

# **Town Meeting Informational Warrant**

*May 4, 2015 SPECIAL TOWN MEETING*

**Hanson Middle School – 7:30 p.m.**

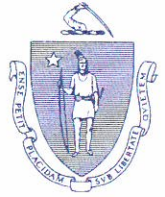


**Prepared by the Town Administrator and Executive Assistant  
at the direction of the Board of Selectmen**



# Town of Hanson

## Board of Selectmen



542 Liberty Street  
Hanson, Massachusetts 02341  
(781) 293-2131 FAX (781) 294-0884  
[www.hanson-ma.gov](http://www.hanson-ma.gov)

April 30, 2015

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

The enclosed is an informational copy of the warrant for the May 4, 2015 **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 16<sup>th</sup> of April 2015, by the Constables of the Town of Hanson, in accordance with state law.

Cordially,

Ron San Angelo,  
*Town Administrator*

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 Fourth day of May 2015 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 2014 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 2014. Requires a 9/10 vote.

**Recommendations:** *Board of Selectmen Voted 5 – 0 to Recommend*  
*Finance Committee Voted 4 – 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, 2014 for the Fiscal Year beginning July 1, 2014 for various Town Departments,

Item #	Budget Line #	Department	Budget	Adjustment	Revised FY15 Budget	Funding Source
1	11	Dept. 145 – Treasurer/Collector Salaries	\$175,333	\$500	\$175,833	Line 60 - Dept. 340 – Norfolk Agricultural
2	31	Dept. 192 - Municipal Buildings, Salaries	\$49,245	\$500	\$49,745	Line 60 - Dept. 340 – Norfolk Agricultural
3	32	Dept. 192 - Municipal Buildings, Expense	\$13,350	\$5,000	\$18,350	Line 60 - Dept. 340 – Norfolk Agricultural
4	35	Dept. 210 Police Expense	\$147,430	\$30,000	\$177,430	Line 34 – Dept. 210 – Police Salaries

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5	39	Dept. 220 – Fire Salaries	\$1,546,741	\$35,000	\$1,581,741	Free Cash
6	64	Dept. 420 – Highway, Snow & Ice	\$177,050	\$400,000	\$577,050	Free Cash
7	66	Dept. 424 – Town-wide Fuel	\$140,000	\$30,000	\$170,000	Free Cash
8	69	Dept. 511 - Health Salaries	\$91,877	\$1,000	\$92,877	Line 60 - Dept. 340 – Norfolk Agricultural
9	70	Dept. 511 - Health Expense	\$6,360	\$2,500	\$8,860	Line 60 - Dept. 340 – Norfolk Agricultural
10	87	Dept. 913 – Unemployment	\$25,000	\$6,000	\$31,000	Line 60 - Dept. 340 – Norfolk Agricultural

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 (FY15) in order to fund a number of additional expenses associated with the following: *Item 1*, Treasurer/Collector Salaries cover sick and bereavement leave; *Item 2*, Municipal Buildings salaries to cover overtime for snow removal; *Item 3*, Municipal Buildings replace ceiling tiles in Town Hall and other expenses; *Item 4*, Police Expenses repairs to heating and HVAC; *Item 5*, Fire Salaries coverage overtime; *Item 6*, Highway Snow & Ice unprecedented snow fall; *Item 7*, Town-wide fuel unprecedented snowfall; *Item 8*, Health Salaries coverage for extended sick leave; *Item 9*, Health Expenses coverage for Inspectional Services; *Item 10*, Unemployment received additional claim.

**Recommendations:** *Board of Selectmen Voted 5 – 0 to Recommend*  
*Finance Committee Voted 4 -1 to Recommend Items 1 – 7*  
*Holding 8 – 10 for more info*

**ARTICLE 3:** To see if the town vote to transfer \$6,545.00 from the amounts appropriated in Item 5 of Article 8 of the May 2014 Annual Town Meeting and transfer \$8,952.75 from the amounts appropriated in Article 5, Line 60 Norfolk Agricultural, free cash or available funds for the reimbursement of repairs to Hanson Middle School or take any other action relative thereto.

