

## Voter Information Bulletin

Town of Douglas

May 2011

**Special Town Meeting**  
**Annual Town Meeting**  
Monday, May 2, 2011 at 7:00 PM  
Douglas High School Auditorium

### Finance Committee Budget Message for Fiscal Year 2012

There is little doubt that fiscal year 2012 will be another difficult year for the Town financially. In addition to the challenges presented by limited local growth and continued escalation of fixed costs, there is significant uncertainty on what the levels of local aid will be. As we prepare this mailing, the Governor and Massachusetts legislature have not provided reliable information to allow the Town to finalize the budget decisions for 2012. In addition, the levels of Federal and State grant monies that will be available for the school department are also in flux. Without credible local aid estimates, there is a consensus among the Board of Selectmen and the other members of the Town's government that the financial portion of the Annual Town Meeting should be continued to mid June so that we may have more reliable local aid numbers to enable the community to finalize the fiscal year 2012 budget. The Finance Committee therefore has deferred recommendations on most of the financial articles in the Annual Town Meeting. We will provide information on the updated Finance Committee recommendations in advance of the mid June meeting via the Town's website and hard copies will be available in the Selectmen's Office and Town Clerk's Office. Copies will also be provided at the continued Town Meeting. We appreciate the patience and support of the community and we certainly encourage your attendance and participation in the upcoming Town Meeting.

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**Special Town Meeting**  
Monday, May 2, 2011  
Douglas High School Auditorium

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Article 1.	Fiscal Year 2011 Budget Transfers/Amendments
Article 2.	School Feasibility Capital Account Transfer to Stabilization Fund
Article 3.	School Lunch Account Transfer to Stabilization Fund

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#### **Article 1. Fiscal Year 2011 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 3, 2010 and continued to June 21, 2010, by making the following changes to the Fiscal Year 2011 Budget:

Decrease Revaluation Expenses by	\$3,580	Increase Unemployment Expenses by	\$50,000
Decrease Treasurer's Wages by	\$15,000	Increase Snow & Ice Expenses by	\$212,000
Decrease Town Counsel Expenses by	\$10,000	Increase Health Reimbursement Account by	\$15,000
Decrease Assessor's Expenses by	\$1,350		
Decrease Property Insurance Expenses by	\$9,000		
Decrease Police Wages by	\$21,000		
Decrease Police Expenses by	\$650		
Decrease Fire Wages by	\$10,000		
Decrease Highway Wages by	\$8,000		
Decrease Highway Maintenance by	\$10,000		
Decrease Recreation Wages by	\$2,116		
Decrease Recreation Expenses by	\$4,884		
Decrease Health Insurance Expenses by	\$181,420		

Or take any other action related thereto.

*Explanation: This article seeks to transfer amounts from other departmental budgets to fund certain unanticipated items. The unemployment expenses this year have been higher than anticipated, due in part to the extension by federal law of the period that individuals can receive benefits. The volume of expenses associated with snow and ice removal this winter have been significant due to the number of snow and ice incidents. The health reimbursement account is a new program that was put in place as part of a redesign of the Town's health insurance programs.*

• **Finance Committee: RECOMMEND**

**Article 2. School Feasibility Capital Account Transfer to Stabilization Fund**

To see if the Town will vote to transfer the sum of **\$192,108.52** from the School Feasibility Capital Account (Art. 10 ATM 5/5/08), to the Stabilization Fund or take any other action related thereto.

*Explanation: This article would transfer monies received as reimbursement from the Massachusetts School Building Authority to the stabilization fund, as well as the unexpended balance of the Feasibility Study.*

• **Finance Committee: RECOMMEND**

**Article 3. School Lunch Account Transfer to Stabilization Fund**

To see if the Town will vote to transfer the sum of **\$5,000** from the School Lunch Fund to the Stabilization Fund, or take any other action related thereto.

