

Voter Information Bulletin

Town of Douglas

May 2007

Special Town Meeting

Monday, May 7, 2007 at 6:00 PM
Douglas High School Auditorium



Annual Town Meeting

Monday, May 7, 2007 at 7:00 PM
Douglas High School Auditorium

Finance Committee Budget Message for Fiscal Year 2008

The FY2008 Budget will be funded by the projected revenues below:

<u>FY07-FY08</u> <u>change</u>	<u>Revenue Source</u>	
\$392,994	Tax Levy -	\$9,112,752
(\$70,354)	Debt exclusions -	\$1,823,678
\$10,000	Local receipts -	\$1,357,000
\$471,322	State Aid -	\$8,121,683
\$74,426	Ambulance Receipts -	\$268,405
(\$60,000)	Overlay Surplus -	
(\$487)	Chamberlain Land -	\$21,852
(\$71,371)	Free Cash -	\$600,000
(\$404,737)	Stabilization -	
N/C	P.O. Applied to Debt	\$29,470
		=====
	TOTAL Available Revenue	\$21,344,840

Shown in the above table are the changes to each revenue source from the current 2007 Fiscal Year with parentheses representing a negative number. The 2 ½ percent change to the Tax Levy for this year is \$217,994; adding the taxable New Growth in Douglas of \$175,000 brings \$392,994 in new revenues. The New Growth figures are themselves down from prior years reflecting the impact to Douglas of the well-publicized slowdown in the housing market. Other than Local Receipts, this is the only stable revenue source available to fund increases to the Town operating budget. Not shown, in the interest of space, are offset amounts that may be committed per law. As you can see, Local Receipts are expected to remain relatively flat for the coming year. The Town relies heavily on the State for Chapter 70 Aid to our Schools as well as Payments in Lieu of Taxes for the State Owned Land. After reducing this State Aid by Assessments and Charges, the increase is expected to be \$471,322 according to the most recent figures available from the House Ways & Means Committee. The Town will not have the benefit of knowing the outcome of the State budget, and our final Aid amount, until after the Senate and House reach a compromise later in the summer. We are at the mercy of the protracted yearly State budgetary process in attempting to bring a timely final budget to the Town Meeting for approval. Also shown above, is a judicious use of other individually itemized receipts associated with expenditures within this budget. You will note that the Free-cash used in this budget is \$600,000, which is \$71,371 less than last year and there is no use of stabilization for funding the operating budget as compared to the prior year.

In its Fiscal 2008 budget, the Town is faced with expense pressures and uncertainties. Not only is the Town dealing with the negotiations of union contracts for the schools and public safety departments but there are also well documented cost increases looming for health insurance and energy costs. Against this challenging backdrop, the recommended Budget reflects the costs of serving this growing community, enlarging, improving and maintaining the current assets and infrastructure of the Town, implementing mandates of State & Federal laws that require spending by Departments, while providing equitable salaries & benefits to all employees whether unionized or not. There is no opportunity for an increase to revenues without an Override to Proposition 2 ½. Revenue realities are demonstrated with the constraints of Proposition 2 ½ on Property taxation, lower Free-cash amounts caused by tightening budgets and a necessary reliance on State Aid to supplement the yearly operating budget.

The Key FY08 Budget Facts are as follows:

- All Municipal budget changes total = \$ 488,791
- School budget changes total = \$ 387,426
- Health Insurance premiums increase 9%
- Cost of Living Adjustment Budgeted 2.5%
- Overall budget increase 4.3%
- Total FY08 available revenues change = \$ 244,983

In addition to the budget, there are other important articles listed and explained in this flyer and will be voted at this meeting. We urge your attendance and participation in this important meeting for the Town of Douglas.

Todd Bari for the Douglas Finance Committee

Special Town Meeting
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Article 1:	GASB 34 & GASB 45
Article 2.	Legal Account Transfer
Article 3	Ambulance Receipts
Article 4	Rescind Debt Authorization for the New School Project
Article 5	Rescind Debt Authorization for the Chamberlain Property
Article 6	Rescind Debt Authorization for the Davis Street Land Acquisition
Article 7	Waterways - Douglas Dive Rescue Team Account

Article 1. GASB 34 & GASB 45

To see if the Town will vote to transfer from available funds the sum of **\$40,000** to contract with consulting firms to conduct the work necessary for the Town to comply with the requirements of GASB 34 and GASB 45, or take any other action related thereto.

Explanation: New accounting standards require that Town's track Assets through GASB 34. The Infrastructure and Roads must be valued and included this year. GASB 45 is another requirement to track the Town's Un-funded Pension Liability that looks at future retiree costs to the Town. Requested by the Town Accountant and Selectmen. Funds will be transferred from the Health Insurance Account.

Finance Committee: RECOMMEND

Article 2. Legal Account Transfer

To see if the Town will vote to transfer from available funds the sum of **\$30,000.00** to Town Counsel – Contractual Services, or take any other action related thereto.

Explanation: This account requires more funding for the current fiscal year due to increased legal costs. Funds will be transferred from the Health Insurance Account.

Finance Committee: RECOMMEND

Article 3. Ambulance Receipts

To see if the Town will vote to transfer a sum of money from the Ambulance Expense Account to the Ambulance Receipts Reserved for Appropriation Account, or take any other action related thereto.

Explanation: The Reserved Receipts Account funds the Town Ambulance Service and should be credited with money that was not spent during the year on behalf of the Ambulance Service.

Finance Committee: "RECOMMEND transfer of up to \$3,000 to the Reserved Receipts Account from the Ambulance Expense Account."

Article 4. Rescind Debt Authorization for the New School Project

To see if the Town will vote to rescind the authorization to issue Bonds in the amount of \$14,004,313.00; as approved at the October 21, 2000 Special Town Meeting, the April 4, 2002 Special Town Meeting and December 10, 2002 Special Town Meeting for the purpose of the design, site preparation, construction, purchase of equipment and furnishing of both a new high school and modifications to existing schools herein referred to as the "New School" Project, or take any other action related thereto.

Explanation: Debt that has been authorized in the past, remains accounted for and is part of the reporting to the State and Bond Agencies. Any Debt that will not/cannot be used must be formally rescinded by Town Meeting. Taking this action will clean-up past unused authorizations and will give a more complete and accurate financial picture.

Finance Committee: RECOMMEND

Article 5. Rescind Debt Authorization for the Chamberlain Property

To see if the Town will vote to rescind the authorization to issue Bonds in the amount of \$75,000.00; as approved at the January 14, 2004 Special Town Meeting, for the purpose of the costs of acquiring the "Chamberlain" Property", or take any other action related thereto.

