

**ANNUAL TOWN MEETING WARRANT
TOWN OF DOUGLAS
COMMONWEALTH OF MASSACHUSETTS**

**Monday, May 3, 2021
Elementary School Field
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 Elementary School Field, 19 Davis Street, in said Douglas, on **Monday, the Third of May 2021, A.D.** for an Annual Town Meeting commencing at 7:00 PM; for the following purposes:



1. Finance Committee Report	9. Personnel Bylaw Classification & Update
2. FY22 Budget	10. Adoption of Revised FY22-26 Capital Improvement Plan
3. Salaries of Elected Officials	11. Personnel Bylaw Change - Longevity
4. Blackstone Valley Vocational Regional School District FY22 Budget	12. Ratify Police Union Contract
5. FY22 Transfer Station Enterprise Fund	13. Ratify Fire Union Contract
6. FY22 Water/Sewer Enterprise Fund	14. School Bus Transportation Contract
7. FY22 PEG Access and Cable Receipts Reserved for Appropriation	15. School Textbook Digital Subscriptions & Consumables Contract
8. Recurring Business	

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.

Article 2: FY22 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 2022; or take any other action relative thereto.

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
Blackstone Valley Vocational School District Rep.	\$500
Moderator	\$250
Board of Selectmen	\$13,000
Clerk	\$83,168.81
Water/Sewer Commission	\$3,000

;or take any other action relative thereto.

Article 4: Blackstone Valley Vocational Regional School District FY22 Budget

To see if the Town will vote to raise and appropriate the sum of **\$1,578,505** for its operating and capital assessment by the Blackstone Valley Vocational Regional School District (the “District”) *for the Fiscal Year commencing July 1, 2021, which is inclusive of \$39,116 of Proposition 2 ½ exempted funds to be applied against debt service associated with Douglas’ previously (2001) voted amount for the District’s addition/renovation project; or take any other action relative thereto.*

Article 5: FY22 Transfer Station Enterprise Fund

To see if the Town will vote to raise and appropriate and/or transfer the sum of **\$225,500** from Transfer Station charges and fees, and transfer the sum of **\$124,500** from Retained Earnings, for a total of **\$350,000** to operate and maintain the Transfer Station.

Salaries/Wages	\$82,016
Expenses	\$267,984
Total	\$350,000

;or take any other action relative thereto.

Article 6: FY22 Water/Sewer Enterprise Fund

To see if the Town will vote to raise and appropriate, and/or transfer the sum of **\$1,075,398** from Water & Sewer charges and fees, transfer the sum of **\$102,343** from the Reserved For Debt account, and transfer the sum of **\$298,000** from Water / Sewer Retained Earnings, for a total budget of **\$1,475,741** to operate and maintain the Water/Sewer Department.

Salaries/Wages	\$416,860
Expenses	\$922,984
Capital	\$33,000
Debt	\$102,897
Total	\$1,475,741

;or take any other action relative thereto.

Article 7: FY22 PEG Access and Cable Receipts Reserved for Appropriation

To see if the Town will vote to transfer the sum of **\$74,555** from the PEG Access and Cable Receipts Reserved for Appropriation to operate and maintain the Cable Department.

Salaries/Wages	\$53,005
Expenses	\$21,550
Total	\$74,555

;or take any other action relative thereto.

Article 8: Recurring Business

A. Assessors 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 2022**; 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. Cable Receipts Reserved for Appropriation: To see if the Town will vote to reserve all receipts received by the Town from Cable user charges, to the Cable Receipts Reserved Account; or take any other action related thereto.

D. Simon Fairfield Public Library: To see if the Town will vote to require that all funds received in **Fiscal Year 2022** 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.

E. State and Federal Grants: To see if the Town will vote to authorize the Board of Selectmen to apply for and accept State or Federal grants they deem beneficial to the Town, provided that the Board of Selectmen shall hold a public hearing prior to the Board’s acceptance of any such grant, if said grant requires the Town to meet future conditions or requirements; or take any other action related thereto.

F. Separate Account Funds: To see if the Town will vote to adopt a Revolving Fund Bylaw to be placed at Article 2, section 11 as “Revolving Funds”, as follows, “The Town is authorized to adopt revolving funds pursuant to MGL Chapter 44, § 53E ½, subject to specific annual authorization of the terms”; or take any other actions related thereto:

#	Department	Receipts	Expenditures
1	Simon Fairfield Library pursuant to MGL Chapter 44, § 53E ½	All fines received during Fiscal Year 2022 by the Simon Fairfield Library	The Simon Fairfield Library Board of Trustees may expend a sum not to exceed Two Thousand Five Hundred dollars (\$2,500) 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 \$30,000.
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 \$30,000.
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 \$30,000.