*Explanation: This article would transfer monies that were not expended for the purchase of a new freezer/refrigerator for the Douglas Elementary School (Article 10 ATM 5/3/10 continued 6/21/10) to the stabilization fund.*

• **Finance Committee: RECOMMEND**

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**Annual Town Meeting**  
Monday, May 2, 2011  
Douglas High School Auditorium

1. Finance Committee Report	11. Sign Bylaw
2. FY12 Budget	12. Accessory Apartment Bylaw - Section 3.3.
3. Salaries of Elected Officials	13. Floodplain District - Section 8.3
4. FY12 Transfer Station Enterprise Fund	14. RA District and establishing the same as an Industrial (I) District:
5. FY12 Water/Sewer Enterprise Fund	15. Street Acceptance: The Overlook – Sunset Drive and Madden Way
6. Personnel Bylaw Classification & Update	16. Oak Street – Removal of Scenic Road Designation By Petition
7. Recurring Business	17. Capital Project Fund – Limitations By Petition
8. Adoption of Revised FY 12 – 16 Capital Improvement Plan	18. Personnel Contract Posting By Petition
9. School Bus Contract Extension	
10. Town Meeting Bylaw – Amendment	

**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 and 3. It presents the Finance Committee's recommended FY 12 budget along with funding sources and the embedded salaries and stipends of elected officials.*

- **Finance Committee: DEFER RECOMMENDATION UNTIL SUCH TIME AS MORE UPDATED FINANCIAL INFORMATION IS AVAILABLE**

**Article 2. FY12 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 2012, or take any other action relative thereto.

*Explanation: This will be part of a combination of Articles 1,2 and 3. It presents the Finance Committee's recommended FY 12 budget along with funding sources and the embedded salaries and stipends of elected officials.*

- **Finance Committee: DEFER RECOMMENDATION UNTIL SUCH TIME AS MORE UPDATED FINANCIAL INFORMATION IS AVAILABLE**

**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	<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>\$59,162.66</b>
Water/Sewer Commission	<b>\$2,400</b>

Or take any other action relative thereto.

*Explanation: See Article 1 above.*

- **Finance Committee: DEFER RECOMMENDATION UNTIL SUCH TIME AS MORE UPDATED FINANCIAL INFORMATION IS AVAILABLE**

**Article 4. FY12 Transfer Station Enterprise Fund:**

To see if the Town will vote to raise and appropriate and/or transfer the sum of **\$271,528** from Transfer Station charges and fees and **\$7,295** to be taken from Transfer Station retained earnings, for a total budget of **\$278,823** to operate and maintain the Transfer Station.

Salaries/Wages	\$42,273
Expenses	\$236,550
<b>Total</b>	<b>\$278,823</b>

Or take any other action relative thereto.

*Explanation: This approves funding sources and amounts for operating the Transfer Station in Fiscal Year 2012.*

- **Finance Committee: DEFER RECOMMENDATION UNTIL SUCH TIME AS MORE UPDATED FINANCIAL INFORMATION IS AVAILABLE**

**Article 5. FY12 Water/Sewer Enterprise Fund:**

To see if the Town will vote to raise and appropriate and/or transfer the sum of **\$872,719** from Water & Sewer charges and fees, and transfer the sum of **\$229,168** from the reserved for debt account and transfer the sum of **\$10,000** from Sewer development for a total budget of **\$1,111,887** to operate and maintain the Water/Sewer Department.

Salaries/Wages	\$328,398
Expenses	544,321
Debt	\$229,168
Capital Outlay	\$10,000
<b>Total</b>	<b>\$1,111,887</b>

Or take any other action relative thereto.

*Explanation: This approves funding sources and amounts for operating the Water & Sewer Enterprise for Fiscal Year 2012.*

- **Finance Committee: DEFER RECOMMENDATION UNTIL SUCH TIME AS MORE UPDATED FINANCIAL INFORMATION IS AVAILABLE**

**Article 6. Personnel Bylaw Classification & Update:**

To see if the Town will vote to approve the following Personnel Classification and Compensation plans for Fiscal Year 2012; or to take any other action relative thereto.

*Explanation: This represents the proposed schedule for Fiscal Year 2012. It includes a 1.5% Cost of Living Adjustment for non-union employees covered by the Bylaw.*

- **Finance Committee: DEFER RECOMMENDATION UNTIL SUCH TIME AS MORE UPDATED FINANCIAL INFORMATION IS AVAILABLE**

**MANAGEMENT  
MANAGEMENT Compensation Plan - FY12 Budget**

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

COLA Increase % 1.50%

	1	2	3	4	5	6	7	8	9	10
1	37,857.62	38,709.42	39,580.38	40,470.94	41,381.54	42,312.62	43,264.65	44,238.11	45,233.47	46,251.22
2	47,320.91	48,385.63	49,474.31	50,587.48	51,725.70	52,889.53	54,079.54	55,296.33	56,540.50	57,812.66
3	59,153.92	60,484.88	61,845.79	63,237.32	64,660.16	66,115.01	67,602.60	69,123.66	70,678.94	72,269.22
4	68,024.78	69,555.34	71,120.34	72,720.54	74,356.75	76,029.78	77,740.45	79,489.61	81,278.13	83,106.89
5	73,129.21	74,774.61	76,457.04	78,177.33	79,936.32	81,734.88	83,573.92	85,454.33	87,377.05	89,343.04