Explanation: Debt that has been authorized in the past, remains accounted for and is part of the reporting to the State and Bond Agencies. Any Debt that will not/cannot be used must be formally rescinded by Town Meeting. Taking this action will clean-up past unused authorizations and will give a more complete and accurate financial picture.

Finance Committee: RECOMMEND

Article 6. Rescind Debt Authorization for the Davis Street Land Acquisition

To see if the Town will vote to rescind the authorization to issue Bonds in the amount of \$250,000.00; as approved at the October 21, 2000 Special Town Meeting, for the purpose of the Davis Street Land Acquisition, or take any other action related thereto.

Explanation: Debt that has been authorized in the past, remains accounted for and is part of the reporting to the State and Bond Agencies. Any Debt that will not/cannot be used must be formally rescinded by Town Meeting. Taking this action will clean-up past unused authorizations and will give a more complete and accurate financial picture.

Finance Committee: RECOMMEND

Article 7. Waterways - Douglas Dive Rescue Team Account

To see if the Town will vote to transfer the sum of \$9,800 from the Waterway Improvement Fund to a Waterway Dive Rescue Team Account for the purpose of paying costs associated with the purchase of supplies, equipment and training, or take any other action related thereto.

Explanation: One half of the Boat Excise Taxes are kept in a separate account and may be appropriated to fund Law Enforcement connected with Waterways in the Town and safety related equipment etc. This will be used to augment the purchase of a small boat to be used by the Dive Rescue Team and provide transportation to dive locations.

Finance Committee: RECOMMEND

Annual Town Meeting
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1.	Finance Committee Report	11.	Conservation – MGL Chapter 44, § 53E ½
2.	FY08 Budget	12.	ZBA - MGL Chapter 44, § 53E ½
3.	Salaries of Elected Officials	13.	Acceptance of Pine Grove Cemetery
4.	FY08 Transfer Station Enterprise Fund	14.	Acceptance of M.G.L. Chapter 43D
5.	FY08 Water/Sewer Enterprise Fund	15.	Acceptance of M.G.L. Chapter 39 Section 23D
6.	Personnel Bylaw Classification & Update	16.	Acceptance of M.G.L. Chapter 59 Section 5L
7.	Recurring Business	17.	FEMA Flood Plain Map
8.	Acceptance of Easements	18.	Amendment to Administration and Finance Bylaw
9.	Adoption of Revised FY 08 – 13 Capital Improvement Plan	19.	Personnel Bylaw
10.	Planning Board & Engineering – MGL Chapter 44, § 53E ½		

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 related thereto.

Explanation: This will be part of a combination of Articles 1, 2, 3. It presents the Finance Committee’s recommended FY07 budget along with funding sources and the embedded salaries and stipends of elected officials.

Finance Committee: RECOMMEND

Article 2. FY08 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 2008, or take any other action related thereto.

Explanation: See Article 1 above.

Finance Committee: RECOMMEND

General Fund	FY06 Actual Revised Budget	FY07 Actual Revised Budget	FY08 Dept Request	FY08 Fin Com/ BOS/Admin Recommended
General Government				
Selectmen				
Wages	155,545	162,404	165,065	166,819
Expenses	23,156	24,745	24,745	23,995
Expenses - Reserve for Collective				18,730
Subtotal:	178,701	187,149	189,810	209,544
Awards & Recognition	-	100	100	100

	FY06 Actual Revised Budget	FY07 Actual Revised Budget	FY08 Dept Request	FY08 Fin Com/ BOS/Admin Recommended
General Fund				
Town Hall Office Supplies	18,208	20,000	20,000	20,000
Town Reports	3,500	3,500	3,500	3,500
Town Counsel	110,000	85,000	85,000	85,000
Total Selectmen:	310,409	295,749	298,410	318,144
Accountant				
Wages	59,306	87,080	80,909	82,932
Expenses	52,520	4,750	4,750	4,000
Subtotal:	111,826	91,830	85,659	86,932
Audit	18,000	21,000	21,000	21,000
Total Accountant:	129,826	112,830	106,659	107,932
Assessors				
Wages	105,311	97,396	98,021	101,494
Expenses	11,630	20,285	43,810	43,810
Subtotal:	116,941	117,681	141,831	145,304
Revaluation	9,000	67,950		
-				
Total Assessors:	125,941	185,631	141,831	145,304
Treasurer				
Wages	89,489	94,416	96,735	99,123
Expenses	22,380	25,380	25,380	25,380
Subtotal:	111,869	119,796	122,115	124,503
Tax Title	9,000	9,000	9,000	5,000
Total Treasurer:	120,869	128,796	131,115	129,503
Collector				
Wages	54,241	57,078	57,721	59,137
Expenses	18,010	18,213	18,442	18,442
Subtotal:	72,251	75,291	76,163	77,579
Tax Taking	6,500	6,500	6,500	6,500
Total Collector:	78,751	81,791	82,663	84,079

	FY06 Actual Revised Budget	FY07 Actual Revised Budget	FY08 Dept Request	FY08 Fin Com/ BOS/Admin Recommended
General Fund				
Finance Committee				
Wages		2,500	2,500	2,500
Expenses	7,000	7,000	7,000	7,000
Reserve Fund	20,259	40,000	40,000	40,000
Total Finance Committee:	27,259	49,500	49,500	49,500
Technology				
Wages	5,000	10,300	10,300	10,300
Expenses	31,050	43,530	34,883	34,883
Total Technology:	36,050	53,830	45,183	45,183
Town Clerk				
Wages	77,468	81,368	83,087	86,127
Expenses	18,472	20,585	20,585	19,185
Total Town Clerk:	95,940	101,953	103,672	105,312
Municipal Buildings				
Wages	45,927	47,676	48,746	49,965
Expenses	89,555	108,760	118,660	118,660
Total Municipal Building:	135,482	156,436	167,406	168,625
Permanent Building Committee				
Wages			1,550	1,550
Expenses			1,000	1,000
Total Permanent Building Comm:	-	-	2,550	2,550
Community Development				
Wages	166,434	176,429	180,848	185,426
Expenses	12,430	8,650	10,305	7,805
Subtotal:	178,864	185,079	191,153	193,231
Planning Board	4,379	9,826	17,326	17,326
Master Plan Implementation	4,800	4,800		
Economic Development	7,500	7,500	7,500	7,500
Zoning Board - Wages	6,000	9,000	9,000	9,000
Zoning Board - Expenses	4,115	4,115	4,115	4,115
Subtotal:	10,115	13,115	13,115	13,115
Open Space	1,000	1,000	1,000	1,000