Proposed by the Board of Selectmen

**Explanation:** The amounts approved at the May 2014 Annual Town Meeting Article 8 were estimated costs. The final costs were as follows:

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Item 1 - Replace Tile & Hallway	Approved \$40,000	Actual \$54,622.00
Item 5 - Bathroom Partitions	Approved \$26,000	Actual \$19,455.00
Item 6 - Seal Driveway	Approved: \$29,000	Actual \$29,875.75

**Recommendations:** *Board of Selectmen Voted 5 – 0 to Recommend*  
*Finance Committee Voted 4 – 0 to Recommend*

**ARTICLE 4:** To see if the Town will vote to transfer a sum of money from Free Cash to contribute to the clean up of West Monponsett Pond or take any other action in relation thereto.

Proposed by the Board of Selectmen

**Explanation:** The Town of Halifax, with the assistance of the Commonwealth of Massachusetts, has funded the cost of clean up of West Monponsett Pond over the last decade. The next phase of clean up using aluminum sulfate to reduce the phosphorous is anticipated to \$62,000. As a portion of West Monponsett Pond lies in Hanson, the Town of Halifax has requested assistance in paying the cost of clean. Estimated amount \$6,200.00

**Recommendations:** *Board of Selectmen Voted 5 – 0 to Recommend*  
*Finance Committee Voted 4 – 0 to Recommend*

**ARTICLE 5:** To see if the Town will vote to transfer a sum of money from Free Cash or available funds to fund a study relative to the potential clean up of Wampatuck Pond or take any other action in relation thereto.

Proposed by the Board of Selectmen

**Explanation:** These funds are requested for services related to testing and potential treatment of Wampatuck Pond located behind the Town Hall in Hanson, MA. The interest is in obtaining an estimate for a Baseline biological assessment (Vegetation mapping, water quality sampling, reporting and permitting), nuisance aquatic vegetation control, problematic algae control and possible management scenarios (depending on the actual management needs). Estimated amount \$10,000

**Recommendations:** *Board of Selectmen Voted 5 – 0 to Passover*  
*Finance Committee Voted 5 – 0 Not to Recommend*

**ARTICLE 6:** To see if the Town will vote to raise and appropriate, 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 Highway Surveyor

**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 4 – 0 to Recommend*

**ARTICLE 7:** To see if the Town will vote to raise and appropriate, transfer from Free Cash, a sum of money for the purchase and installation of a secured exterior Drop Box for delivery of tax and bill payments or take any other action in relation thereto.

Proposed by the Treasurer/Collector

**Explanation:** These funds are used to purchase and install a permanent exterior drop box which will afford residents the convenience of delivering their payments and other Town Hall Departmental correspondence from their vehicles during regular and non-business hours. This Drop Box is not exclusive to payments. Estimated cost \$3,000.00.

**Recommendations:** *Board of Selectmen Voted 5 – 0 to Passover*  
*Finance Committee Voted 5 – 0 Not to Recommend*

**ARTICLE 8:** To see if the Town will vote to raise and appropriate or transfer from Free Cash or available funds, the sum of \$5,000 for the restoration of a more natural drainage runoff on land under the care and custody of the Conservation Commission abutting property along Katy Did Lane or take any other action in relation thereto.

Proposed by the Conservation Commission

**Explanation:** To restore and protect the natural movement and flows of storm water by breeching an artificial berm, in a manner that is environmentally consistent with the USDA contract governing restoration of the former Edgewood Bogs.

**Recommendations:** *Board of Selectmen Voted 4 – 0 to Recommend*  
*Finance Committee Voted 4 – 0 to Recommend*



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**ARTICLE 9:** To see if the Town will vote to raise and appropriate or transfer from Free Cash or available funds, the sum of \$5,000 to replenish the Conservation Fund to conduct open space management activities and related conservation purposes or take any other action relative thereto.