**OFFICE ADMINISTRATIVE POSITIONS**  
**OFFICE ADMINISTRATIVE Compensation Plan - FY12 Budget**

<b>Grade</b>	<b>Position</b>	<b>Grade</b>	<b>Position</b>
<b>OA-1</b>	Jr. Clerk Assessors Library Assistant Meeting Minute Recorder	<b>OA-3</b>	Adm. Sec/Comm Development Assessors' Admin Asst. Asst. Tax Collector Asst. to the Town Accountant Asst. Treasurer
<b>OA-2</b>	Adm. Sec Bd Selectmen Highway Clerk Principal Clerk -Fire, Building, Assessors Senior Clerk	<b>OA-4</b>	Adm. Secretary Adm. Supervisor/Bd Health Asst. Town Clerk
		<b>OA-5</b>	Adm. Asst. to Exec Adm./BOS

COLA Increase % 1.50%

<b>Grade</b>		1	2	3	4	5	6	7	8	9	10
1	Hourly	12.92	13.21	13.51	13.81	14.12	14.44	14.77	15.10	15.44	15.79
2	Hourly	15.52	15.87	16.23	16.59	16.96	17.35	17.74	18.13	18.54	18.96
3	Hourly	17.07	17.46	17.85	18.25	18.66	19.08	19.51	19.95	20.40	20.86
4	Hourly	19.62	20.06	20.51	20.97	21.45	21.93	22.42	22.93	23.44	23.97
5	Hourly	21.79	22.28	22.78	23.30	23.82	24.36	24.90	25.46	26.04	26.62

**PUBLIC WORKS POSITIONS**  
**PUBLIC WORKS Compensation Plan - FY12 Budget**

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

COLA Increase % 1.50%

		1	2	3	4	5	6	7	8	9	10
1	Hourly	\$16.53	\$16.91	\$17.29	\$17.68	\$18.07	\$18.48	\$18.90	\$19.32	\$19.76	\$20.20
2	Hourly	\$18.06	\$18.46	\$18.88	\$19.30	\$19.74	\$20.18	\$20.64	\$21.10	\$21.57	\$22.06
3	Hourly	\$18.95	\$19.38	\$19.81	\$20.26	\$20.71	\$21.18	\$21.66	\$22.14	\$22.64	\$23.15
4	Hourly	\$19.87	\$20.32	\$20.78	\$21.25	\$21.72	\$22.21	\$22.71	\$23.22	\$23.75	\$24.28
5	Hourly	\$21.94	\$22.44	\$22.94	\$23.46	\$23.99	\$24.53	\$25.08	\$25.64	\$26.22	\$26.81

**Miscellaneous Positions**  
**MISCELLANEOUS Compensation Plan - FY12 Budget**

<b>Grade</b>	<b>Position</b>	<b>Grade</b>	<b>Position</b>
MS-1	Senior Center Clerk Transfer Station Employees	MS-3	
MS-2	Assessor Lister	MS-4	Senior Outreach Coordinator

COLA Increase % 1.50%

	1	2	3	4	5	6	7	8	9	10
1 Hourly	\$12.92	\$13.21	\$13.51	\$13.81	\$14.12	\$14.44	\$14.77	\$15.10	\$15.44	\$15.79
2 Hourly	\$15.52	\$15.87	\$16.23	\$16.59	\$16.96	\$17.35	\$17.74	\$18.13	\$18.54	\$18.96
3 Hourly	\$17.07	\$17.46	\$17.85	\$18.25	\$18.66	\$19.08	\$19.51	\$19.95	\$20.40	\$20.86
4 Hourly	\$19.62	\$20.06	\$20.51	\$20.97	\$21.45	\$21.93	\$22.42	\$22.93	\$23.44	\$23.97

\* All employees currently in the **MS** Compensation classification who are currently receiving an hourly wage higher than that presented above for their relevant grade and step, shall remain at their current hourly wage until such time that the compensation plan exceeds their current hourly wage

**Public Safety**  
**Public Safety Compensation Plan - FY12 Budget**

<b>Grade</b>	<b>Position</b>	<b>Grade</b>	<b>Position</b>
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* Part-time Reserve Clerk*	PS-7	Part-time Nurse Full-time 911 Trainer
PS-4	Full-time Dispatcher	PS-8	Full-time Fire/EMT
		PS-9	Administrative/Secretary/Dispatcher