	FY06 Actual Revised Budget	FY07 Actual Revised Budget	FY08 Dept Request	FY08 Fin Com/ BOS/Admin Recommended
General Fund				
Conservation Commission	3,260	3,260	3,260	3,260
Total Comm Development:	209,918	224,580	233,354	235,432
Other General Government				
Moderator	250	250	250	250
Octoberfest	1,500	1,500	1,500	1,500
Housing Authority	1,500	1,500	3,000	3,000
Total Other General Government:	3,250	3,250	4,750	4,750
Total General Government:	1,273,696	1,394,346	1,367,093	1,396,314

Public Safety

Police				
Wages	1,115,644	1,205,074	1,312,400	1,238,641
Expenses	134,625	151,050	167,270	163,445
Cruiser	42,500	42,500	42,500	42,500
Total Police:	1,292,769	1,398,624	1,522,170	1,444,586
Fire				
Wages	149,689	156,296	168,279	174,709
Expenses	51,818	55,700	60,100	60,100
Total Fire:	201,507	211,996	228,379	234,809
Ambulance				
Wages	117,441	140,779	184,710	181,835
Expenses	40,995	53,200	51,200	51,200
Total Ambulance:	158,436	193,979	235,910	233,035
Building Dept				
Wages	102,998	107,646	118,113	120,434
Expenses	6,600	6,850	8,000	8,000
Total Building Dept:	109,598	114,496	126,113	128,434
Trees				
Wages	600	600	600	600
Expenses	6,600	6,600	6,600	6,600
Total Tree Dept:	7,200	7,200	7,200	7,200

	FY06 Actual Revised Budget	FY07 Actual Revised Budget	FY08 Dept Request	FY08 Fin Com/ BOS/Admin Recommended
General Fund				
Civil Defense				
Wages	315	315	315	315
Expenses	1,200	1,200	1,200	1,200
Total Civil Defense:	1,515	1,515	1,515	1,515
Sealer Weights & Measures				
Expenses	1,500	1,500	1,500	1,500
Total Sealer Weights & Measures:	1,500	1,500	1,500	1,500
Animal Control				
Expenses			24,900	24,900
Total Animal Control			24,900	24,900
Total Public Safety:	1,772,525	1,929,310	2,147,687	2,075,979

Public Works

Cemetery				
Expenses	8,000	16,500	17,500	10,000
Total Cemetery:	8,000	16,500	17,500	10,000
Highway				
Wages	403,527	424,916	418,110	427,430
Expenses	29,450	32,150	34,150	34,150
Subtotal:	432,977	457,066	452,260	461,580
Capital Items	-			
Maintenance	168,880	175,330	177,330	169,937
Special Sign Acct	6,000	6,000	6,000	6,000
Snow & Ice	84,535	84,535	84,535	84,535
Total Highway:	692,392	722,931	720,125	722,052
Other Public Works				
Monitor Landfill	2,000	2,000	2,000	1,200
Monitor Wells	10,000	11,000	11,000	11,000
Streetlighting	35,614	39,000	41,000	41,000
Total Other Public Works:	47,614	52,000	54,000	53,200

	FY06 Actual Revised Budget	FY07 Actual Revised Budget	FY08 Dept Request	FY08 Fin Com/ BOS/Admin Recommended
General Fund				
Total Public Works:	748,006	791,431	791,625	785,252
Health & Human Services				
Board of Health				
Wages	40,083	41,977	42,967	44,007
Expenses	11,440	11,440	11,440	10,840
Subtotal Health:	51,523	53,417	54,407	54,847
Nurse				
Wages	16,128	16,612	16,612	17,027
Subtotal Nurse:	16,128	16,612	16,612	17,027
Animal Inspection				
Wages	2,486	2,561	2,561	2,625
Expenses	300	300	350	350
Subtotal Animal Inspection:	2,786	2,861	2,911	2,975
Total Board of Health:	70,437	72,890	73,930	74,849
Council on Aging				
Wages	55,625	59,561	72,375	72,966
Expenses	7,400	7,542	7,542	7,542
Total Council on Aging:	63,025	67,103	79,917	80,508
Veterans				
Wages				
Expenses	8,000	8,466	11,166	11,166
Benefits	9,920	8,500	9,000	9,000
Total Veterans:	17,920	16,966	20,166	20,166
Total Health & Human Services:	151,382	156,959	174,013	175,523
Culture & Recreation				
Recreation				
Wages	6,400	6,400	6,400	6,400
Expenses	27,031	27,031	27,031	27,031
Total Recreation:	33,431	33,431	33,431	33,431

	FY06 Actual Revised Budget	FY07 Actual Revised Budget	FY08 Dept Request	FY08 Fin Com/ BOS/Admin Recommended
General Fund				
Library				
Wages	118,886	124,990	135,462	135,069
Expenses	46,435	53,409	57,531	57,531
Total Library:	165,321	178,399	192,993	192,600
Memorial Day	1,500	1,593	1,750	1,750
	1,500	1,593	1,750	1,750
Total Culture & Recreation	200,252	213,423	228,174	227,781
Education				
Douglas Schools				
Personnel & Expenses	9,173,520	10,290,475	10,264,124	10,021,099
Transportation/Fixed Assets	567,123	0	719,993	719,993
Total Douglas Schools:	9,740,643	10,290,475	10,984,117	10,741,092
Blackstone Valley Regional *				
Assessment	636,248	559,070	509,246	509,246
Debt Assessment	56,396	64,190	63,350	63,350
Representative Expense	500	500	500	500
Total Blackstone Valley:	693,144	623,760	573,096	573,096
Medicaid Reimbursement			5,000	5,000
Norfolk County Agricultural		17,527	0	0
Total Education:	10,433,787	10,931,762	11,562,213	11,319,188
Insurance/Employee Benefits *				
Ins - Prop, Liab & Work Comp	180,000	180,000	185,000	180,000
Unemployment	144,485	20,000	30,000	30,000
Ins - Health & Life	1,763,430	2,016,148	2,215,336	2,215,336
Retirement/Medicare	613,808	655,385	710,940	710,940
Total Employee Benefits	2,701,723	2,871,533	3,141,276	3,136,276
Debt Service *				
Debt Exclusions				
Long-Term Principal	1,100,900.25	1,113,906	1,103,948	1,103,948
Long-Term Interest	751,034.77	715,936	656,380	656,380
Short-Term Interest	420,000.00	22,789	0	0
Subtotal	2,271,935.02	1,852,631	1,760,328	1,760,328

