

To: Town Representatives and Town Meeting Members *ex officio*

From: Bob Nason, Town Administrator

Date: April 28, 2010

Re: May 13, 2010 (FY10) Special Town Meeting Warrant

This memorandum conveys additional information about the articles that are proposed for the Special Town Meeting which is scheduled to immediately precede the May 13, 2010 (FY11) Annual Town Meeting. This memorandum and the special town meeting warrant are posted on the municipal web site, [lee.ma.us](http://lee.ma.us).

**Article 1. Fiscal Year 2011 (July 1, 2010 to June 30, 2011) Classification Plan**

Pending adoption by the Personnel Board and subject to Town Meeting approval, the Classification Plan succeeds the plan approved at the May 14, 2009 Special Town Meeting. The plan applies only to non-union, municipal employees, who constitute less than 10% of the Town's employees. The plan provides for salary/wage ranges for positions clustered by classification, and it is used for hiring new employees. The FY 2011 Classification Plan freezes salary ranges at FY 2010 levels. The freeze is recommended jointly by the Select Board and Finance Committee and the recommendation applies to all town employees, school and municipal, union and non-union. If all groups are not treated similarly or if the town's financial condition improves enough to afford increases, this classification plan may be reconsidered. There are no new municipal positions.

Enclosed is a copy of the April 27, 2010 Classification and Compensation and Plan for FY 2011. Developed by the Personnel Board, this consolidated plan provides you with a comprehensive look at non-union, municipal employee compensation. On the backside of the plan is a detailed explanation of how the spreadsheet is organized.

**Article 2. Fiscal Year 2010 Snow and Ice Account Operating Budget Revision**

This article provides an additional appropriation from available funds for the Department of Public Works' Snow and Ice budget without which it will be in deficit at the end of this fiscal year. The deficit is principally a result salt and equipment repair driving costs to exceed the five year rolling average which was budgeted. Also contributing to the deficit was our need to hire a second seasonal truck/driver laborer to plow a route for an employee who was on an extended sick leave. The FY11 budget request has been increased by \$12,689 or 3.6% to \$368,137, slightly higher than the new five year rolling average.

**Article 3. Fire Stations Painting**

This article restores funding that was inadvertently reverted to the General Fund when the 2009 fiscal year was closed.

**Article 4. Transfer of Proceeds from the Sale of Cemetery Lots to the Perpetual Care Account**

At the request of the Cemetery Committee this article transfers half of the receipts from the sale of cemetery lots in the current fiscal year to the Fairmount Cemetery Perpetual Care Account. State law, Ch.114, S. 25, requires a Town Meeting vote to approve the transfer.

**Article 5. Early Retirement Benefits for Long Time Employee Stanley Daoust**

This article authorizes the Select Board to seek a special act of the state legislature to afford Stanley Daoust the opportunity to retire with full retirement benefits prior to April 19, 2011, his sixty-first birthday. Stan has provided nearly forty years of faithful public service, thirty-three of those years as a member of the Town of Lee Department of Public Works. In addition, for over twenty years Stan served the town as a Special Police Officer. Now, Stan is battling a progressive illness that may prevent him from working until his April 19, 2011 birthday, when he will be eligible to receive full retirement benefits. If this article is approved and the special act is enacted, the Berkshire County Retirement Board has estimated that the Town will be assessed a one-time charge of \$12,000 in fiscal year 2012. If Stan's condition were to force him to take an extended sick leave before retiring, it would cost about \$800.00 per week to replace him during his absence.