G. 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.

H. 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 2022** pursuant to MGL Chapter 44 § 53F; or take any other action related thereto.

I. 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.

Article 9: Personnel Bylaw Classification & Update

To see if the Town will vote to approve the Personnel Classification and Compensation plans for **Fiscal Year 2022**; or take any other action relative thereto.

FISCAL YEAR 2022 CLASSIFICATION & COMPENSATION PLAN												
MANAGEMENT Compensation Plan - FY22 Budget												
Grade	Position	Position				Grade	Position					
M-1						M-3	Building Commissioner Library Director Planning & Conservation Agent Treasurer/Collector Senior Center Director/Outreach Coordinator					
M-2		Assistant Tax Collector Principal Assessor Executive Assistant to the BOS/Town Admin				M-4	System Manager Water & Sewer					
						M-5	Highway Superintendent Town Engineer					
								COLA Increase %	1.00%			
	FY21	1	2	3	4	5	6	7	8	9	10	
1	43,390.52	\$43,824.43	\$44,810.48	\$45,818.71	\$46,849.64	\$47,903.75	\$48,981.59	\$50,083.67	\$51,210.55	\$52,362.79	\$53,540.96	
2	54,236.88	\$54,779.25	\$56,011.78	\$57,272.05	\$58,560.67	\$59,878.28	\$61,225.54	\$62,603.12	\$64,011.69	\$65,451.95	\$66,924.62	
3	67,799.31	\$68,477.30	\$70,018.04	\$71,593.45	\$73,204.30	\$74,851.39	\$76,535.55	\$78,257.60	\$80,018.40	\$81,818.81	\$83,659.73	
4	77,966.64	\$78,746.30	\$80,518.09	\$82,329.75	\$84,182.17	\$86,076.27	\$88,012.99	\$89,993.28	\$92,018.13	\$94,088.53	\$96,205.53	
5	83,817.08	\$84,655.25	\$86,559.99	\$88,507.59	\$90,499.01	\$92,535.24	\$94,617.28	\$96,746.17	\$98,922.96	\$101,148.73	\$103,424.58	

OFFICE ADMINISTRATIVE Compensation Plan - FY22 Budget												
Grade	Position	Position				Grade	Position					
OA-1		Library Assistant Meeting Minute Recorder				OA-3	Admin Assist Treasurer/Collector Asst. to the Town Accountant Asst. Treasurer					
						OA-4	Asst. Town Clerk Children's Librarian Adm. Sec/Comm Development, Building Assessors' Admin Asst.					
OA-2		Adm. Sec Water & Sewer Highway Clerk Circulation Librarian Principal Clerk -Fire, Assessors				OA-5	Adm. Asst. to Town Admin./BOS Adm. Supervisor/Bd Health					
								COLA Increase %	1.00%			
Grade	FY21	1	2	3	4	5	6	7	8	9	10	
1 Hourly	\$14.82	\$14.96	\$15.30	\$15.64	\$16.00	\$16.36	\$16.72	\$17.10	\$17.49	\$17.88	\$18.28	
2 Hourly	\$17.79	\$17.96	\$18.37	\$18.78	\$19.20	\$19.64	\$20.08	\$20.53	\$20.99	\$21.46	\$21.95	
3 Hourly	\$19.56	\$19.75	\$20.20	\$20.65	\$21.12	\$21.59	\$22.08	\$22.57	\$23.08	\$23.60	\$24.13	
4 Hourly	\$22.48	\$22.70	\$23.21	\$23.73	\$24.27	\$24.81	\$25.37	\$25.94	\$26.53	\$27.12	\$27.73	
5 Hourly	\$24.96	\$25.21	\$25.78	\$26.36	\$26.95	\$27.56	\$28.18	\$28.81	\$29.46	\$30.12	\$30.80	

PUBLIC WORKS Compensation Plan - FY22 Budget

Grade	Position	Position	Grade	Position							
PM-1		Truck Driver/Laborer	PM-3								
PM-2		Asst Water/Sewer Operator Highway Laborer Operator	PM-4	Group Leader							
			PM-5	Water Operator Chief Operator Highway Mechanic							
				COLA % Increase	1.00%						
	FY21	1	2	3	4	5	6	7	8	9	10
1 Hourly	\$18.94	\$19.13	\$19.56	\$20.00	\$20.45	\$20.91	\$21.38	\$21.86	\$22.35	\$22.85	\$23.37
2 Hourly	\$20.70	\$20.90	\$21.37	\$21.85	\$22.35	\$22.85	\$23.36	\$23.89	\$24.43	\$24.98	\$25.54
3 Hourly	\$21.71	\$21.93	\$22.42	\$22.93	\$23.44	\$23.97	\$24.51	\$25.06	\$25.62	\$26.20	\$26.79
4 Hourly	\$22.77	\$22.99	\$23.51	\$24.04	\$24.58	\$25.13	\$25.70	\$26.28	\$26.87	\$27.47	\$28.09
5 Hourly	\$25.14	\$25.39	\$25.96	\$26.54	\$27.14	\$27.75	\$28.38	\$29.01	\$29.67	\$30.34	\$31.02