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

COLA Increase % 1.50%

	1	2	3	4	5	6	7	8	9	10
1 Hourly										
2 Hourly	\$12.92	\$13.21	\$13.51	\$13.81	\$14.12	\$14.44	\$14.77	\$15.10	\$15.44	\$15.79
3 Hourly	\$15.52	\$15.87	\$16.23	\$16.59	\$16.96	\$17.35	\$17.74	\$18.13	\$18.54	\$18.96
4 Hourly	\$17.07	\$17.46	\$17.85	\$18.25	\$18.66	\$19.08	\$19.51	\$19.95	\$20.40	\$20.86
5 Hourly	\$17.91	\$18.32	\$18.73	\$19.15	\$19.58	\$20.02	\$20.47	\$20.93	\$21.41	\$21.89
6 Hourly	\$18.81	\$19.23	\$19.66	\$20.11	\$20.56	\$21.02	\$21.49	\$21.98	\$22.47	\$22.98
7 Hourly	\$19.76	\$20.21	\$20.66	\$21.13	\$21.60	\$22.09	\$22.58	\$23.09	\$23.61	\$24.14
8 Hourly	\$20.75	\$21.21	\$21.69	\$22.18	\$22.68	\$23.19	\$23.71	\$24.24	\$24.79	\$25.35
9 Hourly	\$21.80	\$22.29	\$22.79	\$23.31	\$23.83	\$24.37	\$24.92	\$25.48	\$26.05	\$26.64

\* All employees currently in the **Public Safety** Compensation classification who are currently receiving an hourly wage higher than that presented above for their relevant grade and step, shall remain at their current hourly wage until such time that the compensation plan exceeds their current hourly wage.

**Article 7. 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 2012, 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 2012 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 2012 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 2012 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. Most clauses are self-explanatory. Section G allows the Treasurer to negotiate and offset bank charges with interest rates earned.*

- **Finance Committee: RECOMMEND**

#### **Article 8. Adoption of Revised FY 12 – 16 Capital Improvement Plan:**

To see if the Town will vote to approve the Town of Douglas FY12 – 17 Capital Improvement Plan as submitted by the Capital Improvement Committee, or take any other action relative thereto.

*The complete Capital Plan is located at the end of this flyer.*

*Explanation: This article outlines the Fiscal Year 2012 capital plan for the Town. As a result of the difficult financial situation that the Town currently faces, the Capital Improvement Committee is recommending not to fund any capital projects in Fiscal Year 2012.*

- **Finance Committee: THE FINANCE COMMITTEE RECOMMENDS NOT FUNDING ANY CAPITAL PROJECTS IN FISCAL YEAR 2012**

#### **Article 9. School Bus Contract Extension:**

To see if the Town will vote to authorize the School Committee to enter into a contract in excess of three years for the provision of regular school transportation services upon such terms and conditions as are deemed by the School Committee to be in the best interest of the Town, or to take any other action relative thereto.

*Explanation: This article would authorize the School Committee to potentially extend the existing school transportation contract. The existing contract does not have a fuel escalation provision and therefore may be financially advantageous to the Town.*

- **Finance Committee: RECOMMEND**

#### **Article 10. Town Meeting Bylaw – Amendment**

To see if the Town will vote to amend Article 1, Section 5 of the General Bylaws – Town Meetings by deleting the words “**last Friday in March**” and inserting in place thereof the words “**first Friday in March**”, or take any other action related thereto.

*Explanation: This article would change the date by which warrant items for Town Meeting would be due. The intention is to restore the amount of time between the closing of the Town Meeting warrant and the actual meeting to what it had been prior to the change of the Annual Town meeting date a few years ago.*

• **Finance Committee: RECOMMEND**

## **Article 11. Sign Bylaw**

To see if the Town will vote to amend Article 10 of the General Bylaws – Sign Bylaw by making the following changes:

Change every section reference in the Sign Bylaw from 10 to 9.

Delete section 9.1.15 in its entirety and replace with the following:

**9.1.15 Temporary Sign:** Any sign not intended by virtue of its construction or content to be maintained indefinitely.

Add the following sections:

**9.1.22 Political Sign:** A sign designed to influence the action of voters for the passage or defeat of a measure, or the election of a candidate to a public office at a state, county or local election.

