

Town Meeting Informational Warrant

May 2, 2016 SPECIAL TOWN MEETING

Hanson Middle School – 7:30 p.m.



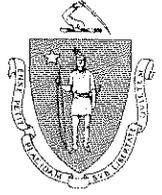
Prepared by the Town Administrator and Executive Assistant

at the direction of the Board of Selectmen



Town of Hanson

Board of Selectmen



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April 28, 2016

To the Voters at the Hanson **May SPECIAL** Town Meeting:

The enclosed is an informational copy of the warrant for the May 2, 2016 **SPECIAL** Town Meeting for your convenience during the Town Meeting.

This informational warrant provides you with the most current information on each article, including explanations and recommendations. I hope that this will assist you during the meeting.

The legal warrant was posted on the 14th of April 2016, by the Constables of the Town of Hanson, in accordance with state law.

Cordially,

Meredith Marini
Executive Assistant

SPECIAL SPECIAL SPECIAL SPECIAL SPECIAL SPECIAL

TOWN MEETING

PLYMOUTH, SS.

**To either of the Constables of the Town of Hanson, in the County of Plymouth
GREETINGS,**

In the name of the Commonwealth of Massachusetts you are hereby directed to notify and warn the inhabitants of the Town of Hanson, qualified to vote in Town affairs, and elections, to meet in the Hanson Middle School, Liberty Street in said Hanson on Monday the second day of May 2016 at 7:30 o'clock in the afternoon, to act on the following articles, to wit:

ARTICLE 1: To see if the Town will vote to transfer a sum of money from free cash to pay unpaid bills from FY 2015 or take any other action in relation thereto.

Proposed by the Board of Selectmen

Explanation: These funds are needed to pay for bills received after the close of fiscal year 2015. Requires a 9/10 vote.

Recommendations: *Board of Selectmen Voted 5 – 0 to Recommend
Finance Committee Voted 5 – 0 to Recommend*

ARTICLE 2: To see if the Town will vote to transfer from available funds a sum of money to supplement appropriations previously voted at the Annual Town Meeting of May, 2015 for the Fiscal Year beginning July 1, 2015 for various Town Departments, or take any action in relation thereto.

| Item # | Budget Line # | Department | Budget | Adjustment | Revised FY15 Budget | Funding Source |
|--------|---------------|---|-----------|------------|---------------------|----------------|
| 1 | 2 | Dept. 122 – Selectmen, Expense | \$25,635 | \$30,000 | \$55,635 | Free Cash |
| 2 | 12 | Dept. 145 – Treasurer, Expense | \$7,200 | \$2,000 | \$9,200 | Free Cash |
| 3 | 15 | Dept. 155 – Informational Technology, Expense | \$120,000 | \$17,800 | \$137,800 | Free Cash |
| 4 | 16 | Dept. 161 – Town Clerk, Salaries | \$105,860 | \$1,500 | \$107,360 | Free Cash |

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| | | | | | | |
|---|----|-------------------------------|-----------|----------|-----------|-----------|
| 5 | 35 | Dept. 210 Police, Expense | \$164,210 | \$48,000 | \$212,210 | Free Cash |
| 6 | 63 | Dept. 420 – Highway, Expense | \$142,982 | \$10,000 | \$152,982 | Free Cash |
| 7 | 66 | Dept. 424 – Town-wide Fuel | \$135,000 | \$25,000 | \$160,000 | Free Cash |
| 8 | 76 | Dept. 543 – Veterans, Expense | \$2,100 | \$150.00 | \$2,250 | Free Cash |
| 9 | 80 | Dept. 610 – Library, Expense | \$123,863 | \$3,000 | \$126,863 | Free Cash |

or take any action in relation thereto.

Proposed by the Board of Selectmen

Explanation: The purpose of this article is to supplement a number of line items in the current fiscal year’s budget (FY16) in order to fund a number of additional expenses associated with the following: **Item 1**, Selectmen’s Expense – purchase vehicle for Town Hall Departments. The current vehicles are former older model police cruisers and unreliable; **Item 2**, Treasurer/Collector – purchase envelopes billings, payments & correspondence; **Item 3**, Information Technology Computer upgrade of firewall, anti-virus and spam filters and purchase of 5 iPads for Board of Selectmen; **Item 4**, Town Clerk – Salaries; **Item 5**, Police Expense – purchase new radios; **Item 6**, Highway – Vehicle repairs; **Item 7**, Town-wide fuel, replace gas pump system to bring into compliance with vapor recovery act; **Item 8**, Veterans Expense – mileage; **Item 9**, Library Expense – snow removal;

Recommendations: *Board of Selectmen Voted 5 – 0 to Recommend*
Finance Committee Voted 5 – 0 Not to Recommend Item 1
Finance Committee Voted 4 – 0 to Recommend Item 2
Finance Committee Voted 5 – 0 to Recommend Items 3 - 9

ARTICLE 3: To see if the town will vote to transfer a sum of money from free cash or available funds for the repairs to Maquan Elementary and Hanson Middle School or take any other action relative thereto.