MISCELLANEOUS Compensation Plan - FY22 Budget

Grade	Position	Position	Grade	Position							
MS-0		Library Page Cable Recording Assistant	MS-3								
MS-1		Senior Center Clerk Transfer Station Employees	MS-4	Economic Development Project Coordinator							
MS-2		Cable Access Coordinator									
				COLA % Increase	1.00%						
	FY21	1	2	3	4	5	6	7	8	9	10
0 Hourly	\$13.50	\$13.50	\$13.80	\$14.11	\$14.43	\$14.76	\$15.09	\$15.43	\$15.78	\$16.13	\$16.49
1 Hourly	\$14.82	\$14.96	\$15.30	\$15.64	\$16.00	\$16.36	\$16.72	\$17.10	\$17.49	\$17.88	\$18.28
2 Hourly	\$17.79	\$17.96	\$18.37	\$18.78	\$19.20	\$19.64	\$20.08	\$20.53	\$20.99	\$21.46	\$21.95
3 Hourly	\$19.56	\$19.75	\$20.20	\$20.65	\$21.12	\$21.59	\$22.08	\$22.57	\$23.08	\$23.60	\$24.13
4 Hourly	\$22.48	\$22.70	\$23.21	\$23.73	\$24.27	\$24.81	\$25.37	\$25.94	\$26.53	\$27.12	\$27.73

Public Safety Compensation Plan - FY22 Budget

Grade	Position	Position	Grade	Position							
PS-1		Probationary Call Fire Fighter	PS-5	Deputy Fire Chief Assistant Fire Chief							
PS-2		Basic Call Fire Fighter Lt. Call Fire Fighter Part-time Dispatcher*	PS-6	Part-time Call EMT P							
PS-3		Captain Fire Fighter Part-time Reserve Officer*	PS-7	Full-time 911 Trainer							
			PS-8								
PS-4		Full-time Dispatcher Part-time Call EMT B	PS-9	Administrative/Secretary/Dispatcher							
				COLA % Increase	1.00%						
	FY21	1	2	3	4	5	6	7	8	9	10
1 Hourly	\$13.50	\$13.50	\$13.80	\$14.11	\$14.43	\$14.76	\$15.09	\$15.43	\$15.78	\$16.13	\$16.49
2 Hourly	\$14.82	\$14.96	\$15.30	\$15.64	\$16.00	\$16.36	\$16.72	\$17.10	\$17.49	\$17.88	\$18.28
3 Hourly	\$17.79	\$17.96	\$18.37	\$18.78	\$19.20	\$19.64	\$20.08	\$20.53	\$20.99	\$21.46	\$21.95
4 Hourly	\$19.56	\$19.75	\$20.20	\$20.65	\$21.12	\$21.59	\$22.08	\$22.57	\$23.08	\$23.60	\$24.13
5 Hourly	\$20.52	\$20.72	\$21.19	\$21.67	\$22.16	\$22.65	\$23.16	\$23.69	\$24.22	\$24.76	\$25.32
6 Hourly	\$21.54	\$21.76	\$22.25	\$22.75	\$23.26	\$23.79	\$24.32	\$24.87	\$25.43	\$26.00	\$26.58
7 Hourly	\$22.65	\$22.88	\$23.39	\$23.92	\$24.46	\$25.01	\$25.57	\$26.15	\$26.74	\$27.34	\$27.95
8 Hourly	\$23.77	\$24.01	\$24.55	\$25.10	\$25.67	\$26.24	\$26.83	\$27.44	\$28.05	\$28.69	\$29.33
9 Hourly	\$24.99	\$25.24	\$25.81	\$26.39	\$26.98	\$27.59	\$28.21	\$28.85	\$29.50	\$30.16	\$30.84

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

Article 10: Adoption of Revised FY 22 – 26 Capital Improvement Plan

To see if the Town will vote to approve the Town of Douglas **FY 22 – 26** Capital Improvement Plan as submitted by the Capital Improvement Committee, and transfer **\$639,800** from Free Cash to fund the following Capital Projects; or take any other action relative thereto.

1. Emergency Generator located at the Municipal Center. For the design, written specifications, bid documents, procurement support, demolition and resulting cleanup, construction, electrical wiring, and removal of unused wiring, installation and other related expenses associated with the replacement and upgrade.	\$ 215,000
2. Additions and Improvements to the Security Alarm System in the Various School Buildings.	\$ 14,800
3. Replacement and Upgrade of the Main Roof of the Municipal Center	\$345,000
4. One-Ton, Four Wheel Drive Pickup Truck with Utility Body, Plow, and Other Specifications	\$65,000

Explanation: The Capital Improvement Committee voted to fund these items based on the needs and funds available.

