

**Special Town Meeting**  
**Annual Town Meeting**  
 Monday, May 6, 2013 at 7:00 PM  
 Douglas High School Auditorium

**Finance Committee Budget Message for Fiscal Year 2014**

The budget process for 2014 has been difficult for the Town of Douglas. While financial challenges are not new for the Town and have been chronicled for the last several years in this mailing, there has been substantial work done in the last twelve months to establish a plan and strategy for dealing with the financial headwinds that the Town faces. After the Town Meeting of last year, a series of meetings were held involving Town government officials and department heads to address the budget situation for the community. In the wake of the FY13 budget process, it had become clear that the year to year budget process needed to be supplemented with a multi-year approach so that the Town could assess how best to address the needs of the community with the limited financial resources available, and accordingly a Strategic Budget Committee was established. After several months of efforts, the Strategic Budget Committee put forth a recommendation of a \$1.4 million tax override, which was subsequently supported by the Board of Selectman. While this proposed override will not solve all of the fiscal challenges of the Town, its intention is to sustain and maintain the services and functions of the Town.

The Finance Committee has voted to support the override (as described in Article 3) but it was not unanimous and clearly illustrates the difficult choices that the Town has before it. Nevertheless, it is important that the citizens of the Town have a chance to have their voices heard and give an indication of what direction they would like the government officials to take the Town. We strongly encourage your active involvement in the upcoming Town Meeting and Town Election.

The FY 2014 Budget will be funded by the projected revenues below:

<b><u>Revenue Source</u></b>	
Tax Levy -	\$11,351,243
Debt exclusions -	\$2,527,038
Transfer from Reserved for Reduction of Excluded Debt Account	\$23,784
Local receipts -	\$1,303,000
State Aid -	\$9,221,942
Ambulance Receipts -	\$346,990
Free Cash -	\$384,047
P.O. Applied to Debt	\$29,585
Estimated overlay requirement	(\$100,000)
<b>Total Available Revenue</b>	<b><u>\$25,087,629</u></b>

In terms of expenses, the budget reflects the contractual increases as required by the various union contracts to which the Town is subject and a 1.0% cost of living adjustment for all non-union employees. The drivers of increased expenses for the Town beyond the aforementioned compensation increases are costs at the school department related to unfunded mandates or that may have been previously funded by grant monies that are no longer available. The only bright spot in our budget outlook for FY14 is a significant change to our health insurance plan design that was agreed to by all of the town's unions which will save over \$500,000 in premium costs to the town. Without these changes, the financial impacts to the school and municipal budgets in FY14 would be truly catastrophic.

The FY14 budget continues to provide little cushion for unexpected matters. Departmental budgets have been reduced for certain maintenance items in response to the budget constraints. Regardless of the

outcome of the override vote, we will need to continue to work as a community to respond to any unforeseen matters and continue to make the difficult choices required. We strongly encourage your attendance and participation in the upcoming Town Meeting.

**Todd Bari** for the Douglas Finance Committee

**Special Town Meeting  
Warrant Articles**

Article 1.	Fiscal Year 2013 Budget Transfers/Amendments
Article 2.	Insurance Funds Transfer Related to Water Damage at the Intermediate Elementary School
Article 3.	Hemlock Street Bridge - Easements

**Article 1. Fiscal Year 2013 Budget Transfers/Amendments**

To see if the Town will vote to amend the action taken on Article 2 of the Annual Town Meeting of May 7, 2012 and continued to June 11, 2012, by transferring from available funds the following sums of money to the following budget line items in the Fiscal Year 2013 Budget:

Snow & Ice Account	<b>\$175,000</b>
Douglas Schools Transportation/Fixed Assets	<b>\$7,000</b>
<b>Total</b>	<b>\$182,000</b>

Or take any other action related thereto.

*Explanation: The actual expenses in these categories have been higher than anticipated. This article would be funded by transferring \$10,000 from the Reserve Fund, transferring \$47,465 from the Norfolk County Agricultural Account given the number of students attending were less than planned, and \$124,535 from the Health Insurance Account.*

**Finance Committee: RECOMMEND**

**Article 2. Insurance Funds Transfer Related to Water Damage at the Intermediate Elementary School**

To see if the Town will vote to transfer from the Insurance Reimbursement Receipts Reserved for Appropriation Account a sum not to exceed **\$370,000** to the Intermediate Elementary School Building Project Account (Middle School Repair Project), or take any other action related thereto.

*Explanation: The Town expects to receive reimbursement from insurance related to water damage at the Intermediate Elementary School. The repairs were funded from the Intermediate Elementary School Building Project Account, so this would replenish those amounts. This article is dependent upon the cash being received prior to the Special Town Meeting and will be in the amount of the cash that is received.*

**Finance Committee: RECOMMEND**

**Article 3. Hemlock Street Bridge - Easements**

To see if the Town will vote to acquire by gift, purchase or eminent domain the following described land in fee or in easement as shown on plans entitled: "plan and profile of Hemlock Street over Tinkerville Brook (Bridge No. D-09-014 (6NK))" and prepared by CDR Maguire, 225 Chapman Street, 4<sup>th</sup> Floor, Providence, RI 02905 as on file in the office of the Town Clerk; and further, to see if the Town will vote to raise and appropriate or transfer a sum not to exceed **\$1,500** to acquire such property, or take any other action relative thereto."