	FY06 Actual Revised Budget	FY07 Actual Revised Budget	FY08 Dept Request	FY08 Fin Com/ BOS/Admin Recommended
General Fund				
Non-Debt Exclusion				
Post Office Principal	17,668.00	18,595	19,572	19,572
Capital 560k Pincipal	60,000.00	55,000	55,000	55,000
Ch61 Land Principal	15,000.00	15,000	15,000	15,000
Land Acquisition Principal			55,200	55,200
Ambulance Purchase Principal			27,000	27,000
Post Office Interest	11,802.00	10,875	9,899	9,899
Ch 61 Land Interest	7,752.00	7,339	6,852	6,852
Capital 560k Interest	17,263.00	15,675	13,888	13,888
Land Acquisition Interest			54,018	54,018
Ambulance Purchase Interest			8,370	8,370
Other Expenses	1,300.00	8,894	7,550	7,550
Subtotal	130,785.00	131,378	272,349	272,349
Total Debt Service	2,402,720	1,984,009	2,032,677	2,032,677
Total Capital Outlay	-	404,737		
Total Special Articles	133,468.05	53,582		
Transfer to Stabilization		172,915		
Summary - Expenditures				
Total General Government:	1,273,696	1,394,346	1,367,093	1,396,314
Total Public Safety:	1,772,525	1,929,310	2,147,687	2,075,979
Total Public Works:	748,006	791,431	791,625	785,252
Total Health & Human Services:	151,382	156,959	174,013	175,523
Total Culture & Recreation	200,252	213,423	228,174	227,781
Total Education:	10,433,787	10,931,762	11,562,213	11,319,188
Total Employee Benefits	2,701,723	2,871,533	3,141,276	3,136,276
Total Debt Service	2,402,720	1,984,009	2,032,677	2,032,677
Total Capital Outlay	-	404,737	0	0
Total Special Articles	133,468.05	53,582	0	0
Total Transfer to Stabilization		172,915	0	0
Total Budget Request	19,817,559	20,904,007	21,687,923	21,148,990
Estimated Town Wage Adj			100,000	
			21,544,758	21,148,990

Article 3. Salaries of Elected Officials:

To see if the Town will vote to fix the salary and compensation of all elected officials of the Town as provided by Chapter 41 Section 108 of the Massachusetts General Laws, as amended, as follows:

Board of Assessors	\$2,900.00
Blackstone Valley Vocational School District Rep.	\$500.00
Collector	\$52,088.93
Moderator	\$250.00
Board of Selectmen	\$1,600.00
Clerk	\$53,588.44
Treasurer	\$56,882.69
Water/Sewer Commission	\$2,400.00

Explanation: See Article 1 above.

Finance Committee: RECOMMEND

Article 4. FY08 Transfer Station Enterprise Fund:

To see if the Town will vote to raise and appropriate and/or transfer the sum of **\$272,000** from Transfer Station charges and fees and **\$15,960** to be taken from Transfer Station retained earnings, for a total budget of **\$287,960**, to operate and maintain the Transfer Station.

Salaries/Wages	\$38,680
Expenses	<u>\$249,280</u>
Total	\$287,960

Or take any other action related thereto.

Explanation: This approves the funding sources and amounts for operating the Transfer Station in Fiscal Year 2008.

Finance Committee: RECOMMEND

Article 5. FY08 Water/Sewer Enterprise Fund:

To see if the Town will vote to raise and appropriate and/or transfer the sum of **\$958,095** from Water & Sewer charges and fees and transfer the sum of **\$37,500** from Retained Earnings for a total budget of **\$995,595** to operate and maintain the Water/Sewer Department.

Salaries/Wages	\$262,497
Expenses	\$470,145
Debt	<u>\$262,953</u>
Total	\$995,595

Or take any other action related thereto.

Explanation: This approves the funding sources and amounts for operating the Water & Sewer Enterprise for Fiscal Year 2008.

Finance Committee: RECOMMEND

Article 6. Personnel Bylaw Classification & Update:

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

Explanation: This shows the proposed schedule for the upcoming 2008 fiscal year as approved by the Personnel Board. It includes a 2.5% Cost of Living Adjustment for non-union employees covered by the Bylaw.

Finance Committee: RECOMMEND

MANAGEMENT Compensation Plan – FY08 Budget			
Grade	Position	Grade	Position
M-1		M-4	Fire Chief
			System Manager Water/Sewer
M-2	Assistant Assessor		Town Accountant
	Municipal Facilities Maint. Mgr.		
		M-5	Town Engineer
M-3	Building Commissioner		Highway Superintendent
	Library Director		
	Planning & Conservation Agent		
	Director Senior Center		
			COLA Increase% 2.50%

	1	2	3	4	5	6	7	8	9	10
1	34,977.10	35,764.08	36,568.78	37,391.57	38,232.88	39,093.12	39,972.72	40,872.11	41,791.73	42,732.04
2	43,720.35	44,704.06	45,709.90	46,738.37	47,789.99	48,865.26	49,964.73	51,088.93	52,238.44	53,413.80
3	54,653.00	55,882.69	57,140.05	58,425.70	59,740.28	61,084.44	62,458.84	63,864.16	65,301.11	66,770.38
4	62,848.90	64,263.00	65,708.92	67,187.37	68,699.08	70,244.81	71,825.32	73,441.39	75,093.82	76,783.43
5	67,564.93	69,085.14	70,639.55	72,228.94	73,854.09	75,515.81	77,214.92	78,952.25	80,728.68	82,545.07

OFFICE ADMINISTRATION Compensation Plan – FY08 Budget			
Grade	Position	Grade	Position
OA-1	Library Assistant	OA-3	Asst Tax Collector
	Jr. Clerk Assessors		Asst Treasurer
			Asst to the Town Accountant
OA-2	Principal Clerk		Assessors' Admin Asst
	Fire, Building, Assessors		Adm. Sec/Comm. Development
	Highway Clerk		Adm. Sec. – Planning Bd. Meeting Minute Taker
	Adm. Sec Bd Selectmen		
	Senior Clerk		
		OA-4	Adm. Secretary
			Adm. Supervisor/Bd Health
			Adm. Asst. to Exec Adm./Select.
			Assistant Town Clerk
			COLA Increase% 2.50%

Grade	1	2	3	4	5	6	7	8	9	10
1 Hourly	11.94	12.21	12.48	12.77	13.05	13.35	13.65	13.95	14.27	14.59
2 Hourly	14.34	14.66	14.99	15.33	15.67	16.03	16.39	16.76	17.13	17.52
3 Hourly	15.77	16.13	16.49	16.86	17.24	17.63	18.03	18.43	18.85	19.27
4 Hourly	18.13	18.54	18.96	19.38	19.82	20.27	20.72	21.19	21.66	22.15

PUBLIC WORKS Compensation Plan – FY08 Budget

Grade	Position	Grade	Position
PM-1	Truck Driver/Laborer	PM-4	Group Leader
PM-2	Asst Water/Sewer Operator Hwy Laborer Operator	PM-5	Water Operator Chief Operator
PM-3			
			COLA Increase%
			2.50%