Proposed by the Board of Selectmen

Explanation: Maquan School – Replace Steam Coil valve \$ 5,276
 Maquan School – Study Gym & Cafeteria Roof \$ 7,500
 Middle School – Hot Water Circulator Pump \$12,788

Recommendations: *Board of Selectmen Voted 5 – 0 to Recommend*
Finance Committee Voted 5 – 0 to Recommend

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ARTICLE 4: To see if the Town will vote to transfer a sum of money from Free Cash to be added to Stabilization or take any other action in relation thereto.

Proposed by the Board of Selectmen

Explanation: This money will be used to increase the Stabilization Fund. A stabilization fund is a mechanism for setting aside money either for unforeseen needs or for capital projects. Such a fund is intended to equalize the effect of capital expenditures over time and to provide a “rainy day” fund. The dollar amount appropriated under this article will increase the Stabilization Fund to \$1,098,000.00 which represents approximately 5% of the operating budget. The Town’s target has been to maintain close to 5% which is the industry standard minimum amount for Stabilization Funds as recommended by our auditors and will help to maintain a positive bond rating for future borrowing purposes. Estimated \$25,000. Requires a 2/3 vote.

Recommendations: *Board of Selectmen Voted 5 – 0 to Recommend
Finance Committee Voted 5 – 0 to Recommend*

ARTICLE 5: To see if the Town will vote to transfer a sum of money from Free Cash to be added to the Regional Schools Capital Stabilization fund as established by the October 2014 Special Town Meeting or take any other action in relation thereto.

Proposed by the Board of Selectmen

Explanation: This Stabilization Fund sets asides funds for the exclusive use of paying for capital improvements to the Hanson School Buildings and the Whitman Hanson Regional High School. Estimated \$10,000.00

Recommendations: *Board of Selectmen Voted 5 – 0 to Recommend
Finance Committee Voted 5 – 0 to Recommend*

ARTICLE 6: To see if the Town will vote to transfer a sum of money from Free Cash for the purpose of scanning Planning Board subdivision, approval not required plans, as-built plans, and easement descriptions into electronic format or take any other action in relation thereto.

Proposed by the Planning Board

Explanation: These funds will be used to cover the expense incurred for scanning plans and other municipal documents into electronic format. Estimated amount \$3,000.00

Recommendations: *Board of Selectmen Voted 5 – 0 to Recommend
Finance Committee Voted 5 – 0 to Recommend*

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ARTICLE 7: To see if the Town will vote to raise and appropriate, or transfer a sum of money from Free Cash, a sum of money for the grading of private ways under the direction of the Highway Surveyor or take any other action in relation thereto.

Proposed by the Board of Selectmen

Explanation: These funds are used to purchase materials and for contracting a Contractor with grader for private ways which the Town maintains, a sum of \$10,000.00.

Recommendations: *Board of Selectmen Voted 5 – 0 to Recommend*
Finance Committee Voted 5 – 0 to Recommend

ARTICLE 8: To see if the Town will vote to transfer from Water Surplus, \$20,000 to be added to funds appropriated under Article #16 of the May 4, 2015 Special Town Meeting to continue rehabilitation work at the Crystal Spring Well site; or take any other action in relation thereto.

Proposed by the Board of Water Commissioners

Explanation: This money will be used to continue rehabbing the wells at Crystal Springs. Well#4 still needs to be cleaned with the possibility of purchasing a new pump. The Surge Control Valve in the pump house also needs to be replaced. It is critical we get this work completed before the water tank goes back on line.

Recommendations: *Board of Selectmen Voted 5 – 0 to Recommend*
Finance Committee Voted 5 – 0 to Recommend

ARTICLE 9: To see if the Town will vote to transfer \$100,000 from Water Surplus to pay for water purchase from the City of Brockton or take any other action in relation thereto.

Explanation: This money will pay a portion of the bill owed to the City of Brockton for using their water for approximately two months while the water tank on High Street was being rehabilitated. The water department will need to put another article on town floor in October to pay the remainder. (We are being charged \$3.81 per 1000 gallons).

Recommendations: *Board of Selectmen Voted 5 – 0 to Recommend*
Finance Committee Voted 5 – 0 to Recommend

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ARTICLE 10: To see if the Town will vote to accept the donation of land located on Hancock Street known as Assessors Map 2, Lot 764 for general municipal purposes, or take any other action in relation thereto.