*Explanation: This article would transfer amounts from the Reserve Fund to acquire easements as necessary related to the repairs of the Hemlock Street Bridge.*

**Finance Committee: RECOMMEND. This article requires a 2/3rds vote.**

**Annual Town Meeting  
Warrant Articles**

1. Finance Committee Report	10. Blackstone Valley Vocational Regional School District - Approval of Debt - Renovation/Reconfiguring Project
2. FY14 Budget	11. Painting of Transfer Station Roof
3. FY 14 Supplemental Budget	12. Sealing & Repairing Transfer Station Driveway
4. Salaries of Elected Officials	13. Establishment of Other Post-Employment Benefits Account (OPEB)
5. FY14 Transfer Station Enterprise Fund	14. Sign Bylaw Amendment
6. FY14 Water/Sewer Enterprise Fund	15. Planning Board Revolver Account
7. Personnel Bylaw Classification & Update	16. Street Acceptance: Conservation Drive
8. Recurring Business	17. Street Acceptance: Old Farm Road
9. Adoption of Revised FY 14 – 18 Capital Improvement Plan	18. Sale or Lease of Old Grammar School

**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.

*Explanation: This will be part of a combination of Articles 1,2,3 and 4. It presents the Finance Committee's recommended FY 14 budget along with funding sources and the embedded salaries and stipends of elected officials.*

**Article 2. FY14 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 2014, or take any other action relative thereto.

*Explanation: See Article 1 above.*

**TOWN OF DOUGLAS**

**FY14 Finance Committee, Board of Selectmen & Town Administrator Recommended Budget**

	FY12	FY13	FY14
	Revised Budget STM 5/7/12	Revised Budget STM 11/13/12	Finance Committee, BOS & Town Admin Recommended Budget - <u>no</u> <u>override</u>
<b>General Fund</b>			
<b>General Government</b>			
<b>Selectmen</b>			
Wages	158,545	164,400	164,976
Expenses	18,480	12,633	12,633
Subtotal Selectmen:	177,025	177,033	177,609
Awards & Recognition	40	40	40
Town Hall Office Supplies	18,255	21,000	22,000
Town Reports	3,000	3,000	3,000
Town Counsel	70,000	70,000	75,000
<b>Total Selectmen:</b>	<b>268,320</b>	<b>271,073</b>	<b>277,649</b>

<b>Finance Director/Accountant</b>	<b>FY12</b>	<b>FY13</b>	<b>FY14</b>
Wages	97,851	101,542	102,636
Expenses	2,000	1,900	1,900
Subtotal Finance Dir/Accountant:	99,851	103,442	104,536
Audit	23,000	20,500	20,500
<b>Total Finance Director/Accountant:</b>	<b>122,851</b>	<b>123,942</b>	<b>125,036</b>

<b>Assessors</b>			
Wages	85,605	87,252	88,088
Expenses	36,100	33,618	34,368
Subtotal Assessors:	121,705	120,870	122,456
Revaluation			60,000
<b>Total Assessors:</b>	<b>121,705</b>	<b>120,870</b>	<b>182,456</b>

<b>Treasurer/Collector</b>			
Wages	98,026	167,967	168,369
Expenses	33,084	49,520	49,520
Subtotal Treasurer/Collector:	131,110	217,487	217,889

	<b>FY12</b>	<b>FY13</b>	<b>FY14</b>
Tax Title	12,000	14,000	17,000
<b>Total Treasurer/Collector:</b>	<b>143,110</b>	<b>231,487</b>	<b>234,889</b>

<b>Collector</b>			
Wages	65,135		
Expenses	16,392		
Subtotal Collector:	81,527	0	0
Tax Taking	6,000	6,000	7,000
<b>Total Collector:</b>	<b>87,527</b>	<b>6,000</b>	<b>7,000</b>

<b>Finance Committee</b>			
Wages	1,500	1,500	1,500
Expenses	4,000	4,000	4,000
Reserve Fund	60,000	50,000	50,000
<b>Total Finance Committee:</b>	<b>65,500</b>	<b>55,500</b>	<b>55,500</b>

<b>Technology</b>			
Wages	10,300	10,300	10,300
Expenses	38,150	37,850	45,932
<b>Total Technology:</b>	<b>48,450</b>	<b>48,150</b>	<b>56,232</b>

<b>Town Clerk</b>	<b>FY12</b>	<b>FY13</b>	<b>FY14</b>
Wages	95,679	105,146	98,358
Expenses	21,500	16,500	16,500
<b>Total Town Clerk:</b>	<b>117,179</b>	<b>121,646</b>	<b>114,858</b>
<b>Municipal Buildings</b>			
Wages	55,297	58,680	58,680
Expenses	101,000	98,000	98,000
<b>Total Municipal Building:</b>	<b>156,297</b>	<b>156,680</b>	<b>156,680</b>
<b>Permanent Building Committee</b>			
Wages	1,500	1,610	805
Expenses	500	1,500	1,500
<b>Total Permanent Building Comm:</b>	<b>2,000</b>	<b>3,110</b>	<b>2,305</b>
<b>Community Development</b>			
Wages	201,538	205,169	171,473
Expenses	3,500	3,500	3,500
Subtotal Community Development:	205,038	208,669	174,973
Planning Board	2,910	2,910	2,910
Economic Development	2,000	1,000	1,000
Zoning Board - Wages			
Zoning Board - Expenses	3,460	3,460	3,460
Subtotal:	3,460	3,460	3,460
Open Space	500	100	100
Conservation Commission	2,789	2,789	2,789
<b>Total Comm Development:</b>	<b>216,697</b>	<b>218,928</b>	<b>185,232</b>
<b>Other General Government</b>			
Moderator	250	250	250
Housing Authority	500	100	100
<b>Total Other General Government:</b>	<b>750</b>	<b>350</b>	<b>350</b>
<b>Total General Government:</b>	<b>1,350,386</b>	<b>1,357,736</b>	<b>1,398,187</b>
<b>Public Safety</b>			
<b>Police</b>			
Wages	1,324,917	1,385,674	1,383,228
Expenses	146,615	152,518	148,518
Cruiser			72,000
<b>Total Police:</b>	<b>1,471,532</b>	<b>1,538,192</b>	<b>1,603,746</b>