FY 2022 Capital Improvement Committee Report

The Capital Improvement Committee reviews, prioritizes, and offers recommendations concerning all requests for funds for capital projects submitted by departments. The following summary five year plan reflects the recommendations of the Committee based on the information available today and known priorities, and will be refined each year going forward. A more detailed plan, including a list of all projects requested and potential funding sources, can be found at the Town's website or upon request from the Selectmen's office.

FY 2022

Highway Mower and Attachments	\$15,000
Highway Sidewalk Tractor/Plow/Snowblower	\$131,000
Water Department Gilboa Street Main Upgrade	\$710,000
Highway Dump Truck with Sander and Straight Plow	\$183,240
	\$1,039,240

FY 2023

School Department Recoat and Paint Running Track	\$100,000
School Department Primary School Major Renovation*	\$639,000
Old Town Hall HVAC Replacement	\$60,000
Fire Department Fire Station Roof, HVAC, and Floors	\$125,000
Highway Dump Truck with Sander and Straight Plow	\$183,240
	\$1,107,240

*Would be seeking State program assistance

FY 2024

Fire Department Replace Engine/Pumper	\$600,000
Old Town Hall Replace Windows	\$270,000
Police Headquarters Feasibility / Options Study	\$150,000
Highway New Building*	\$2,750,000
	\$3,770,000

*Would most likely require capital exclusion or debt funding

Article 11. Personnel Bylaw Change – Article 7(F) Longevity

To see if the Town will vote to add the following language to the Douglas Personnel Bylaw as follows:

F. Beginning in Fiscal Year 2022, all non-union full time, regular part time and limited part time employees of the Town subject to the terms of a personal employment contract or the terms of this by-law shall receive a longevity incentive provided that:

- 1) The employee has worked for a total of fifteen (15) years for the Town of Douglas as of June 30 of the previous fiscal year; and
- 2) The employee is in the employ of the Town as of July 1 of the fiscal year in which payment will be made.

Full time employees shall receive a one thousand dollar (\$1,000) incentive payment in the first full pay period after July 1 each year for the duration of this program. Regular and limited part time employees shall receive a prorated incentive calculated as (\$1,000) times the fraction (average weekly hours/thirty [30]). Employee longevity incentives will be calculated each year using the employee's status as a full time, regular or limited part time employee as of July 1.

Longevity incentive pay will be awarded each year until Town Meeting approves a new compensation system to replace the compensation system in place as of July 1, 2021.

Or take any action relative thereto.

Article 12: Ratify Police Union Contract

To see if the Town will vote to ratify the collective bargaining agreement with the Board of Selectmen and the Police on April 13, 2021, or take any other action relative thereto.

Article 13: Ratify Fire Union Contract

To see if the Town will vote to ratify the collective bargaining agreement with the Board of Selectmen and the Fire Union on April 13, 2021, or take any other action relative thereto.

Article 14. School Bus Transportation Contract

To see if the Town of Douglas will authorize, pursuant to Chapter 30B, Section 12 (b), the School Committee to enter into a contract in excess of three years' duration for the provision of school bus transportation services upon such terms and conditions as are deemed by the School Committee to be in the best interest of the Town, subject to appropriation and all other approvals as may be required by law regarding any such contracts; or take any other action relative thereto.

Article 15. School Textbook Digital Subscriptions & Consumables Contract

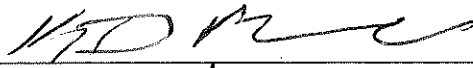
To see if the Town of Douglas will authorize, pursuant to Chapter 30B, Section 12 (b), the School Superintendent, or designee, to enter into contracts in excess of three years' duration for textbook digital subscriptions and consumables, subject to appropriation and all other approvals as may be required by law regarding any such contracts; or take any other action relative thereto.

YOU ARE HEREBY DIRECTED to serve this Annual 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 seven (7) 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 SIXTH DAY OF APRIL 2021, A.D.

THE HONORABLE BOARD OF SELECTMEN



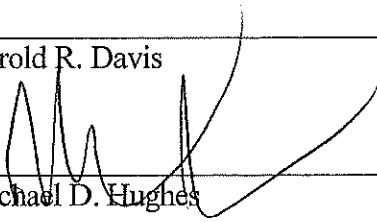
Kevin D. Morse, Chairman



David P. Cortese, Vice Chair



Timothy P. Bonin

Harold R. Davis


Michael D. Hughes

I have this day posted an attested copy of the Warrant for the Annual 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
Benjamin Tusino, Constable

Date