		1	2	3	4	5	6	7	8	9	10
1	Hourly	\$15.28	\$15.63	\$15.98	\$16.34	\$16.71	\$17.08	\$17.47	\$17.86	\$18.26	\$18.67
2	Hourly	\$16.68	\$17.05	\$17.44	\$17.83	\$18.23	\$18.64	\$19.06	\$19.49	\$19.93	\$20.37
3	Hourly	\$17.50	\$17.89	\$18.29	\$18.70	\$19.13	\$19.56	\$20.00	\$20.45	\$20.91	\$21.38
4	Hourly	\$18.37	\$18.78	\$19.20	\$19.64	\$20.08	\$20.53	\$20.99	\$21.46	\$21.95	\$22.44
5	Hourly	\$20.28	\$20.74	\$21.21	\$21.69	\$22.17	\$22.67	\$23.18	\$23.70	\$24.24	\$24.78

MISCELLANEOUS Compensation Plan – FY08 Budget

Grade	Position	Grade	Position
MS-1	Senior Center Clerk Transfer Station Employee	MS-3	
MS-2	Assessor Lister	MS-4	Senior Outreach Coordinator
			COLA Increase%
			2.50%

		1	2	3	4	5	6	7	8	9	10
1	Hourly	\$11.94	\$12.21	\$12.48	\$12.77	\$13.05	\$13.35	\$13.65	\$13.95	\$14.27	\$14.59
2	Hourly	\$14.34	\$14.66	\$14.99	\$15.33	\$15.67	\$16.03	\$16.39	\$16.76	\$17.13	\$17.52
3	Hourly	\$15.77	\$16.13	\$16.49	\$16.86	\$17.24	\$17.63	\$18.03	\$18.43	\$18.85	\$19.27
4	Hourly	\$18.13	\$18.54	\$18.96	\$19.38	\$19.82	\$20.27	\$20.72	\$21.19	\$21.66	\$22.15

*All employees currently in the MS compensation classification (previously PT) 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 Compensation Plan – FY08 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		PS-6	Part-time EMT (on call)	
	Part-time Dispatcher*				
			PS-7	Part-time Nurse	
PS-3	Part-time Fire Clerk			Full-time 9/11 Trainer	
	Part-time Reserve Officer*				
	Captain Fire Fighter		PS-8	Full-time Fire/EMT	
PS-4	Full time Dispatcher		PS-9	Administrative/Secretary/Dispatcher	
* Police part-time position have a one year probationary period.					
				COLA Increase%	2.50%

	1	2	3	4	5	6	7	8	9	10
1										
2	\$11.94	\$12.21	\$12.48	\$12.77	\$13.05	\$13.35	\$13.65	\$13.95	\$14.27	\$14.59
3	\$14.34	\$14.66	\$14.99	\$15.33	\$15.67	\$16.03	\$16.39	\$16.76	\$17.13	\$17.52
4	\$15.77	\$16.13	\$16.49	\$16.86	\$17.24	\$17.63	\$18.03	\$18.43	\$18.85	\$19.27
5	\$16.55	\$16.93	\$17.31	\$17.70	\$18.09	\$18.50	\$18.92	\$19.34	\$19.78	\$20.22
6	\$17.38	\$17.78	\$18.18	\$18.58	\$19.00	\$19.43	\$19.87	\$20.31	\$20.77	\$21.24
7	\$18.26	\$18.67	\$19.09	\$19.52	\$19.95	\$20.40	\$20.86	\$21.33	\$21.81	\$22.30
8	\$19.17	\$19.60	\$20.04	\$20.49	\$20.95	\$21.42	\$21.91	\$22.40	\$22.90	\$23.42
9	\$20.14	\$20.59	\$21.06	\$21.53	\$22.02	\$22.51	\$23.02	\$23.54	\$24.07	\$24.61

*All employees currently in the PS 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 2008, 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 2008 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 2008 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.

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 2008 pursuant to MGL Chapter 44 § 53F, or take any other action related thereto.

Explanation: This multi-part Article relates to 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. 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 related thereto.

Explanation: This will allow the Town to acquire rights to access property through a legal easement for purposes of Road Repair.

Finance Committee: RECOMMEND

Article 9. Adoption of Revised FY 08 – 13 Capital Improvement Plan:

To see if the Town will approve the Town of Douglas FY 08 – 13 Capital Improvement Plan as submitted by the Capital Improvement Committee, and to raise and appropriate, transfer, or borrow the sum of \$365,500 to fund the FY08 Capital Plan, or take any other action related thereto.

Explanation: This plan has been prioritized by the Capital Committee. Since there appears to be a lack of continuity in funding the sidewalk plan throughout the schedule, the Finance Committee did not support this component. Shortly after seeing the plan, the revenue picture for the Town changed and, therefore, the Finance Committee could not recommend the Front End Loader. An amended article is below -

Finance Committee: “RECOMMEND Capital Plan with removal of New Sidewalk Construction and Front End Loader using \$60,300 - Free-cash, \$37,000 - transferred from other projects, and \$128,200 - from the Stabilization Account, for a total amount of \$225,500.”

Department	Item	Cost
Community Development	NPDES Permit (year 3 of 3)	\$20,000
Fire Department	Pagers, Portables, Radios, Encoders	\$15,000
Community Development	New Sidewalk Construction	\$20,000
Cemetery Commission	Pine Grove Cemetery Fencing	\$10,400
Highway Department	Dump Truck with Plow & Sander	\$131,000
Highway Department	Front End Loader	\$120,000
Fire Department	Fire Station Exhaust System	\$49,100
	Total	\$365,500

Article 10. Planning Board & Engineering – MGL Chapter 44, §53E ½ :

To see if the Town will vote to authorize a Planning Board and Engineering Revolving Fund in accordance with MGL Chapter 44, Section 53E ½ . The purpose of this Fund is to cover the cost of consulting fees and project reviews; funding will come from consulting and project review fees and 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**, or take any other action related thereto.
Explanation: This is a yearly approval to continue the authorization of this account and caps the amount of expenditures.

Finance Committee: RECOMMEND

Article 11. Conservation – MGL Chapter 44, §53E ½:

To see if the Town will vote to authorize a Conservation Revolving Fund in accordance with MGL Chapter 44, Section 53E ½. The purpose of this Fund is to cover the cost of consulting charges and project review costs; funding will come from application fees, consulting and project review fees and the funds may be expended without further appropriation by the Conservation Agent for such consulting and project review costs. Expenditures from the Fund may not exceed **\$50,000**; or take any other action related thereto.
Explanation: This is a yearly approval to continue the authorization of this account and caps the amount of expenditures.