<b>Fire</b>	<b>FY12</b>	<b>FY13</b>	<b>FY14</b>
Wages	174,569	178,092	176,307
Expenses	63,350	57,350	57,350
<b>Total Fire:</b>	<b>237,919</b>	<b>235,442</b>	<b>233,657</b>
<b>Ambulance</b>			
Wages	244,723	272,698	276,490
Expenses	60,500	80,500	70,500
<b>Total Ambulance:</b>	<b>305,223</b>	<b>353,198</b>	<b>346,990</b>
<b>Building Dept</b>			
Wages	117,413	119,282	119,121
Expenses	6,826	6,826	8,026
<b>Total Building Dept:</b>	<b>124,239</b>	<b>126,108</b>	<b>127,147</b>
<b>Trees</b>			
Wages	600	600	600
Expenses	4,500	4,500	4,500
<b>Total Tree Dept:</b>	<b>5,100</b>	<b>5,100</b>	<b>5,100</b>
<b>Civil Defense</b>			
Wages	325	325	325
Expenses	1,200	1,200	1,200
<b>Total Civil Defense:</b>	<b>1,525</b>	<b>1,525</b>	<b>1,525</b>
<b>Sealer Weights &amp; Measures</b>			
Expenses	750	750	750
<b>Total Sealer Weights &amp; Measures:</b>	<b>750</b>	<b>750</b>	<b>750</b>
<b>Animal Control</b>			
Expenses	24,900	24,900	24,900
<b>Total Animal Control</b>	<b>24,900</b>	<b>24,900</b>	<b>24,900</b>
<b>Total Public Safety:</b>	<b>2,171,188</b>	<b>2,285,215</b>	<b>2,343,815</b>
<b>Public Works</b>			
<b>Cemetery</b>			
Expenses	9,885	9,885	9,885
<b>Total Cemetery:</b>	<b>9,885</b>	<b>9,885</b>	<b>9,885</b>

<b>Highway</b>	<b>FY12</b>	<b>FY13</b>	<b>FY14</b>
Wages	375,933	411,554	416,068
Expenses	26,012	26,012	26,012
Subtotal Highway:	401,945	437,566	442,080
Maintenance	134,700	121,200	121,200
Special Sign Acct	2,900	1,400	1,400
Snow & Ice	118,000	85,000	100,000
<b>Total Highway:</b>	<b>657,545</b>	<b>645,166</b>	<b>664,680</b>

**Public Works**

<b>Other Public Works</b>			
Monitor Landfill	1,235	1,235	1,235
Monitor Wells	10,450	9,950	9,950
Street Lighting	41,550	41,550	41,550
<b>Total Other Public Works:</b>	<b>53,235</b>	<b>52,735</b>	<b>52,735</b>

<b>Total Public Works:</b>	<b>720,665</b>	<b>707,786</b>	<b>727,300</b>
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**Health & Human Services**

<b>Board of Health</b>			
Wages	47,328	48,627	40,501
Expenses	7,000	7,000	7,000
Subtotal Health:	54,328	55,627	47,501

<b>Nurse</b>			
Wages	14,484	14,701	14,979
Subtotal Nurse:	14,484	14,701	14,979

<b>Animal Inspection</b>			
Wages	2,842	2,885	2,885
Expenses	350	350	350
Subtotal Animal Inspection:	3,192	3,235	3,235
<b>Total Board of Health:</b>	<b>72,004</b>	<b>73,563</b>	<b>65,715</b>

<b>Council on Aging</b>			
Wages	76,263	78,765	79,569
Expenses	14,500	6,000	6,000
<b>Total Council on Aging:</b>	<b>90,763</b>	<b>84,765</b>	<b>85,569</b>

<b>Veterans</b>	<b>FY12</b>	<b>FY13</b>	<b>FY14</b>
Expenses	10,015	10,015	15,015
Benefits	67,500	100,000	100,000
<b>Total Veterans:</b>	<b>77,515</b>	<b>110,015</b>	<b>115,015</b>
<b>Total Health &amp; Human Services:</b>	<b>240,282</b>	<b>268,343</b>	<b>266,299</b>
<b>Culture &amp; Recreation</b>			
<b>Recreation</b>			
Wages	0	0	0
Expenses	15,000	5,000	3,000
<b>Total Recreation:</b>	<b>15,000</b>	<b>5,000</b>	<b>3,000</b>
<b>Library</b>			
Wages	149,314	153,784	155,243
Expenses	50,397	48,397	48,397
<b>Total Library:</b>	<b>199,711</b>	<b>202,181</b>	<b>203,640</b>
<b>Memorial Day</b>	1,750	1,750	1,750
<b>Total Memorial Day</b>	<b>1,750</b>	<b>1,750</b>	<b>1,750</b>
<b>Total Culture &amp; Recreation</b>	<b>216,461</b>	<b>208,931</b>	<b>208,390</b>
<b>Education</b>			
<b>Douglas Schools</b>			
Personnel & Expenses	11,080,200	11,503,678	11,712,507
Transportation/Fixed Assets	779,023	853,878	936,246
<b>Total Douglas Schools:</b>	<b>11,859,223</b>	<b>12,357,556</b>	<b>12,648,753</b>
<b>Blackstone Valley Regional</b>			
Assessment	442,041	498,159	563,647
Debt Assessment	58,185	56,895	55,559
Representative Expense	500	500	500
<b>Total Blackstone Valley:</b>	<b>500,726</b>	<b>555,554</b>	<b>619,706</b>
<b>Medicaid Reimbursement</b>	<b>5,000</b>	<b>5,000</b>	<b>5,000</b>
<b>Norfolk County Agricultural</b>	<b>121,252</b>	<b>125,346</b>	<b>155,000</b>
<b>Total Education:</b>	<b>12,486,201</b>	<b>13,043,456</b>	<b>13,428,459</b>