**9.1.23 Residential Use:** Any property with primary use being residential including but not limited to one or two-family residential use.

**9.1.24 Business Use:** Any property with primary use being commercial or industrial use.

Change the typographical error in section 9.2.2.2 letter B from “with sixty (60) days” to “within (60) days”

Delete section 9.2.2.7 in its entirety and replace with the following:

9.2.2.7 No permit or permit fee shall be required for temporary signs not exceeding six (6) square feet in area, including temporary political signs. 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. Such signs may be placed on private property only with the consent of the property owner. Such signs shall not be erected for longer than thirty (30) days before the commencement of the sale, promotion, activity, event, or other purpose for which the sign is erected, and must be removed within seven (7) days after such sale, promotion, activity, event or purposed as concluded. In cases of State, County or Local elections, political signs may remain up during the period between the primary and general elections.

Delete section 9.2.3.1 in its entirety and replace with the following:

9.2.3.1 The building inspector shall inspect every sign requiring a permit within thirty (30) days after it is erected to determine whether the sign has been erected in accordance with the provisions of the permit thereof and shall order the removal or modification of any sign erected or maintained in a manner inconsistent with such permit. Thirty (30) days notice in writing shall be given to the owner of such sign, and to the owner of the premises on which such sign is located to remove the sign or modify it so as to be in accordance with the provisions of the permit. Immediate removal may be ordered for any sign requiring a permit, which is erected without first obtaining such permit. Immediate removal of any sign not requiring a permit, including but not limited to Temporary Signs, may be ordered for any sign not in compliance with this sign bylaw by way of verbal and written notice by the Building Inspector. Any person(s) aggrieved by reason of his/her inability to obtain a permit as required by these bylaws may request a waiver from the applicable or specific provisions of this bylaw from the Board of Selectmen within thirty (30) days of denial. Such waiver may be granted upon a determination that it is consistent with the general

purpose and intent of this bylaw, and the Board of Selectmen shall set forth those facts supporting its determination.

Change the title of section 9.4.1 from **Residential Districts** to **Residential Uses**

Delete section 9.4.1.3 in its entirety and replace with the following:

9.4.1.3 The size and design of a sign identifying a subdivision shall have Planning Board Approval.

Change the title of section 9.4.2 from **Business Districts** to **Business Uses**

Add the following at the end of section 9.4.2.9:

Exception: Banners announcing grand opening of businesses or special events not to exceed thirty-six (36) square feet may be allowed without a permit. They may be erected up to thirty (30) days before event but must be removed the day after the event.

- **Finance Committee: No Recommendation as this is non-financial in nature**

### **Article 12. Accessory Apartment Bylaw - Section 3.3.**

To see if the Town will vote to amend Section 3.3.3 and 3.3.4 of the Douglas Zoning Bylaw by making the following changes (changes are underlined, additions are in bold and deletions are bolded and stricken):

#### **3.3.3 Standards**

- ...
4. Only one (1) Accessory Apartment may be created within a one family dwelling **or on any lot.**
  5. An Accessory Apartment **may only be created in a principal one - family dwelling or no more than fifty (50) feet from a principal one - family dwelling**
  6. The design of the Accessory Apartment **when attached to the principal dwelling** is such that the appearance remains that of a one family residence. Any new additions **or detached structures** required for the Accessory Apartment shall conform to the minimum yard sizes and maximum height requirements for a single family dwelling of the district where the building is located.
- ...
8. At least three (3) off-street parking spaces must be provided for any one family dwelling which has an Accessory Apartment **whether attached or detached.**
- ...

#### **3.3.4 Time Limit**

The special permit may be granted for a period not to exceed three (3) years. Such special permit may be renewed, without a public hearing, for ~~another~~ **subsequent** three-year periods upon submittal of an affidavit by the owner ~~indicated~~ **indicating** that the conditions of this Section 3.3 continue to be satisfied. Upon expiration of the special permit or when the dwelling is sold, or when the need for such care ceases, whichever occurs first, the dwelling shall revert to single family use, and the Accessory Apartment may not be occupied **whether attached or detached** unless a new special permit is obtained from the Planning Board.

Or take any other action related thereto.