Finance Committee: RECOMMEND

Article 12. Zoning Board of Appeals - MGL Chapter 44, §53E ½:

To see if the Town will vote to authorize a Zoning Board of Appeals Revolving Fund in accordance with MGL Chapter 44, Section 53E ½. The purpose of this Fund is to cover the cost of consulting fees and project reviews; funding will come from consulting and project review fees and the funds may be expended without further appropriation by the Zoning Board of Appeals for such consulting and project review costs. Expenditures from the fund may not exceed **\$50,000**; or take any other action related thereto.
Explanation: This is a yearly approval to continue the authorization of this account and caps the amount of expenditures.

Finance Committee: RECOMMEND

Article 13. Acceptance of Pine Grove Cemetery

To see if the Town will authorize the Board of Selectmen to acquire by gift from the Second Congregational Church that parcel of land known as Pine Grove Cemetery in the Town, described in the deed recorded with the Worcester County Registry of Deeds in Book 1248, Page 46 as land to be used only for cemetery purposes, or take any other action relative thereto.

Explanation: The Town has been the caretaker and virtual owner of this cemetery for many years. This acceptance, conducted after the Town received proper notification from the Second Congregational Church, will cure the over-sight and ensure that necessary legal steps have been taken regarding ownership of this property.

Finance Committee: RECOMMEND

Article 14. Acceptance of M.G.L. Chapter 43D

To see if the Town will vote to accept the provisions of G. L. Chapter 43D pursuant to Section 11 of Chapter 205 of the Acts of 2006, and to approve the filing of a formal proposal with the Interagency

Permitting Board for the designation of the parcel(s) of land located in the area of Route 16 near the Webster Town Line and in the area of Gilboa Street near the Uxbridge Town Line and shown on Assessors' Map 113, Lot 2, Map 115, Lot 5, Map 205, Lots 2 and 3, Map 206, Lots 1 and 2, Map 207, Lots 1 and 2, and Map 230, Lot 2, as priority development sites, or take any other action related thereto.

Explanation: This designates certain parcels that are available to be developed as part of the Town's Economic Development to qualify for an Expedited Permitting Process under a new State Law.

Finance Committee: RECOMMEND

Article 15. Acceptance of M.G.L. Chapter 39 Section 23D

To see if the Town will vote to accept Chapter 39 Section 23D of the Massachusetts General Laws relative to allowing board members to participate and vote as part of an adjudicatory hearing even if the Board member has a single absence during a hearing process, or take any other action related thereto.

Explanation: The article is not financial in nature.

Finance Committee: No recommendation

Article 16. Acceptance of M.G.L. Chapter 59 Section 5L

To see if the Town will vote to accept Chapter 59 Section 5L of the Massachusetts General Laws relative to property tax payment deferral for National Guard and Reservists, or take any other action related thereto.

Explanation: This allows property taxes to be paid up to 180 days late, without penalty, for qualified Military members.

Finance Committee: RECOMMEND

Article 17. Flood Plain Map

To see if the Town will vote to amend the Zoning Bylaws by adding a map entitled "FEMA Flood Map of Douglas, Massachusetts" which is on file with the Town Clerk, and the following language to the end of the first paragraph of Section 8.3.2.1 Floodplain District Boundaries:

"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."

Or take any other action related thereto.

Explanation: The article is not financial in nature.

Finance Committee: No recommendation

Article 18. Amendment to Administration and Finance Bylaw

To see if the Town will vote to amend Section 5(b) of Article 2 of the General Bylaws by deleting the words "on or about April 1st" and inserting the words "by the date of the Annual Election", or take any other action related thereto.

Explanation: This relates to the Annual Town Report and clarifies the date that it should be available to the public.

Finance Committee: RECOMMEND

Article 19. Personnel By-Law

To see if the Town will vote to delete the Personnel By-Law in it's entirety and replace with the following:

Explanation: The Personnel Board has revised the By-Law and developed Policies that will provide consistency for employees that are subject to its provisions.

Finance Committee: RECOMMEND

DOUGLAS PERSONNEL BYLAW

As Proposed By Personnel Board for May 2007 Town Meeting

DOUGLAS PERSONNEL BYLAW TABLE OF CONTENTS

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I. **GENERAL PROVISIONS**

A. **PURPOSE:**

The provisions of this Personnel Bylaw (herein referred to as the Bylaw) shall be for the purpose of providing, creating and supervising personnel policies in the Town of Douglas, Massachusetts.

B. **APPLICATION:**

The Bylaw shall apply to all employees, except those positions filled by popular election, those under contract, those covered by a collective bargaining agreement, and those under the direction and control of the School Committee. The Bylaw and Personnel Policies and Procedures may be used as a guide for authorized officials in determining the compensation of and personnel policies for the exempted employees listed above. The Bylaw shall go into effect no later than thirty (30) days from the date of its adoption.

C. **BYLAW SUPERIORITY:**

This Bylaw supersedes any policies, directives or personnel procedures now in effect, unless otherwise provided for or mandated by law.

D. SEVERABILITY:

Should any portion, section, or provision of this Bylaw be found invalid for any reason, that finding shall not affect the validity and force of any other section, portion, or provision of this Bylaw.

II. CREATION OF THE PERSONNEL BOARD:

- A.** There shall be an unpaid Personnel Board consisting of five (5) town residents to be appointed as follows:

Two (2) members by the Board of Selectmen. The initial appointments shall be one for two (2) years and one for three (3) years.

Two (2) members by the Finance Committee. The initial appointment shall be one for two (2) years and one for three (3) years.

One (1) member by the Town Clerk for one year initially.

All members of the Personnel Board should not be in conflict with any provisions of the Massachusetts Conflict of Interest Law M.G.L. 268A. After the initial terms expire; all appointments will be for three (3) year terms. Any member may be reappointed. In the event of a vacancy on the Board, it shall be filled by the same appointing authority for the unexpired term.