<b>Insurance/Employee Benefits</b>	<b>FY12</b>	<b>FY13</b>	<b>FY14</b>
Ins - Prop, Liab & Work Comp	205,000	222,767	225,000
Unemployment	81,000	65,515	100,000
Retirement/Medicare	882,513	909,123	964,762
Insurance - Health & Life, HRA & Waiver	2,791,556	2,990,478	2,739,907
Transfer to OPEB Trust			12,000
<b>Total Insurance/ Employee Benefits</b>	<b>3,960,069</b>	<b>4,187,883</b>	<b>4,041,669</b>
<b>Total Debt Service</b>	<b>2,088,023</b>	<b>2,784,674</b>	<b>2,673,510</b>
<b>Total Special Articles</b>	<b>322,000</b>		
<b>Summary - Expenditures</b>			
<b>Total General Government:</b>	<b>1,350,386</b>	<b>1,357,736</b>	<b>1,398,187</b>
<b>Total Public Safety:</b>	<b>2,171,188</b>	<b>2,285,215</b>	<b>2,343,815</b>
<b>Total Public Works:</b>	<b>720,665</b>	<b>707,786</b>	<b>727,300</b>
<b>Total Health &amp; Human Services:</b>	<b>240,282</b>	<b>268,343</b>	<b>266,299</b>
<b>Total Culture &amp; Recreation</b>	<b>216,461</b>	<b>208,931</b>	<b>208,390</b>
<b>Total Education:</b>	<b>12,486,201</b>	<b>13,043,456</b>	<b>13,428,459</b>
<b>Total Insurance/ Employee Benefits</b>	<b>3,960,069</b>	<b>4,187,883</b>	<b>4,041,669</b>
<b>Total Debt Service</b>	<b>2,088,023</b>	<b>2,784,674</b>	<b>2,673,510</b>
<b>Total Capital Outlay</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total Special Articles</b>	<b>322,000</b>	<b>0</b>	<b>0</b>
<b>Total Transfers to Stabilization, Special Revenue, Capital Projects</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL BUDGET REQUEST</b>	<b>23,555,275</b>	<b>24,844,024</b>	<b>25,087,629</b>

### **Article 3. FY14 Budget Supplement:**

To see if the Town will vote to raise and appropriate the sum of \$1,400,000 for supplemental funding of the Fiscal Year 2014 Operational Budgets contingent upon the successful passage of a Proposition 2-1/2 Override Ballot Question, or take any other action relative thereto.

*Explanation: See Article 1 above. This article would seek, contingent upon a ballot vote, supplemental funding for the FY 14 operational budget. The proposition 2-1/2 override would fund the following items:*

<i>Municipal Building Expense</i>	<i>\$30,000</i>
<i>Police Wages</i>	<i>\$15,000</i>
<i>Police Cruisers</i>	<i>\$60,000</i>
<i>Douglas Schools-Personnel and Expenses</i>	<i>\$800,000</i>
<i>Highway Maintenance</i>	<i>\$20,000</i>
<i>Snow &amp; Ice</i>	<i>\$140,000</i>
<i>Insurance-Health &amp; Life/Health Reimbursement Account</i>	<i>\$115,000</i>
<i>Transfer to Other Post Employment Benefits Trust</i>	<i>\$10,000</i>
<i>Capital Projects</i>	<i>\$210,000</i>
<b>Total</b>	<b>\$1,400,000</b>

**Finance Committee: RECOMMEND**

**Article 4. 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	<b>\$2,900</b>
Blackstone Valley Vocational School District Rep.	<b>\$500</b>
Moderator	<b>\$250</b>
Board of Selectmen	<b>\$1,600</b>
Clerk	<b>\$63,356.08</b>
Water/Sewer Commission	<b>\$2,400</b>

Or take any other action relative thereto.

*Explanation: See Article 1 above.*

**Finance Committee: RECOMMEND**

**Article 5. FY14 Transfer Station Enterprise Fund:**

To see if the Town will vote to raise and appropriate and/or transfer the sum of **\$270,310** from Transfer Station charges and fees to operate and maintain the Transfer Station.

Salaries/Wages	<b>\$36,810</b>
Expenses	<b>\$233,500</b>
<b>Total</b>	<b>\$270,310</b>

Or take any other action relative thereto.

*Explanation: This approves funding sources and amounts for operating the Transfer Station Enterprise for Fiscal Year 2014.*

**Finance Committee: RECOMMEND**

**Article 6. FY14 Water/Sewer Enterprise Fund:**

To see if the Town will vote to raise and appropriate and/or transfer the sum of **\$896,115** from Water & Sewer charges and fees, and transfer the sum of **\$261,119** from the reserved for debt account and transfer the sum of **\$25,000** from retained earnings for a total budget of **\$1,182,234** to operate and maintain the Water/Sewer Department.

Salaries/Wages	<b>\$343,438</b>
Expenses	<b>\$552,677</b>
Debt	<b>\$261,119</b>
Capital Outlay	<b>\$25,000</b>
<b>Total</b>	<b>\$1,182,234</b>

Or take any other action relative thereto.

*Explanation: This approves funding sources and amounts for operating the Water & Sewer Enterprise for Fiscal Year 2014.*

**Finance Committee: RECOMMEND**

**Article 7. Personnel Bylaw Classification & Update:**

To see if the Town will vote to approve the Personnel Classification and Compensation plans for Fiscal Year 2014, or to take any other action relative thereto.

