

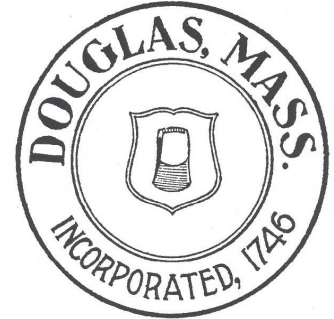
SPECIAL TOWN MEETING WARRANT
TOWN OF DOUGLAS
COMMONWEALTH OF MASSACHUSETTS

Monday, November 14, 2011
High School Auditorium
7:00 PM

Worcester, SS

To any Constable of the Town of Douglas, Greetings:

In the name of the Commonwealth of Massachusetts, you are hereby required to notify the inhabitants of the Town of Douglas who are qualified to vote in Elections and Town affairs to meet in the Douglas High School Auditorium, 33 Davis Street, in said Douglas, on **Monday, the Fourteenth of November, 2011, A.D.** for a Special Town Meeting commencing at 7:00 P.M.; for the following purposes:



Article 1.	Fiscal Year 2012 Budget Transfers/Amendments
Article 2.	Prior Year Bill
Article 3.	Fire Union Contract Ratification
Article 4.	Purchase of New Ambulance
Article 5.	Purchase, Installation, and Repair of Public Safety Radio Communication Equipment
Article 6.	Waterways - Douglas Dive Rescue Team Account
Article 7.	Transfer from School Building Schematic Design Account & School Feasibility Capital Account to the Stabilization Account
Article 8.	Massachusetts Clean Energy Project
Article 9.	Fiscal Year 2012 Water & Sewer Budget Transfers/Amendments
Article 10.	Manchaug Street Sewer Extension Transfer
Article 11.	Acceptance of M.G.L. Chapter 60 Section 62A – Tax Title Agreements
Article 12.	TIF Agreement – Gilboa Properties LLC & Classic Envelope, Inc.
Article 13.	PILOT Agreement – Con Edison
Article 14.	Personnel Classification & Compensation Schedule Change
Article 15.	Personnel Bylaw Amendments

Article 1. Fiscal Year 2012 Budget Transfers/Amendments

To see if the Town will vote to raise and appropriate or transfer from available funds such sums of money as are necessary to fund the following amendments to Article 2 of the Annual Town Meeting of May 2, 2011 and continued to June 13, 2011:

Increase Police Wages by	\$12,102
Increase Police Expense by	\$3,454
Increase BFCC Wages by	\$750
Increase Debt Expense by	\$418,307
Increase Ambulance Wages by	\$22,000
Increase Veterans Expenses by	\$15,000

Or take any other action related thereto.

Article 2. Prior Year Bill

To see if the Town will vote to raise and appropriate or transfer from available funds the sum of **\$205.26** to pay for the following prior year bill:

Integrus Energy Services	\$205.26
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Or take any other action related thereto.

Article 3. Fire Fighter's Union Contract Ratification

To see if the Town will vote to raise and appropriate or transfer from available funds the sum of **\$3,038** to the Fire Wages Account and the sum of **\$4,054** to the Ambulance Wages Account and to ratify the provisions of the collective bargaining agreement negotiated with the Firefighters Union for the period of July 1, 2011 to June 30, 2014, or take any other action related thereto.

Article 4. Purchase of New Ambulance

To see if the Town will vote to raise and appropriate, transfer from available funds, or borrow the sum of **\$160,000** for the purchase of a New Ambulance and associated equipment for the Fire/Ambulance Department, or take any other action related thereto.

Article 5. Purchase, Installation, and Repair of Public Safety Radio Communication Equipment

To see if the Town will vote to raise and appropriate, transfer from available funds, or borrow the sum of **\$150,000** for the purchase, installation, and repair of Public Safety Radio Communication Equipment, or take any other action related thereto.

Article 6. Waterways - Douglas Dive Rescue Team Account

To see if the Town will vote to transfer the sum of **\$6,000** from the Waterway Improvement RRA 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.

Article 7. Transfer from School Building Schematic Design & School Feasibility Capital Account to Stabilization Account

To see if the Town will vote to transfer **\$306,695.23** from the School Building Schematic Design Account (Art. 1, STM 11/15/10), and **\$3,561** from the School Feasibility Capital Account (Art. 10, ATM 5/5/08), for a total of **\$310,256.23** to the Stabilization Account, or take any other action related thereto.

Article 8. Massachusetts Clean Energy Project

To see if the Town will vote to raise and appropriate or transfer from available funds the sum of **\$6,000** to fund the grant match for the wind turbine study, or take any other action related thereto.

Article 9. Fiscal Year 2012 Water & Sewer Budget Transfers/Amendments

To see if the Town will vote to transfer the sum of **\$220,968** from the Water/Sewer Reserved for Debt Account and to make the following amendments to the Fiscal Year 2012 Water/Sewer budget.

Decrease Salaries/Wages by	\$17,538
Increase Debt by	\$238,506

Or take any other action related thereto.

Article 10. Manchaug Street Sewer Extension Transfer

To see if the Town will vote to transfer the sum of **\$37,363.83** from the Water/Sewer Retained earnings to the Manchaug Street Sewer Extension Capital Project Account, or take any other action related thereto.