- B.** In making these appointments, the appointing authority shall give consideration to the personal qualifications of those citizens who will best meet the responsibility of the Board to represent both Town employees and taxpayers. If possible, the make-up of the Board shall consist of people who are familiar with the principles and experienced in the methods and practices of labor relations and personnel administration.
- C.** Forthwith after its appointment, and annually, a majority of the Board shall meet and organize by electing a chairman, vice chairman and secretary. A majority of the Board shall constitute a quorum for the transaction of business. A majority of the Board shall determine the action the Board must take on all matters which it is authorized or required to act upon under this bylaw.
- D.** The Board shall be vested with all the powers and duties specified in the General Laws of the Commonwealth, Chapter 41, Section 108C.
- E.** The Board shall be vested with the authority to promulgate such rules and regulations as are necessary for the proper administration of this Bylaw and any classification and compensation plans adopted hereunder.
- F.** The Personnel Board shall appoint a Personnel Assistant, who is not a member of the Board, who shall be responsible for the administration of this Bylaw and any classification and compensation plans and such rules and regulations regarding such plans as may be promulgated by the Personnel Board. The Personnel Assistant shall maintain adequate personnel records of all employees occupying positions subject to this Bylaw and any classification and compensation plans. He or she shall furnish the Board with information and make recommendations as to initial classification, approval of reports, the settlement of grievances, and any other actions relevant to this Bylaw.

- G. The Personnel Board secretary shall keep proper and adequate records of said meetings and hearings.
- H. The Personnel Board secretary shall record decisions of the Board and advise affected department and employee in each instance. He or she shall work under the authority and direction of the Board in implementing and administering the provisions of this Bylaw.
- I. The Board may adopt rules and regulations, consistent with the provisions of this Bylaw, for the conduct of any hearing before it.
- J. The Board shall establish a classification and compensation plan and shall review it annually. The Board shall recommend action necessary to maintain said plan and/or policies fairly and equitably. Said recommendations may take the form of an article on the warrant for consideration by any annual or special town meeting, provided that such action is in conformance with general bylaws of the Town. Such recommendations shall be made available for use by all departments in preparing their annual budgets.
- K. The Board shall maintain written job descriptions and specifications of the classes in the classification plan for the administration of this Bylaw.
- L. The Board shall make an annual report in writing, which shall be included in the annual Town Report.
- M. The Board in carrying out its duties under this Bylaw shall exercise the town policy of equal employment opportunity.
- N. The Personnel Board has the authority to establish and amend the Personnel Policies and Procedures for the Town subject to final approval by the Board of Selectmen. The Personnel Board prior to such amendments to the Personnel Policies and Procedures becoming effective will hold a public hearing.

III. COOPERATION OF PERSONNEL BOARD WITH OTHER COMMITTEES AND BOARDS:

The Personnel Board, upon request, shall confer with the Board of Selectmen and Finance Committee, in regards to wages, salaries, hours, and conditions of employment of town employees.

IV. DEFINITIONS:

“Full-time employee,” an employee regularly scheduled to work a minimum of thirty (30) hours per week for fifty-two (52) weeks per year.

“Regular Part-time employee,” an employee regularly scheduled to work twenty (20) to twenty-nine (29) hours per week.

“Limited Part-time employee,” an employee that works fewer than 20 hours per week.

All other definitions as listed in the Town of Douglas Personnel Policies and Procedures

V. **EMPLOYEE BENEFITS:**

A. **VACATION**

A vacation week is based on the number of days an employee normally works in a scheduled week.

For regular full-time employees and department heads, paid vacation and personal days are as follows:

Years of Service	Vacation , Weeks	Personal days
1	1	3
2	2	3
5	3	3
10	4	3
15	5	3
20	6	3

For regular part-time employees, paid vacation and personal days are as follows:

Years of Service	Vacation, Weeks	Personal days
1	1	2
2	2	2
5	3	2
12	4	2

For limited part-time employees, paid vacation and personal days are as follows:

Years of Service	Vacation, weeks	Personal days
1	1	0
2 or more	2	0

Employees wishing to use vacation time shall submit a request in writing to the department head at least two weeks in advance of the time to be used, unless the supervisor agrees to shorter notice. Department heads shall submit written requests to the appointing authority at least two weeks in advance of the time to be used, or as directed by the appointing authority.

B. **HOLIDAYS**

Regular full-time and part-time employees shall be entitled to the holidays as follows:

- New Year's Day
- Martin Luther King Day
- Presidents Day
- Patriots Day

- Memorial Day
- Independence Day
- Labor Day
- Columbus Day
- Veteran's Day
- Thanksgiving Day
- ½ day Christmas Eve + Christmas Day

If a holiday falls on Saturday, the holiday will be observed on Friday for employees who normally work on Friday. If the holiday falls on Sunday, the holiday will be observed on Monday for employees who normally work on Monday.

Holiday pay for full-time, non-exempt employees shall be paid at the scheduled hours for that day. Holiday pay for part-time employees shall be the prorated schedule of hours. Temporary seasonal employees shall not receive holiday pay.

Non-exempt full-time and part-time employees performing their official duties on a holiday and employees performing emergency work on a holiday shall be paid at the rate of one and one-half times their basic hourly rate of compensation.

C. SICK DAYS

A full-time or part-time employee may be granted non-occupational sick leave with full pay as follows. Employees will begin accruing sick leave from their date of hire, however, will not be eligible to utilize until completion of the probationary period. Subsequent accrual will be based on a fiscal year. Sick leave shall be credited monthly at a rate of 1.25 days per month after each month of employment and may be rolled over from fiscal year to fiscal year at a maximum of 120 days. Employees who are off the payroll for more than one day in the month shall not be credited with sick leave for that month, unless under the provisions of FMLA.

Additionally, any permanent full-time or part-time employee who has accrued a minimum of 8 sick days may join the Sick Leave Bank and must contribute a minimum of 3 days (or hours equivalent to 3 normal work days) during their initial enrollment year and at least 1 sick day (or equivalent hours) per year thereafter. New employees are eligible to join after 7 months of employment if they have accrued 8 sick days. The total contribution of sick days is at the discretion of each employee. No contributed sick days shall be returned to the employee upon withdrawal from the Sick Leave Bank. Sick Bank Utilization Request form attached as Attachment E.

D. TUITION REIMBURSEMENT

Full time regular employees who have worked for the Town for at least one year are eligible for reimbursement for tuition, registration fees, and books for work-related courses which serve to improve their knowledge and skills related to their

position with the Town. Reimbursement will be at an annual maximum of \$2,000.00.

Approval for the particular course must be requested prior to enrollment in order to be eligible for the reimbursement, and in order to qualify must have the recommendation of the department head and the approval of the Board of Selectmen. Approval is subject to sufficient municipal funds. Reimbursement shall be made subject upon successful completion of the course or program. The Town may require the employee to sign an agreement to remain with the Town for a period of up to two years after completion of the course, or else be willing to reimburse the Town for the funds.

“Successful completion” of a course shall mean a minimum grade of C or equivalent.

Reimbursement: To receive reimbursement you must submit a fully executed copy of the Educational Assistance Request Form. Forms can be found in the Personnel Policies and Procedures For The Town of Douglas, (Attachment F) along with proof of payment to the educational institution with official grade utilizing the Expense Report (Attachment G).