*Explanation: This represents the proposed schedule for Fiscal Year 2014. It includes a 1% Cost of Living Adjustment for non-union employees covered by the Bylaw, with NO STEP increases.*

**Finance Committee: RECOMMEND**

**MANAGEMENT Compensation Plan - FY14 Budget**

<b>Grade</b>	<b>Position</b>	<b>Grade</b>	<b>Position</b>
M-1		M-4	Fire Chief
M-2	Assistant Tax Collector Municipal Facilities Maint. Mgr. Principal Assessor		System Manager – Water & Sewer Town Accountant
M-3	Building Commissioner Director Senior Center Library Director Planning & Conservation Agent Treasurer / Collector	M-5	Highway Superintendent Town Engineer

**COLA Increase – 1%**

	1	2	3	4	5	6	7	8	9	10
1	38,809.73	39,682.95	40,575.82	41,488.78	42,422.27	43,376.77	44,352.75	45,350.69	46,371.08	47,414.43
2	48,511.03	49,602.53	50,718.58	51,859.75	53,026.59	54,219.69	55,439.64	56,687.03	57,962.49	59,266.64
3	60,641.64	62,006.08	63,401.22	64,827.74	66,286.37	67,777.81	69,302.81	70,862.12	72,456.52	74,086.79
4	69,735.60	71,304.65	72,909.01	74,549.46	76,226.82	77,941.93	79,695.62	81,488.77	83,322.27	85,197.02
5	74,968.41	76,655.20	78,379.94	80,143.49	81,946.72	83,790.52	85,675.81	87,603.51	89,574.59	91,590.02

**OFFICE ADMINISTRATION Compensation Plan - FY14 Budget**

<b>Grade</b>	<b>Position</b>	<b>Grade</b>	<b>Position</b>
OA-1	Library Assistant Meeting Minute Recorder	OA-4	Asst. Town Clerk Children’s Librarian Adm. Sec/Comm Development Assessors’ Admin Asst.
OA-2	Adm. Sec Water & Sewer Highway Clerk Circulation Librarian Principal Clerk – Fire, Bldg, Assessors	OA-5	Adm. Asst. to Town Admin/BOS Adm. Supervisor/Bd Health
OA-3	Admin Assist Treasurer/Collector Asst. to the Town Accountant Asst. Treasurer		

**COLA Increase – 1%**

<b>Grade</b>		1	2	3	4	5	6	7	8	9	10
1	Hourly	<b>13.24</b>	<b>13.54</b>	<b>13.84</b>	<b>14.16</b>	<b>14.47</b>	<b>14.80</b>	<b>15.13</b>	<b>15.47</b>	<b>15.82</b>	<b>16.18</b>
2	Hourly	<b>15.91</b>	<b>16.27</b>	<b>16.63</b>	<b>17.01</b>	<b>17.39</b>	<b>17.78</b>	<b>18.18</b>	<b>18.59</b>	<b>19.01</b>	<b>19.43</b>
3	Hourly	<b>17.50</b>	<b>17.90</b>	<b>18.30</b>	<b>18.71</b>	<b>19.13</b>	<b>19.56</b>	<b>20.00</b>	<b>20.45</b>	<b>20.91</b>	<b>21.38</b>
4	Hourly	<b>20.11</b>	<b>20.56</b>	<b>21.02</b>	<b>21.50</b>	<b>21.98</b>	<b>22.48</b>	<b>22.98</b>	<b>23.50</b>	<b>24.03</b>	<b>24.57</b>
5	Hourly	<b>22.34</b>	<b>22.84</b>	<b>23.36</b>	<b>23.88</b>	<b>24.42</b>	<b>24.97</b>	<b>25.53</b>	<b>26.11</b>	<b>26.69</b>	<b>27.29</b>

**PUBLIC WORKS Compensation Plan - FY14 Budget**

<b>Grade</b>	<b>Position</b>	<b>Grade</b>	<b>Position</b>
PM-1	Truck Driver/Laborer	PM-4	Group Leader
PM-2	Asst Water/Sewer Operator Highway Laborer Operator	PM-5	Water Operator Chief Operator Highway Mechanic
PM-3			

**COLA Increase – 1%**

	1	2	3	4	5	6	7	8	9	10
1 Hourly	\$16.95	\$17.33	\$17.72	\$18.12	\$18.53	\$18.94	\$19.37	\$19.80	\$20.25	\$20.71
2 Hourly	\$18.51	\$18.93	\$19.36	\$19.79	\$20.24	\$20.69	\$21.16	\$21.63	\$22.12	\$22.62
3 Hourly	\$19.42	\$19.86	\$20.31	\$20.76	\$21.23	\$21.71	\$22.20	\$22.70	\$23.21	\$23.73
4 Hourly	\$20.37	\$20.83	\$21.30	\$21.78	\$22.27	\$22.77	\$23.28	\$23.81	\$24.34	\$24.89
5 Hourly	\$22.49	\$23.00	\$23.52	\$24.05	\$24.59	\$25.14	\$25.71	\$26.28	\$26.87	\$27.48

**MISCELLANEOUS Compensation Plan - FY14 Budget**

<b>Grade</b>	<b>Position</b>	<b>Grade</b>	<b>Position</b>
MS-0	Library Page Cable Recording Assistant	MS-3	
MS-1	Senior Center Clerk Transfer Station Employees	MS-4	Senior Outreach Coordinator
MS-2	Cable Assess Coordinator		

**COLA Increase – 1%**

	1	2	3	4	5	6	7	8	9	10
0 Hourly	\$8.00	\$8.38	\$8.57	\$8.76	\$8.96	\$9.16	\$9.37	\$9.58	\$9.80	\$10.02
1 Hourly	\$13.24	\$13.54	\$13.84	\$14.16	\$14.47	\$14.80	\$15.13	\$15.47	\$15.82	\$16.18
2 Hourly	\$15.91	\$16.27	\$16.63	\$17.01	\$17.39	\$17.78	\$18.18	\$18.59	\$19.01	\$19.43
3 Hourly	\$17.50	\$17.90	\$18.30	\$18.71	\$19.13	\$19.56	\$20.00	\$20.45	\$20.91	\$21.38
4 Hourly	\$20.11	\$20.56	\$21.02	\$21.50	\$21.98	\$22.48	\$22.98	\$23.50	\$24.03	\$24.57

**PUBLIC SAFETY Compensation Plan - FY14 Budget**

Grade	Position	Grade	Position
PS-1	vacant	PS-5	Assistant Fire Chief Deputy Fire Chief
PS-2	Basic Call Fire Fighter Lt. Fire Fighter Part-time Dispatcher *	PS-6	Part-time EMT (on call)
PS-3	Captain Fire Fighter Part-time Reserve Officer *	PS-7	Full-time 911 Trainer
PS-4	Full-time Dispatcher	PS-8	
		PS-9	Admin./Secretary/Dispatcher