Article 11. Acceptance of M.G.L. Chapter 60 Section 62A – Tax Title Agreements

To see if the Town will vote to add a new Section 2(b) of Article 2 of the General By-laws as follows, or take any other action relative thereto:

“Pursuant to General Laws, Chapter 60, Section 62A, payment agreements between the Treasurer and persons entitled to redeem parcels in tax title are hereby authorized. Such agreements shall be for a maximum term of no more than five years. Each agreement will require a minimum payment at the inception of 25% needed to redeem the parcel. During the term of the agreement the treasurer may not bring an action to foreclose the tax title unless payments are not made in accordance with the schedule set out in the agreement or timely payments are not made on other amounts due the municipality that are a lien on the same parcel.”

Article 12. TIF Agreement – Gilboa Properties LLC & Classic Envelope, Inc.

To see if the Town will vote to approve the Tax Increment Financing Agreement between the Town, Gilboa Properties, LLC, and Classic Envelope, Inc., substantially in the form as is on file with the Town Clerk prior to the Town Meeting (the “TIF Agreement”), pursuant to GL c. 40, §59, and to authorize the Town Administrator to submit the TIF Agreement, Tax Increment Financing Plan, and Certified Expansion Project Application to the Massachusetts Economic Assistance Coordinating Council all relating to the project as described in the TIF Agreement to be located in the 120 Gilboa Street Economic Opportunity Area, and to take such other actions as may be necessary to obtain approval of the Certified Expansion Project Application, the Tax Increment Financing Plan and TIF Zone and to implement the TIF Agreement, or to take any other action related thereto.

Article 13. PILOT Agreement – Con Edison

To see if the Town will vote to approve a PILOT agreement pursuant to Massachusetts General Law Chapter 59 Section 38H between the Town and Con Edison Development, substantially in the form as is on file in the Office of the Town Clerk prior to the Town Meeting, or take any other action related thereto.

Article 14. Personnel Classification & Compensation Schedule Change

To see if the Town will vote to make the following changes to the Personnel Classification & Compensation Plan (changes in bold and highlighted):

OFFICE ADMINISTRATIVE Compensation Plan - FY12 Budget

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

COLA Increase % **1.50%**

COLA Increase % **1.50%**

Grade		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

MISCELLANEOUS Compensation Plan - FY12 Budget

Grade	Position	Grade	Position
MS-0	Library Page Cable Recording Assistant	MS-3	
MS-1	Senior Center Clerk Transfer Station Employees	MS-4	Senior Outreach Coordinator
MS-2	Cable Access Coordinator Assessor Lister		

COLA % Increase 1.50%

		1	2	3	4	5	6	7	8	9	10
0	Hourly	\$8.00	\$8.18	\$8.36	\$8.55	\$8.74	\$8.94	\$9.14	\$9.35	\$9.56	\$9.77
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.

Or take any other action related thereto.

Article 15. Personnel By-Law Amendments

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

Delete the following in section II 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.”

And replace with the following:

“II F. The Town Administrator 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 Town Administrator or his designee 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.”

Delete the second paragraph of section V. B.:

“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.”

And replace with the following

“Holiday pay for full-time, part-time, and non-exempt employees shall be paid for the hours normally scheduled for that day. Temporary, fill-in, and seasonal employees shall not receive holiday pay.”

Add the following at the end of the first paragraph of section V. C. Sick Days:

“Temporary, fill-in, and seasonal employees shall not receive sick pay.”

Delete the fourth sentence of paragraph 2 of section V. D. Tuition Reimbursement:

“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.”

And replace with the following:

“The Town shall 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 shall reimburse the Town for the funds.”

Delete the last paragraph of section V. D. Tuition Reimbursement:

“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).”

And replace with the following:

“Reimbursement: To receive reimbursement a fully executed copy of the Educational Assistance Request Form along with proof of payment to the educational institution and official grade must be submitted.”

Add the following to the end of the first paragraph of section V. E. Bereavement Leave:

“Temporary, fill-in, and seasonal employees shall not receive bereavement pay.”

Delete the last sentence of section V. E. Bereavement Leave:

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

Delete section VI. Personal Leave in its entirety:

“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.”

And replace with the following:

“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. All regular part-time employees are entitled to two (2) days of personal leave with pay. Personal leave that is not utilized by June 30th of the year in which it is credited shall be forfeited.”

Or take any other action related thereto.

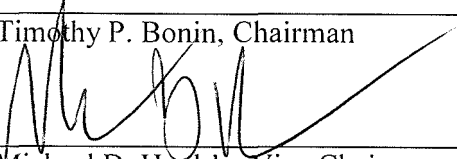
YOU ARE HEREBY DIRECTED to serve this Special Town Meeting Warrant by posting an attested copy thereof in the Municipal Center and at least two (2) other places in the Town of Douglas to which the public has general access, at least fourteen (14) days before the time of holding said meeting.

HEREOF FAIL NOT and make due return of this Warrant with your doings thereon to the Town Clerk, the Time and Place of said meeting.

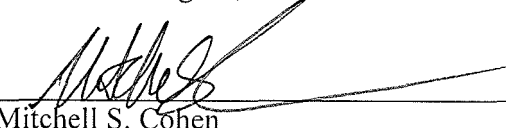
GIVEN UNDER OUR HANDS THIS EIGHTEENTH DAY OF OCTOBER, 2011, A.D.

THE HONORABLE BOARD OF SELECTMEN

Timothy P. Bonin, Chairman



Michael D. Hughes, Vice Chairman



Mitchell S. Cohen



Harold R. Davis



Jeffrey D. LaPorte

I have this day posted an attested copy of the Warrant for the Special Town Meeting in the Municipal Center and at least two other places in the Town to which the public has general access as directed.

Carol E. Field, Constable or

Date

Debra Blain, Constable