Proposed by the Board of Selectmen

Explanation: Hanson resident Donald Ellis has offered to donate the lot which is contiguous to a town owned parcel. The parcels are in close proximity to the Hancock Street Ballfield now known as Sergeant James Francis “Red” Harrington Park. Requires a 2/3 vote

Recommendations: *Board of Selectmen Voted 5 – 0 to Recommend*
Finance Committee Voted 5 – 0 to Refer to Town Meeting

ARTICLE 11: To see if the Town will vote to amend the Wage and Personnel By-Laws, Article 2-12, Classification and Compensation by deleting Sections 11A through 11E in its entirety and inserting the new Sections 11A through 11E as printed below:

SECTION 11 A: PROFESSIONAL POSITIONS

| | <u>7/1/15</u> | <u>7/1/16</u> |
|--|--------------------|-----------------------------|
| A. Director of Elder Affairs | 35,000 to 55,000 | 35,000 to 55,000 |
| B. Town Accountant | 45,000 to 75,000 | 45,000 to 75,000 |
| Town Accountant – Part-Time hourly rate | \$24.00 to \$41.00 | \$24.00 to \$41.00 |
| C. Treasurer/Collector | 45,000 to 75,000 | 45,000 to 75,000 |
| D. Inspector of Buildings –Full-time Salary | 20,000 to 60,000 | 20,000 to 60,000 |
| Inspector of Buildings – Part-time hourly rate | \$35.00 to \$45.00 | \$35.00 to \$45.00 |
| E. Health Agent | 40,000 to 60,000 | 40,000 to 60,000 |
| F. Assessor/Appraiser | 45,000 to 70,000 | 45,000 to 70,000 |
| G. Conservation Agent | 35,000 to 70,000 | 35,000 to 70,000 |
| H. Library Director | 45,000 to 70,000 | 45,000 to 70,000 |
| I. Town Planner | 45,000 to 70,000 | 45,000 to 70,000 |
| J. Town Planner/Conservation Agent | 45,000 to 70,000 | 45,000 to 75,000 |
| K. Highway Surveyor | 45,000 to 70,000 | 45,000 to 70,000 |
| L. Recreation Director | | 30,000 to 50,000 |
| | | |

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SECTION 11 B: ADMINSTRATIVE AND/OR FULL TIME

| | 7/1/15 | 7/1/16 |
|---|------------------|------------------|
| A. Executive Assistant | 17.00 to 28.00 | 17.00 to 28.00 |
| B. Assistant to Police Chief | 17.00 to 28.00 | 17.00 to 28.00 |
| C. Veterans Agent ~ Annual salary | 7,000 to 18,000 | 7,000 to 18,000 |
| D. Reference Librarian | 17.00 to 28.00 | 17.00 to 28.00 |
| E. Youth Service Librarian | 17.00 to 28.00 | 17.00 to 28.00 |
| F. Animal Control Officer ~ Annual Salary | 17,000 to 28,000 | 17,000 to 28,000 |
| G. Van Drivers/Aide* | 8.00 to 17.00 | 8.00 to 17.00 |
| H. Social Day Care Coordinator* | 14.00 to 21.00 | 14.00 to 21.00 |
| I. Camp Kiwanee Caretaker** | 13.00 to 20.00 | 13.00 to 20.00 |

SECTION 11 C: PART TIME POSITIONS

| | 7/1/15 | 7/1/16 |
|--|------------------|-----------------------|
| A. Assistant Inspector of Building | 22.00 to 30.00 | 22.00 to 30.00 |
| B. Gas Inspector | 22.00 to 30.00 | 22.00 to 30.00 |
| C. Plumbing Inspector | 22.00 to 30.00 | 22.00 to 30.00 |
| D. Wiring Inspector | 22.00 to 30.00 | 22.00 to 30.00 |
| E. Civil Defense Director ~ Annual Salary | 900 to 1,300 yr | 900 to 1,300 yr |
| F. Police Matron | 11.00 to 22.00 | 11.00 to 22.00 |
| G. Outreach/Seniors* | 11.00 to 22.00 | 11.00 to 22.00 |
| H. Assistant Coordinator* | 8.00 to 17.00 | 8.00 to 17.00 |
| I. Volunteer Services Intergenerational Coordinator* | 10.00 to 19.00 | 10.00 to 19.00 |
| J. Senior Center Support Staff * | 8.00 to 17.00 | 8.00 to 17.00 |
| K. Back-up Van Driver* | 8.00 to 12.00 | 8.00 to 12.00 |
| L. Animal Inspector | 1,000 to 1,600 | 1,000 to 1,600 |
| M. Election Clerk | 8.00 to 15.00 | 8.00 to 15.00 |
| N. Election Officer | 8.00 to 15.00 | 8.00 to 15.00 |
| O. Election Warden | 8.00 to 15.00 | 8.00 to 15.00 |
| P. Registrar of Voters | 8.00 to 15.00 | 8.00 to 15.00 |
| Q. Assistant Caretaker** | 8.00 to 25.00 | 8.00 to 25.00 |
| R. Sealer of Weights & Measurers ~ Annual Salary | 2500 to 3500 yr | 2500 to 3500 yr |
| S. Milk Inspector | 150 to 300 yr | 150 to 300 yr |
| T. Assistant Veterans Agent | 10.00 to 15.00 | 10.00 to 15.00 |
| U. Committee Clerical/Administrative Support Staff | 9.00 to 15.00 | 9.00 to 15.00 |
| V. Emergency Clerical Labor | 9.00 to 15.00 | 9.00 to 15.00 |
| W. Transfer Station Attendant | 15.00 to 21.00 | 15.00 to 21.00 |
| X. Camp Kiwanee Event Planner ** | 8.00 to 17.00 | 8.00 to 17.00 |
| Y. Facilities Manager | 20,000 to 45,000 | 20,000 to 45,000 |
| Z. Public Buildings Custodian | 18.00 to 24.00 | 18.00 to 24.00 |
| AA. Assistant Health Agent | 13.00 to 22.00 | 13.00 to 22.00 |
| BB. Student Police Officer | | 20.00 to 30.00 |