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

**COLA Increase – 1%**

	1	2	3	4	5	6	7	8	9	10
1 Hourly										
2 Hourly	\$13.24	\$13.54	\$13.84	\$14.16	\$14.47	\$14.80	\$15.13	\$15.47	\$15.82	\$16.18
3 Hourly	\$15.91	\$16.27	\$16.63	\$17.01	\$17.39	\$17.78	\$18.18	\$18.59	\$19.01	\$19.43
4 Hourly	\$17.50	\$17.90	\$18.30	\$18.71	\$19.13	\$19.56	\$20.00	\$20.45	\$20.91	\$21.38
5 Hourly	\$18.36	\$18.77	\$19.20	\$19.63	\$20.07	\$20.52	\$20.98	\$21.46	\$21.94	\$22.43
6 Hourly	\$19.28	\$19.71	\$20.16	\$20.61	\$21.08	\$21.55	\$22.03	\$22.53	\$23.04	\$23.56
7 Hourly	\$20.26	\$20.72	\$21.18	\$21.66	\$22.15	\$22.64	\$23.15	\$23.68	\$24.21	\$24.75
8 Hourly	\$21.27	\$21.75	\$22.24	\$22.74	\$23.25	\$23.77	\$24.31	\$24.86	\$25.41	\$25.99
9 Hourly	\$22.35	\$22.85	\$23.37	\$23.89	\$24.43	\$24.98	\$25.54	\$26.12	\$26.71	\$27.31

**Article 8. 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 2014 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. Simon Fairfield Public Library: To see if the Town will vote to require that all funds received in Fiscal Year 2014 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.

D. 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.

E. Separate Account Funds: To see if the Town will vote to continue the following account funds and to authorize the expenditure of funds from said fund for the below indicated purposes and not to exceed amount, or to take other actions related thereto:

#	Department	Receipts	Expenditures
1	Simon Fairfield Library pursuant to MGL Chapter 44, § 53E ½	All fines received during Fiscal Year 2014 by the Simon Fairfield Library	The Simon Fairfield Library Board of Trustees may expend a sum not to exceed Five Hundred dollars (\$500) for the purpose of purchasing books, films and other library supplies and materials.

2	Home Composting Program pursuant to MGL Chapter 44, § 53E ½	All receipts received in connection with the Home Composting Program	The Board of Health may expend a sum not to exceed two thousand five hundred dollars (\$2,500) for the purpose of operating the Home Composting Program.
3	Planning Board & Engineering – MGL Chapter 44, §53E ½	Project fees received that are associated with staff review.	The funds may be expended without further appropriation by the Planning Board or Town Engineer for such consulting and project review costs. Expenditures from the fund may not exceed \$50,000.
4	Conservation – MGL Chapter 44, §53E ½	Project fees received that are associated with staff review.	The funds may be expended without further appropriation by the Conservation Commission or their Conservation Agent for such consulting and project review costs. Expenditures from the Fund may not exceed \$50,000.
5	Zoning Board of Appeals – MGL Chapter 44, §53E ½	Project fees received that are associated with staff review.	The funds may be expended without further appropriation by the Zoning Board of Appeals or Town Engineer for such consulting and project review costs. Expenditures from the fund may not exceed \$50,000.

F. 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.

G. 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 2014 pursuant to MGL Chapter 44 § 53F, or take any other action related thereto.

H. 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 relates to the Town business that must be voted and approved on an annual basis and staying within statutory restrictions. Most clauses are self-explanatory .*

**Finance Committee: RECOMMEND**

**Article 9. Adoption of Revised FY 14 – 18 Capital Improvement Plan:**

To see if the Town will vote to approve the Town of Douglas FY14 – 18 Capital Improvement Plan as submitted by the Capital Improvement Committee, or take any other action relative thereto.

*Explanation: This article outlines the Fiscal Year 2014 and beyond capital plan for the Town. The items highlighted in the table below represent those that would be funded under Article 3.*

**Finance Committee: While the Finance Committee recommends Article 3 and the associated funding of the specified projects, the Finance Committee offers no recommendation related to the capital improvement plan beyond these projects.**

### FY 2014 Capital Improvement Committee Report

The Capital Improvement Committee reviews, prioritizes and offers recommendations concerning all requests for funds for capital projects submitted by School and Town Departments. This plan/list represents all departmental capital requests received by the Capital Committee as of this date.