- **Finance Committee: No Recommendation as this is non-financial in nature**

### **Article 13. Floodplain District - Section 8.3**

To see if the Town will vote to amend Section 8.3 of the Douglas Zoning Bylaws in response to the Federal Emergency Management Agency's (FEMA) request for communities to update their existing Floodplain Bylaws. The proposed changes are needed in order to reflect the revised Flood Insurance Rate Maps (FIRM) and a Flood Insurance Study (FIS), which are going to become effective for communities in Worcester County on July 4, 2011. These changes will allow the Town of Douglas to remain in good standing with the National Flood Insurance Program (NFIP). FEMA creates maps that define a community's floodplain district boundaries. These maps include base flood elevations and floodway data. The maps form the basis of a community's floodplain management program. To ensure compliance with the requirements of the NFIP, communities must refer to the current effective Flood Insurance Study and Flood Insurance Rate Maps in their Bylaw.

The changes are as follows:

- (1) *Delete section 8.3.2.1 in its entirety and replace with the following:*

#### **"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. The exact boundaries of the FPOD 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."

*and amend the Zoning Map for the Town of Douglas accordingly.*

- (2) *In the first sentence of section 8.3.2.2 (1.) delete the following: "A1-30, and "*

- (3) *In section 8.3.3 delete:*  
"FEMA Region I, Rm. 462  
J.W. McCormack Post Office & Courthouse  
Boston, MA 02109"

*And replace with:*  
"Federal Emergency Management Agency, Region I  
99 High Street, 6<sup>th</sup> Floor  
Boston, MA 02110"

- (4) *In section 8.3.4.1 delete:* “(currently 780 CMR 3107.0, “Flood Resistant Construction”)”  
*And replace with:* “(currently 780 CMR 120.G, “Flood Resistant Construction and Construction in Coastal Dunes”)”
- (5) *In section 8.3.4.1 delete:* “Inland Wetlands Restriction, DEP (currently 302 CMR 6.00)”  
*And replace with:* “Inland Wetlands Restriction, DEP (currently 310 CMR 13.00)”
- (6) *In section 8.3.5 Other Use Regulations subsection 1, delete:* “AI 3D and ”

Or take any other action related thereto.

- **Finance Committee: No Recommendation as this is non-financial in nature**

**Article 14. RA District and establishing the same as an Industrial (I) District:**

To see if the Town will vote to remove the area bounded westerly by the Webster Town Line, easterly by the area currently designated and zoned as SFOS (State Forest Open Space), northerly by the area currently designated and zoned as I (Industrial), and southerly by a line created by offsetting the northern side of the presently existing highway layout for Route 16 (Webster Street) a distance of 6,000 feet due south from said highway layout, from the RA (Rural Agricultural) zoning district and place it within the I (Industrial) zoning district, and amend the Zoning Map for the Town of Douglas accordingly, or take any other action related thereto.

**\*\* See Map at back of flyer \*\*\***

- **Finance Committee: No Recommendation as this is non-financial in nature**

**Article 15. Street Acceptance: The Overlook – Sunset Drive and Madden Way**

To see if the Town will vote to accept as public ways “Sunset Drive” and “Madden Way” as heretofore laid out by the Board of Selectmen as shown on the plan entitled, “Street Acceptance Plan Sunset Drive and Madden Way in the Town of Douglas, Massachusetts for Douglas Board of Selectmen”, dated August 2, 2010, prepared by Heritage Design Group, LLC, 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 Sunset Drive and Madden Way 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**

**Article 16. Oak Street – Removal of Scenic Road Designation *By Petition***

To see if the Town will vote to remove the designation of Oak Street (between Northwest Main St. and the Sutton Town line) as a Scenic Road as defined in MGL Chapter 40, section 15c and the town of Douglas Scenic Rd. Bylaw, or take any other action relative thereto.

- **Finance Committee: No Recommendation as this is non-financial in nature**

**Article 17. Capital Project Fund – Limitations - By Petition**

To see if the Town will vote to adopt the following general bylaw:

When any capital project, whether or not exempt from the proposition 2 ½ tax levy, is completed and project funds, or interest earned therefrom, remain unexpended and unencumbered, then such unexpended funds shall be reserved in an account dedicated to offset the tax rate in the ensuing fiscal year to the maximum extent permitted by law. The purpose of such reserved funds, if any, to offset the tax rate shall be effectuated by an article placed on an appropriate town meeting warrant. Further, said funds shall not be used or transferred to any other account for any other purpose without approval at an annual town meeting. This general bylaw shall apply to any capital project currently underway or completed as of the date of this bylaw enactment and any future capital project. For the purposes of this bylaw the definition of a capital project shall be the same as defined elsewhere in the general bylaws under Article 2, Administration and Finance, as may be amended from time to time. This bylaw shall apply to any capital project funds regardless of the funding source provided that such funds or any portion thereof are not otherwise restricted or obligated by law.