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SECTION 11D: SEASONAL POSITIONS **

| | <u>7/1/15</u> | <u>7/1/16</u> |
|-----------------------------|----------------|----------------|
| A. Beach Director | 12.00 to 20.00 | 12.00 to 20.00 |
| B. Water Safety Instructor | 8.00 to 16.00 | 8.00 to 16.00 |
| C. Lifeguards | 8.00 to 16.00 | 8.00 to 16.00 |
| D. Boat Coordinator | 8.00 to 16.00 | 8.00 to 16.00 |
| E. Boating Instructor | 12.00 to 20.00 | 12.00 to 20.00 |
| F. Concession Worker | 8.00 to 16.00 | 8.00 to 16.00 |
| G. Recreation Assistant | 8.00 to 16.00 | 8.00 to 16.00 |
| H. Security/Gate Attendants | 8.00to 16.00 | 8.00 to 16.00 |

*Positions are funded through the Multi-Service Senior Center’s revolving account or grants

** Positions are funded through the Recreation Commission’s Enterprise Fund.

SECTION 11E: CALL FIREFIGHTERS/OFFICERS

| | <u>7/1/15</u> | <u>7/1/16</u> |
|-------------------------------------|----------------|----------------|
| Call Firefighters | 16.00 to 18.00 | 16.00 to 18.00 |
| Call Firefighters after Three Years | 17.00 to 19.00 | 17.00 to 19.00 |
| Call Lieutenants | 17.00 to 20.00 | 17.00 to 20.00 |

\$500.00 stipend will be paid in June of each fiscal year to those call firefighters who successfully complete and maintain the certification of an EMT recognized by the State and approved by the Fire Chief. Paramedics will receive a \$1,000.00 stipend.

Proposed by the Personnel Director and
Wage & Personnel Board

Explanation: The changes to the Compensation Plan are highlighted which include adjusting the range for the Town Planner/Conservation Agent; adding new positions of Recreation Director and Student Police Officer.

Recommendations: *Board of Selectmen Voted 5 – 0 to Recommend*
Finance Committee Voted 5 – 0 to Recommend

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ARTICLE 12: To see if the Town will vote to amend the Wage and Personnel By-Laws, Article 2-12, Classification and Compensation Section 7A by deleting the second sentence and inserting in its place the following:

Annual increases are not automatic but based on evaluation of the employees ability and work performance. Employees in Section 11A and Section 11B shall be evaluated by the Town Administrator. Employees in Section 11C, 11D and 11E shall be evaluated by the relevant Department Head and reviewed by the Town Administrator.

or take any other action in relation thereto.

Proposed by the Personnel Director and
Wage & Personnel Board

Explanation: This revision clarifies the evaluation process for employees as it relates to salary increases.

Recommendations: *Board of Selectmen Voted 5 – 0 to Recommend
Finance Committee Voted 5 – 0 to Refer Town Meeting*

And you are directed to serve this Warrant by posting attested copies thereof, at the Town Hall, the Fire Station, the public stores, and Post Offices, fifteen days at least, before the said meeting.

Hereof fail not, and make due return of this Warrant, with your doings thereon, to the Town Clerk at the time and place above-mentioned.

Given under our hands, this 12th day of April, in the year of our Lord two thousand sixteen.

Selectmen of Hanson

A true attest copy

Town Clerk

Date

Constable