FY-2014 to FY-2018 Capital Plan/List			
Department	Item Requested	FY-Year	Estimated Cost
<b>FY2014 Proposed for Funding in order of Rating Priority</b>			
Finance Department	Update of Financial Software	2014	\$90,000
School Department	Primary School Intercom Upgrades	2014	\$20,000
Fire Department	Jaws of Life	2014	\$31,000
Highway Department	Pickup truck Replacement 4X4 w/plow	2014	\$33,000
Police Department	Mobile Computer Data Terminals	2014	\$36,000
<b>Fy-2014 Unfunded</b>			
Highway Department	Dump truck with Plow & Sander	2014	\$163,616
Water & Sewer Dept.	Booster Station Replacement	2014	\$500,000
Fire Department	Rescue Pumper	2014	\$450,000
Water & Sewer Dept.	Sewer Dept. Master Plan Upgrade	2014	\$150,000
Building Maintenance	Old Fire Station – Exterior Restoration	2014	\$40,000
	Wastewater Scada Computer		
Water & Sewer Dept.	Replacement	2014	\$25,000
Police Department	Computers	2014	\$15,000
Fire Department	Car 1 Replacement	2014	\$40,000
Police Department	Dispatch Center Console	2014	\$15,000
	High School & Primary School Security		
School Department	Cameras	2014	\$18,000
	Seal Coat & Paint High School Parking		
School Department	Lot	2014	\$20,000
<b>Fy-2015</b>			
Administration	Replace Phone System	2015	\$20,000
Highway Department	Backhoe	2015	\$121,000
Highway Department	Brush Chipper	2015	\$34,000
Water & Sewer Dept.	North Street 16" Water Main	2015	\$280,000
Water Department	Church Street Water Tank Painting	2015	\$350,000
<b>Fy 2016</b>			
Highway Department	Vactor Catch Basin Truck	2016	\$305,000
	Gilboa Street 4,300 feet of 12 inch Water		
Water & Sewer Dept.	Line	2016	\$675,000
<b>Fy 2017</b>			
Building Maintenance	Post Office/Sr. Ctr. Window Replacement	2017	\$110,000
	Old Elementary School – Masonry		
Building Maintenance	Repairs	2017	\$50,000
Highway Department	Portable Air Compressor	2017	\$22,000
Highway Department	Boom Flail Mower	2017	\$30,000
<b>Fy 2018</b>			
Building Maintenance	Update Master Facilities Plan	2018	\$10,000
Highway Department	Dump Truck W/ Plow & Sander	2018	\$163,616
	Construct New Tank in North End of		
Water & Sewer Department	Douglas	2018	\$1.5 Million
<b>Debt Exclusion Projects FY2014-FY2018</b>			
Library	ADA & Building Upgrade	2015	\$2.1 Million
Building Maintenance	Municipal Center Renovation	TBD	TBD
Fire Department	Fire Station Addition	TBD	TBD
Highway Department	New Highway Garage	TBD	TBD
Police Department	New Police Station	TBD	TBD
Recreation	Martin Road Recreation Area	TBD	TBD
Water & Sewer Department	Rte. 16 Sewer Line	TBD	TBD

**Article 10. Blackstone Valley Vocational Regional School District- Approval of Debt – Renovation Project**

To see if the Town will vote to approve the **\$2,900,000** debt authorized by vote of the Blackstone Valley Vocational Regional School District on March 7, 2013 to pay costs of renovating and reconfiguring the District High School, including the payment of all other costs incidental and related thereto, or take any other action relative thereto.

**Finance Committee: This request has been rescinded by the Blackstone Valley Vocational Regional Schools District as a result of a vote on April 4<sup>th</sup> and this article will be passed over at Town Meeting.**

**Article 11. Painting of Transfer Station Roof**

To see if the Town will vote to transfer from Transfer Station Retained Earnings the sum of **\$5,550** to the Transfer Station Enterprise Fund for the purpose of painting and performing repairs to the Transfer Station roof, or take any other action relative thereto.

**Finance Committee: RECOMMEND**

**Article 12. Sealing & Repairing Transfer Station Driveway**

To see if the Town will vote to transfer from Transfer Station Retained Earnings the sum of **\$6,500** to the Transfer Station Enterprise Fund for the purpose of sealing and repairing the Transfer Station driveway, or take any other action relative thereto.

**Finance Committee: RECOMMEND**

**Article 13. Establishment of Other Post Employment Benefits Account (OPEB)**

To see if the Town will vote to accept MGL Chapter 32B, Section 20 authorizing the Town Treasurer to establish a separate fund to be known as the "Other Post Employment Benefits (OPEB) Liability Trust Fund". The purpose of the fund will be to endeavor to reduce the unfunded actuarial liability of health care and other post-employment benefits to zero as of an actuarially acceptable period of years and to meet the normal cost of all such future benefits for which the Town of Douglas is obligated, or take any other action relative thereto.

*Explanation: This article would establish an OPEB Liability Trust. This action was recommended by the Town's auditors and is also expected to be viewed favorably by the capital markets as the Town seeks funding in the bond markets. The budget presented in Article 2 contemplates \$12,000 of funding to be made to the OPEB Trust and Article 3, if approved, would fund an additional \$10,000.*

**Finance Committee: RECOMMEND**

**Article 14. Sign Bylaw Amendment**

To see if the Town will vote to make the following changes to the Sign Bylaw:

- 1) Renumber the entire Bylaw to 9.X.X in logical sequence.
- 2) Amend title: "Section 10.2.3 ENFORCEMENT" to read "Section 9.2.3 ENFORCEMENT AND WAIVER"
- 3) Add the following new sections:

"9.2.3.3 Any person receiving a notice referred to in section 9.2.3.1 above, or who has been denied an application under 10.2.1.3, may, within 21 days apply to the Board of Selectmen for a waiver of any provisions of the Sign Bylaw. The Board shall hold a hearing on such application within 30 days of receipt of the waiver application, and provide at least 7 days advance notice of such hearing to the applicant. The Board shall issue a written decision no later than 7 days after the date of the hearing. Failure to observe these deadlines shall result in constructive approval of the application. These

deadlines may be extended with the written consent of the applicant. Repetitive petitions shall not be permitted within a period of two years from the hearing date.

9.2.3.3.1 In making its determination with respect to any non-commercial sign, there shall be a presumption that the provisions of the Sign By-law should be waived. Any finding by the Board of Selectmen that public health, welfare, or safety, require the disapproval of a waiver request for a non-commercial sign shall be voted by the Board, and the Board's votes shall include findings that provide the factual reasons for the denial.”

Or take any other action relative thereto.

**Finance Committee: NO RECOMMENDATION, AS THIS ARTICLE IS NON-FINANCIAL IN NATURE.**

**Article 15. Planning Board Revolver Account:**

To see if the Town will vote pursuant to Chapter 44, Section 53E1/2 to authorize a revolving fund for Planning Board fees received pursuant to the provisions of Section 7.2.8 (6) of the Flexible Development Bylaw, as well as Impact Fees associated with Subdivision Approvals, said fund to be under the direction of the Planning Board to be expended for the purposes authorized in the Flexible Development Bylaw and infrastructure purposes, not to exceed a total of \$30,000 or take any other action relative thereto.