Proposed by the Conservation Commission

**Explanation:** The purpose of the Conservation Fund is to improve public access to and enjoyment of parcels of land currently under the care and custody of the Conservation Commission, such as the creation of parking spaces at open space parcels; and provide passive recreation information by providing maps of public lands, installing kiosks at open space parcels, and providing signs for existing municipal open space.

**Recommendations:** *Board of Selectmen Voted 4 – 0 to Recommend*  
*Finance Committee Voted 3 – 1 to Recommend*

**ARTICLE 10:** To see if the Town will vote to raise and appropriate or transfer from Free Cash or available funds the sum of \$5,000 to update and revise the Open Space & Recreation Plan or take any other action relative thereto.

Proposed by the Conservation Commission

**Explanation:** The task of *updating* the Open Space & Recreation plan is currently one of the more important responsibilities of the Conservation Commission. Some of the goals of the OSRP are to: acquire land or conservation restrictions to permanently protect open space; provide a linked system of open space, trails and greenways that are accessible to the public; improve public access, and provide passive recreation information of public lands, maintaining kiosks at open space parcels, and providing signage for existing municipal open space. Several of these important goals were accomplished in 2013 aided by the use of Conservation Funds. In addition, the OSRP will expire in 2015 and will need to be updated before that time, in order to remain eligible for several state grant programs.

**Recommendations:** *Board of Selectmen Voted 4 – 0 to Recommend*  
*Finance Committee Voted 4 – 0 to Recommend*

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**ARTICLE 11:** To see if the Town will vote to transfer \$9,000 from free cash or any available funding source to have the exterior chimney torn down and rebuilt at the Liberty Street Fire station or take any other action in relation thereto.

Proposed by the Fire Chief

***Explanation:*** This transfer is requested to have the exterior chimney completely torn down and rebuilt to prevent water from leaking into the attic space and bunk room.

***Recommendations:*** *Board of Selectmen Voted 5 – 0 to Recommend*  
*Finance Committee Voted 4 – 0 to Recommend*

**ARTICLE 12:** To see if the Town will vote to transfer \$17,000 from free cash or any available funding source for the construction to reconfigure the interior of the Liberty Street Fire station or take any other action in relation thereto.

Proposed by the Fire Chief

***Explanation:*** This transfer is requested to have the front room at fire headquarters reconfigured to address operational needs.

***Recommendations:*** *Board of Selectmen Voted 5 – 0 to Passover*  
*Finance Committee Voted 5 – 0 Not to Recommend*

**ARTICLE 13:** 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 Finance Committee

***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 \$1,030,391.00 which represents 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 \$12,000. Requires a 2/3 vote.

***Recommendations:*** *Board of Selectmen Voted 5 – 0 to Recommend*  
*Finance Committee Voted 4 – 0 to Recommend*



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**ARTICLE 14:** 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 4 – 0 to Recommend***

**ARTICLE 15:** To see if the Town will vote transfer from Free Cash or available funds to be added to Article 8 of the May 2012 Special Town Meeting firefighter retirements or take any other action in relation thereto.

Proposed by the Board of Selectmen

**Explanation:** These funds are needed to fund sick time and vacation buy back of retiring employees. Approx \$30,000

***Recommendations: Board of Selectmen Voted 5 – 0 to Recommend  
Finance Committee Voted 4 – 0 to Recommend***

**ARTICLE 16:** To see if the Town will vote to transfer from Water Surplus, \$60,000 to rehabilitate the wells at Crystal Spring Wellfield, or take any other action in relation thereto.

Proposed by the Water Commissioners

**Explanation:** The Water Department hired an engineering firm to conduct a capacity study on all four wells at the Crystal Spring Wellfield. This is the cost for rehabilitating the wells.

***Recommendations: Board of Selectmen Voted 4 – 0 to Recommend  
Finance Committee Voted 4 – 0 to Recommend***

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**ARTICLE 17:** To see if the Town will vote to accept the donation of land and buildings thereon located at 100 Hawks Avenue as depicted on a plan on file with the Town Clerk's Office. Said property to be used for general municipal purposes, or take any other action in relation thereto.