Or take any other action related thereto.

- **Finance Committee: Based upon the feedback from Town Counsel that they believe that this proposal may not be legal, the Finance Committee does not recommend this article.**

**Article 18. Personnel Contract Posting - By Petition**

To see if the Town will vote to enact the following General Bylaw:

Beginning in Fiscal Year 2012, and each year thereafter, the chief administrative officer of the Town shall make accessible electronically, through a link on the Douglas Town web site, each and every personnel employment contract for all departments in the Town which has been signed and is in force. Whenever any new contract replaces an expired contract, or when a contract is extended, with or without modifications, then said new or extended contract(s) shall replace the existing contract(s) on the Town web site. Said contracts shall be accessible in their entirety.

Or take any other action relative thereto.

- **Finance Committee: RECOMMEND**

**FY 2012 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. As a result of the difficult financial situation that the Town currently faces the Capital Improvement Committee is recommending not to fund any Capital Projects in Fiscal Year 2012.

FY-2012 to FY-2016 Capital Plan/List			
Department	Item Requested	FY-Year	Estimated Cost
<b>Fy-2012 Unfunded</b>	None		
Building Maintenance Dept.	Old Elementary Exterior Masonry	2012	\$49,263
Building Maintenance Dept.	Municipal Center Electrical Upgrade	2012	\$109,950
Building Maintenance Dept.	Municipal Center Exterior Upgrades	2012	\$307,250
Building Maintenance Dept.	Municipal Center Boiler Replacement	2012	\$395,921
Council On Aging	Senior Center Entrance	2012	\$55,000

Highway Department	Pickup Truck Replacement 4X4 w/plow	2012	\$32,000
Highway Department	Dump truck with Plow & Sander	2012	\$148,616
Police Department	Computer Server	2012	\$15,000
Police Department	SUV	2012	\$35,000
Police Department	Radio Upgrade	2012	\$90,900

<b>Fy-2013</b>			
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Administration	Replace Phone System	2013	\$20,000
Building Maintenance	4x4 Maintenance Truck	2013	\$20,000
Building Maintenance	Mun. Ctr Air Conditioning Replacement	2013	\$25,000
Building Maintenance	Post Office/Sr. Ctr. Window Replacement	2013	\$110,000
Community Development	New Sidewalk Construction	2013	TBD
Fire Department	Rescue 1 Re-fit Body Only (or ↓)	2013	\$150,000
Fire Department	Rescue 1 Total Replacement	2013	\$400,000
Police Department	Computers	2013	\$15,000
Police Department	Dispatch Center Console	2013	\$15,000
Police Department	Video Recorder System	2013	\$50,000
Water & Sewer	New Water Source Investigation	2013	\$25,000
Water & Sewer	Wastewater System Management Plan	2013	\$40,000
Water & Sewer	North Street 16 inch Water Main (Main to Gilboa)	2013	\$280,000
Water & Sewer	Water Booster Station Replacement	2013	\$500,000

<b>Fy 2014</b>			
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Administration	High Volume Copier	2014	\$15,000
Building Maintenance	Update Master Facilities Plan	2014	\$10,000
Building Maintenance	Paint Old Fire Station	2014	\$20,000
Building Maintenance	Window & Door Replacement – Old Fire Station	2014	\$25,000
Community Development	New Sidewalk Construction	2014	TBD
Fire Department	Ambulance # 2	2014	\$150,000
Fire Department	Engine/Tanker # 4	2014	\$375,000
Highway Department	Backhoe	2014	\$110,000
Highway Department	Vactor Catch Basin Truck	2014	\$250,000

<b>Fy 2015</b>			
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Community Development	New Sidewalk Construction	2015	TBD
Highway Department	Portable Air Compressor	2015	\$20,000
Highway Department	Brush Chipper	2015	\$25,000
Highway Department	Boom Flail Mower	2015	\$28,494