*Explanation: This article would authorize a revolving fund for certain fees pursuant to the Flexible Development Bylaw as well as Impact Fees associated with subdivision approvals. This article would have these funds under the direction of the Planning Board and funds would be spent without further appropriation. In future years this article would be incorporated under recurring business.*

**Finance Committee: RECOMMEND**

**Article 16. Street Acceptance: Conservation Drive**

To see if the Town will vote to accept as a public way, “Conservation Drive” as heretofore laid out by the Board of Selectmen as shown on the plan entitled “Street Acceptance Plan of Conservation Drive, Douglas, MA”, dated April 9, 2013, and prepared by Spatial Data and Design, 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 Conservation Drive 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 related thereto.

**Finance Committee: RECOMMEND. This article requires a 2/3rds vote.**

**Article 17. Street Acceptance: Old Farm Road**

To see if the Town will vote to accept as a public way, “Old Farm Road” as heretofore laid out by the Board of Selectmen as shown on the plan entitled “Old Farm Road Acceptance Plan of Land in Douglas, Massachusetts“, dated November 19, 2012 and revised through April, 2013, and prepared by J. D. Marquedant & Associates, 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 Old Farm Road 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 related thereto.

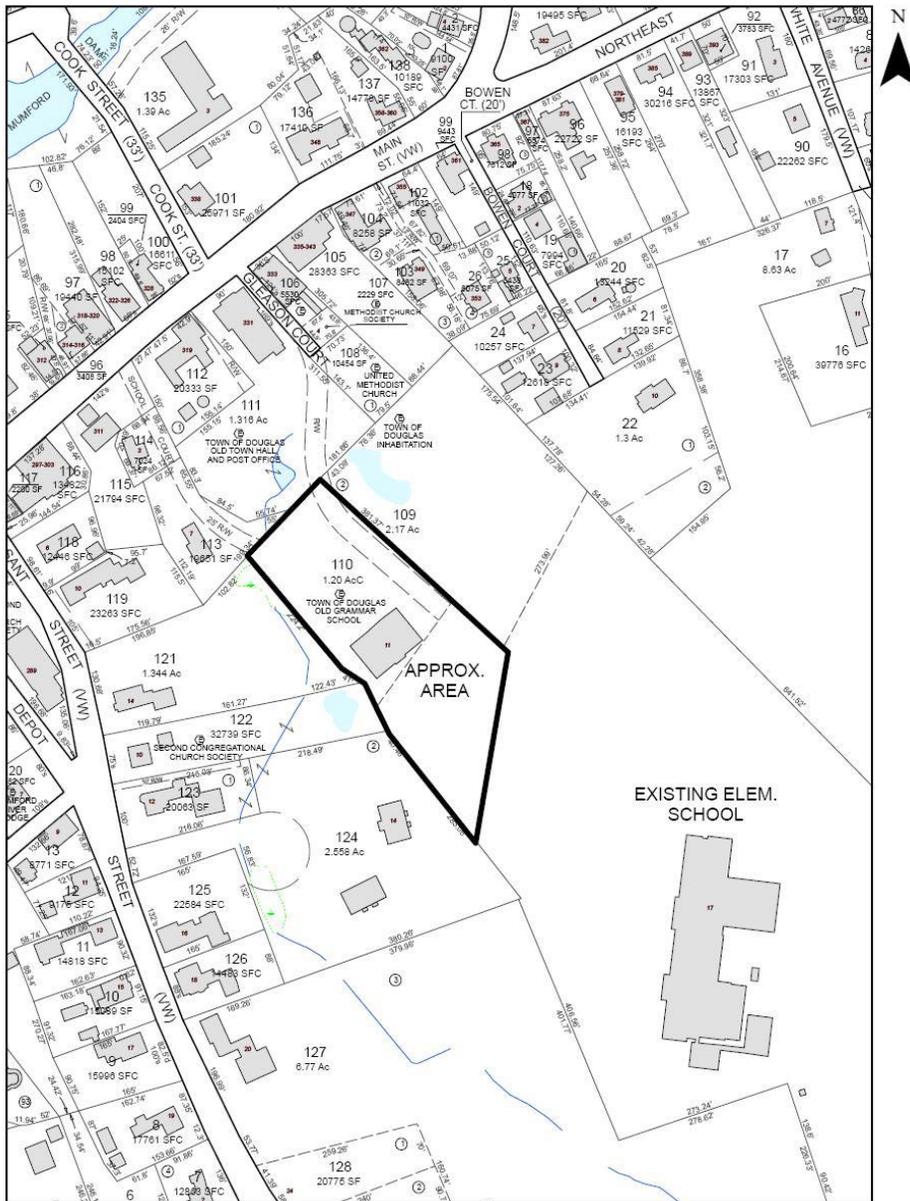
**Finance Committee: RECOMMEND. This article requires a 2/3rds vote.**

**Article 18. Sale or Lease of Old Grammar School**

To see if the Town will vote to transfer care, custody and control of the so-called “Old Grammar School” property shown on Assessors Map 163, Parcel 110, and a portion of Map 164, Parcel 13, to the Board of Selectmen for general municipal purposes and for purposes of disposal by sale or lease, and to authorize the Board of Selectmen to convey such property on such terms as it deems appropriate, or take any other action related thereto.

Explanation: This article would transfer control of the Old Grammar School to the Board of Selectmen and authorize that Board to enter into a sale or lease as they deem appropriate. This article requires a 2/3rds vote.

Finance Committee: Recommend. This article requires a 2/3rds vote.



# *Notes*

Although not anticipated, preparations for overflow seating have been made. In the event the overflow room is needed, priority seating in the Auditorium will be reserved for registered voters.

**ARRIVE EARLY, it takes time to check in!**

*Please bring this flyer with you to Town Meeting.*



Town of Douglas  
29 Depot Street  
Douglas, MA 01516



**CURRENT RESIDENT  
DOUGLAS, MA 01516**

**Annual & Special Town Meeting  
Monday, May 6, 2013  
Douglas High School Auditorium**