Proposed by the Board of Selectmen

**Explanation:** Consideration of acceptance of a gift of land and buildings from Hubbell, Inc. The land is a portion of the Former Lite Control Property.

**Recommendations:** *Board of Selectmen Voted 5 – 0 to Recommend*  
*Finance Committee Voted 4 – 0 Not to Recommend*

**ARTICLE 18:** To see if the Town will vote to amend the Hanson General By-laws Article 2-11 Capital Improvement Committee, Section 2, by deleting the amount “\$25,000” and in its place inserting the amount “\$35,000” or take any other action in relation thereto.

Proposed by the Board of Selectmen

**Explanation:** This amendment sets the Capital Improvement project threshold to \$35,000 which is the State threshold for bidding requirements.

**Recommendations:** *Board of Selectmen Voted 5 – 0 to Recommend*  
*Finance Committee Voted 4 – 0 to Recommend*

**ARTICLE 19:** To see if the Town will vote to amend the Hanson General By-laws Article 2-11 Capital Improvement Committee, Section 3, by deleting the last sentence and inserting in its place the following:

The Board of Selectmen shall submit its approved Capital Improvement Program to any Annual or Special Town Meeting for adoption by the Town.

or take any other action in relation thereto.

Proposed by the Town Administrator &  
Capital Improvement Committee

**Explanation:** This amendment provides the Capital Improvement the ability to present the capital improvement plan to any Town Meeting.

**Recommendations:** *Board of Selectmen Voted 5 – 0 to Recommend*  
*Finance Committee Voted 4 – 0 to Recommend*

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**ARTICLE 20:** To see if the Town will vote to amend the Wage and Personnel By-Laws, Article 2-12, Classification and Compensation by inserting a new Section 10A as follows:

The Board of Selectmen may at its discretion secure contractual services for any employee position as outlined in the Wage and Personal By-laws. The contractual services utilized must be within classification salary ranges as described in the Wage and Personal By-law and within the Town's annual budget appropriation for the outlined position.

or take any other action in relation thereto.

Proposed by the Personnel Director and  
Wage & Personnel Board

**Explanation:** The new section permits the Board of Selectmen to contract services of a Wage & Personnel positions.

***Recommendations: Board of Selectmen Voted 5 – 0 to Recommend  
Finance Committee Voted 4 – 0 to Recommend***

**ARTICLE 21:** 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**

	<b><u>7/1/14</u></b>	<b><u>7/1/15</u></b>
A. Director of Elder Affairs	35,000 to 55,000	35,000 to 55,000
B. Town Accountant <i>Town Accountant – Part-Time hourly rate</i>	45,000 to 75,000	45,000 to 75,000 <i>\$24.00 to \$41.00</i>
C. Treasurer/Collector	45,000 to 75,000	45,000 to 75,000
D. Inspector of Buildings –Full-time Salary Inspectorof Buildings – Part-time hourly rate	20,000 to 60,000 \$25.00 to \$35.00	20,000 to 60,000 <i>\$35.00 to \$45.00</i>
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 70,000
K Highway Surveyor	45,000 to 70,000	45,000 to 70,000

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SECTION 11 B: ADMINSTRATIVE AND/OR FULL TIME

	<u>7/1/14</u>	<u>7/1/15</u>
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

	<u>7/1/14</u>	<u>7/1/15</u>
<i>A. Assistant Inspector of Building</i>	13.00 to 22.00	<b>22.00 to 30.00</b>
<i>B. Gas Inspector</i>	13.00 to 22.00	<b>22.00 to 30.00</b>
<i>C. Plumbing Inspector</i>	13.00 to 22.00	<b>22.00 to 30.00</b>
<i>D. Wiring Inspector</i>	13.00 to 22.00	<b>22.00 to 30.00</b>
E. Civil Defense Director ~ Annual Salary	900 to 1,300 yr	900 to 1,300 yr
F. Police Matron	8.00 to 13.00	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
<i>Q. Assistant Caretaker**</i>	8.00 to 20.00	<b>8.00 to 25.00</b>
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. Public Buildings custodian		18.00 to 24.00

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**SECTION 11D: SEASONAL POSITIONS \*\***

	<u><b>7/1/14</b></u>	<u><b>7/1/15</b></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
<b>H. Security/Gate Attendants</b>	<b>12.00 to 20.00</b>	<b>8.00 to 16.00</b>

\*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><b>7/1/14</b></u>	<u><b>7/1/15</b></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.