E. BEREAVEMENT LEAVE

Every full-time and part-time employee shall be entitled to a maximum of five days absence without loss of pay in case of death of a member of his or her immediate family. “Immediate family” is defined as: spouse, child. A maximum of three days absence without loss of pay in the case of death of any other family member which would include parent, brother, sister; parent of spouse, grandparent, brother-in-law, sister-in-law, and grandchild or a person living in the employee’s household;

An exception to above can be made at the discretion of the department head.

VI. PERSONAL LEAVE:

All full-time employees are entitled to three (3) days of personal leave with pay each fiscal year to be earned and taken in the same manner as vacation benefits for the purpose of attending to personal business which unavoidably conflicts with the employee's work schedule or to observe religious holidays. Except in circumstances that prevent advance notice, employees shall request leave at least seventy-two (72) hours in advance. Personal leave that is not utilized by June 30th of the year in which it is credited shall be forfeited.

FY 2008 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 year the Capital Committee reviewed fifteen requests from seven Departments.

The projects receiving the highest ranking, appear in the Fiscal Year 2008 Capital Plan (Article 9)

The FY 2008 Capital Plan listed below contains the department which made the requests, a project description and the project cost.

- 1- **Community Development, The National Pollutant Discharge Elimination System** (NPDES) Permit is a federally-mandated three-year permit process relating to storm water discharge. This is the third and final year for this phase of the project. This is an "unfunded mandate" but is still required. **Cost \$ 20,000.00**
- 2- **Fire Department, Pagers Portables Radios and Encoders** Replacement of all fire department Pagers, Portable Radios as well as encoders. This equipment is 30 years old and no longer repairable due to a lack of available parts. This system is used to alert Fire and EMS personnel to either a fire or medical emergency. **Cost \$ 15,000.00**
- 3- **Cemetery Commission, Pine Grove Cemetery Fencing** The Cemetery Commission has requested funding to complete the project which was started last year. This project was unable to be completed last year due to a sharp increase in material price, mainly the steel chain which is being used. **Cost \$ 10,400.00**
- 4- **Highway Department, International Dump Truck W/ Plow and Sander** This piece of equipment is being requested to replace a 1978 International Dump Truck which has become a high repair /maintenance issue. **Cost \$ 131,000.00**
- 5- **Fire Department, Fire Station Exhaust System** This request was submitted last year on the capital plan but was not recommended for funding at that time. It is being recommended for funding this year. It involves the installation of a direct exhaust system upgrading the present system which allows a certain amount of Carbon Monoxide build up in the station. An insurance review, by the Towns Insurance Company, of the station recommends this installation regarding health safety concerns over a period of time. **Cost \$ 49,100.00**

****The total FY 2008 Capital Improvement request is \$ 225,500.00**

**Update on the FY 2007 Capital Projects which were approved last year annual town meeting.

- *Building Use Study.* **Building Study expected to begin in June of this year.**
- *Second year o f the National Pollutant Discharge Elimination System Permit.* **Completed**
- *Hemlock Street Paving.* **Engineering and permitting are near completion. Construction is expected to start this summer.**
- *Rt. 16 Overlay.* **Scheduled for completion this year.**
- *Municipal Building Masonry Repair.* **Delayed at Dept. request may combine with other masonry projects**
- *Highway Dept 1 Ton Dump Truck.* **Purchased.**
- *Fire Dept Brush Truck.* **Purchased**
- *Pine Grove Cemetery Fencing.* **3/4 Completed. Completion pending on FY 08 approvals.**
- *Rt. 16 Sidewalk.* **Completed.**
- *Post Office Parking Lot Expansion.* **Engineering and permitting are near completion. Construction is expected to start this summer.**

Fy-2008 to Fy-2013 Capital Plan

Department	Item Requested	FY-Yr of Request	Estimated Cost
Fy-2008			
Community Development	NPDES Permit (year 3 of 3)	2008	\$20,000.00
Fire Department	Pagers, Portables Radios Encoders	2008	\$15,000.00
Cemetery Commission	Pine Grove Cemetery Fencing	2008	\$10,400.00
Highway department	Dump Truck W/ Plow & Sander	2008	\$131,000.00
Fire Department	Fire Station Exhaust System	2008	\$49,100.00
Fy -2008 Projects Not Funded			
Community Development	New Sidewalk Construction	2008	\$20,000.00
Highway Department	Front End Loader	2008	\$120,000.00
Highway Department	Dump Truck W/ Plow & Sander	2008	\$131,000.00
Highway Department	F250 4X4 Pickup w/ 8ft Plow	2008	\$36,660.00
Community Development	Aquifer Study	2008	\$50,000.00
Library	Front Walk Repair	2008	\$27,500.00
Library	Brick Repair	2008	\$55,000.00
Fy-2009			
Highway Department	John Deere Backhoe	2009	\$160,000.00
Highway Department	Brush Chipper	2009	\$20,000.00
Highway Department	Vactor Catch Basin Truck	2009	\$250,000.00
Fy-2010			
Highway Department	1Ton Dump Truck W/ Plow	2010	\$47,000.00
Building Maintenance	Municipal Center Roof Repair/Restoration	2010	\$120,000.00
Fy-2011			
Highway Department	Towable Air Compressor	2011	\$20,000.00
Highway Department	Salt/Sand Spreader48" Sweeper& spray Kit	2011	\$13,300.00
Highway Department	Dump Truck W/ Plow & Sander	2011	\$131,000.00
Highway Department	Dump Truck W/ Plow & Sander	2011	\$131,000.00
Highway Department	Boom Flail Mower	2011	\$16,500.00
Fire Department	Rescue 1 Re-fit Body Only	2011	\$150,000.00
Fire Department	Rescue 1 Total Replacement	2011	\$400,000.00
Fy 2012			
Fire Department	Engin/Tanker # 4	2012	\$375,000.00
Fire Department	Ambulance # 2	2012	\$150,000.00
Highway Department	Dump Truck W/ Plow & Sander	2012	\$131,000.00
Highway Department	Dump Truck W/ Plow & Sander	2012	\$131,000.00
Debt Exclusion Projects			
Police Department	New Police Station	2012	4.5to 5.5 Million
Highway Department **On Hold**	New Highway Garage	2008	\$2,500,000.00
Recreation **On Hold**	Martin Road recreation Area	2008	\$863,000.00



Town of Douglas
29 Depot Street
Douglas, MA 01516

BULK RATE
U.S. POSTAGE PAID
PERMIT NO. 12
DOUGLAS, MA 01516

RESIDENT

DOUGLAS, MA 01516

**Special Town Meeting
Annual Town Meeting
Monday, May 7, 2007
Douglas High School Auditorium**