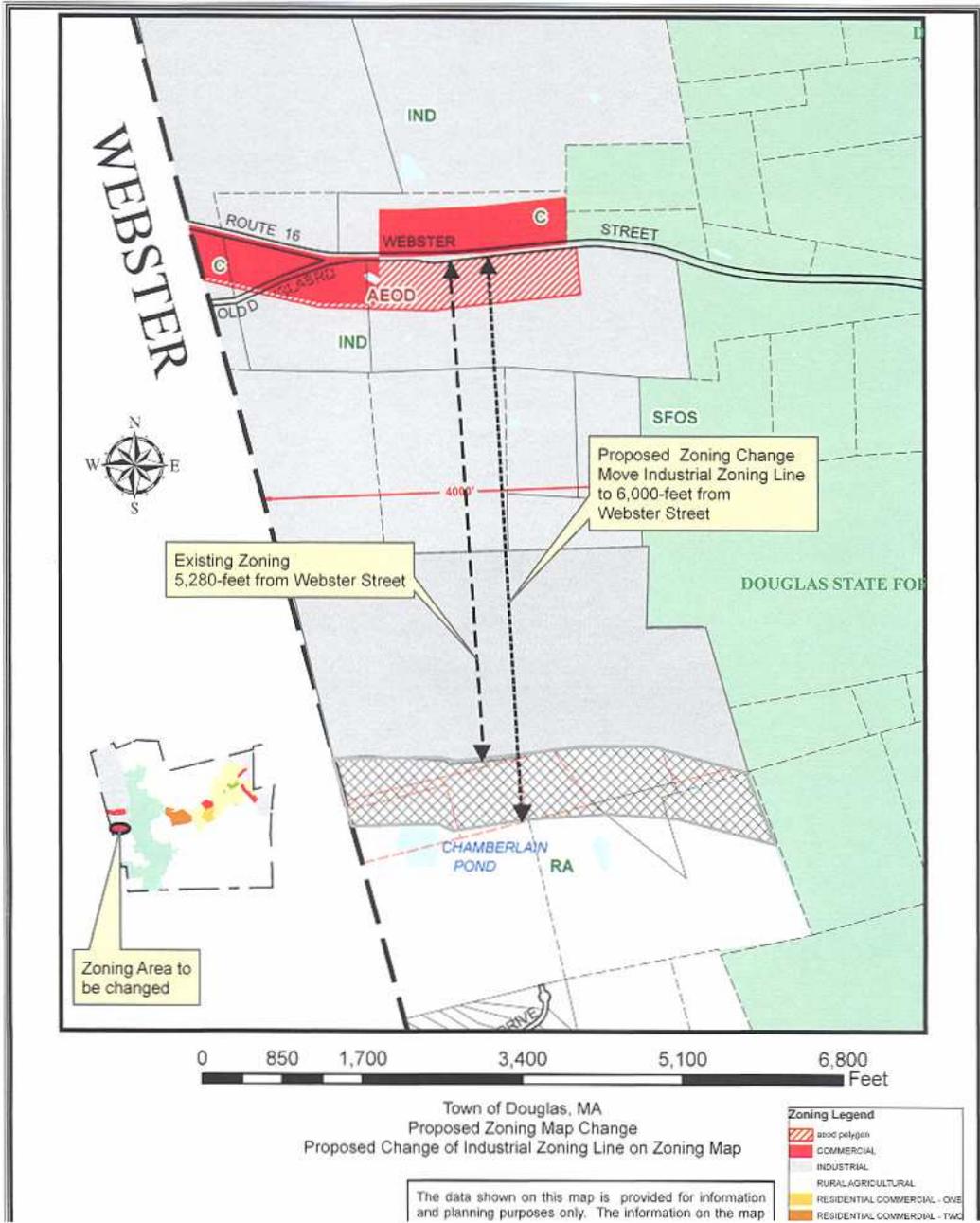
<b>Fy 2016</b>			
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Community Development	New Sidewalk Construction	2016	TBD
Highway Department	Dump Truck W/ Plow & Sander	2016	\$148,616

<b>Debt Exclusion Projects</b>		<b>FY2012-FY2016</b>	
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Building Maintenance	Municipal Center Renovation		*
Fire Department	Fire Station Addition		*
Highway Department	New Highway Garage		*
Library	ADA & Building Upgrade		*
Police Department	New Police Station		*
Recreation	Martin Road Recreation Area		*
Water & Sewer Department	Rte. 16 Sewer Line		*

**\*All Debt Exclusion Projects are currently being reviewed to determine an accurate cost estimate and for their relative priority, and will be presented at a later time.**



# DOUGLAS



Town of Douglas  
29 Depot Street  
Douglas, MA 01516



PRSR STD
ECRWSS
US POSTAGE PAID
PERMIT 12
DOUGLAS, MA 01516

**CURRENT RESIDENT**

**DOUGLAS, MA 01516**

**Special Town Meeting  
Annual Town Meeting  
Monday, May 2, 2011  
Douglas High School Auditorium**