**Explanation:** The Classification and Compensation plan sets the salary ranges for each position. No money is appropriated in this article. The funding for the positions is included in the departmental salary lines within the budget which is voted at the annual meeting. The changes to the Compensation Plan are highlighted which include setting an hourly range for a Part-time Town Accountant, adjustment to ranges and re-titling the seasonal position from Security to Security/Gate Attendants.

**Recommendations:** *Board of Selectmen Voted 5 – 0 to Recommend*  
*Finance Committee Voted 4 – 0 to Recommend*

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**ARTICLE 22:** To see if the Town will vote to amend the Wage and Personnel By-Laws, Article 2-12, Classification and Compensation Section 12D Vacation Subsection “a 1” by inserting at the end the following:

*Part time employees shall be paid weekly vacation according to their regularly scheduled hours.*

or take any other action in relation thereto.

Proposed by the Personnel Director and  
Wage & Personnel Board

**Explanation:** This revision clarifies the amount of vacation time afforded to part-time employees.

***Recommendations: Board of Selectmen Voted 5 – 0 to Recommend  
Finance Committee Voted 4 – 0 to Recommend***

**ARTICLE 23:** To see if the Town will vote to amend the Wage and Personnel By-Laws, Article 2-12, Classification and Compensation by deleting Section 12D Vacation Subsection “g” in its entirety and inserting the following:

*Employees will be allowed to carry over not more than one week of unused vacation time.*

or take any other action in relation thereto.

Proposed by the Personnel Director and  
Wage & Personnel Board

**Explanation:** The previous version of the by-law prohibited carry over of vacation time. The new section permits employees to carry over not more the one week of vacation time. This provision is consistent with provisions afforded union employees.

***Recommendations: Board of Selectmen Voted 5 – 0 to Recommend  
Finance Committee Voted 4 – 0 to Recommend***



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**ARTICLE 24:** To see if the Town will vote to amend the Wage and Personnel By-Laws, Article 2-12, Classification and Compensation by deleting Section 12G Bereavement Leave in its entirety and inserting the following:

*Employees shall be granted five (5) consecutive working days off without loss of pay in the event of a death in the immediate family of the employee. Immediate family shall refer to a spouse, domestic partner, child, step-child, parent of either spouse, or step-parent of either spouse. Employees shall be granted three (3) consecutive working days off without loss of pay in the event of a death of a grandparent of either spouse, brother, step-brother, sister, step-sister or grandchild. Additional paid time off may be charged to personal time or vacation time, or additional time off without pay may be granted by the Town Administrator for justifiable reason. Such paid days off shall be on pro-rata basis in accordance with the regular schedule of daily hours worked by the employee.*

*In the event that the interment of, or memorial service for, any of the above-named relatives occurs at a time beyond the bereavement leave allowed, the employee may request to defer one (1) of the days to the later date. Such request shall be made at the time the employee notifies his/her supervisor of the need for bereavement leave and may be granted at the discretion of their supervisor.*

*In the event of a death which occurs during an employee's scheduled time off, the Town Administrator shall make adjustment for bereavement leave.*

or take any other action in relation thereto.

Proposed by the Personnel Director and  
Wage & Personnel Board

**Explanation:** The previous version of the by-law granted three bereavement days. This provision is consistent with provisions afforded union employees.

***Recommendations: Board of Selectmen Voted 5 – 0 to Recommend  
Finance Committee Voted 4 – 0 to Recommend***

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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 14<sup>th</sup> day of April, in the year of our Lord two thousand fifteen.

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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Selectmen of Hanson**

**A true attest copy**

\_\_\_\_\_  
**Town Clerk**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
Constable