job requirements and responsibilities associated with them (10-25% less than fair market value).
- * The annualized salary increases recommended by the Wage and Compensation Study total approximately \$68,000. The salary increases are calculated into each departments budget as a Personnel Expense, which then becomes part of the total Municipal Budget.

The recommended Personnel increases reward valued employees for satisfactory job performance and service, and position the Town to attract qualified employees as positions are vacated or created due to the Towns changing needs.

Respectfully Submitted,
 Leslie Navaroli
 Chairman, Douglas Personnel Board

VOLUNTEERS SOUGHT FOR TOWN COMMITTEES

The Board of Selectmen is seeking residents interested in serving on Town boards and committees. This is an opportunity for those interested in getting more involved with their community to participate in their Town government.

The Town Boards and Committees for which volunteers are needed include:

- Capital Improvements Committee
- Zoning Board of Appeals
- Conservation Commission
- Historical Commission
- Economic Development Commission
- Local Cultural Council
- Master Plan Implementation committee
- Open Space Committee
- Board of Health
- Council on Aging
- Cable Advisory Committee
- Library Building Committee

Residents interested in serving on any of the above-listed boards or committees should apply to the Selectmen's Office by mail, telephone (508) 476-4000, or e-mail (dowen@douglasma.org) no later than May 31st.



Town of Douglas
29 Depot Street
Douglas, MA 01516

PRESORTED
STANDARD
US POSTAGE PAID
DOUGLAS, MA
PERMIT NO 12

RESIDENT

DOUGLAS, MA 01516

Annual Town Meeting
Monday, May 14, 2001
Douglas Middle/High School Auditorium