

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

From: Bob Nason, Town Administrator

Date: April 24, 2013

Re: May 9, 2013 (FY13) 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 9, 2013 (FY14) Annual Town Meeting. This memorandum and the herein referenced enclosure, together with the special town meeting warrant, are posted on the municipal web site, lee.ma.us.

**Article 1. Fiscal Year 2014 (July 1, 2013 to June 30, 2014) Classification Plan**

Subject to Town Meeting approval, the Classification Plan succeeds the plan approved at the May 10, 2012 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 ranges, which were last adjusted in FY 2008, have been increased by 1.5%. That adjustment is slightly less than the 1.7% adjustment accorded retirees on January 1, 2013.

The Fiscal Year 2014 Compensation Plan recommended by the members of the Personnel Board and incorporated in the Fiscal Year 2014 budget requests increases each of the 12 compensation steps by 1.5%, and provides a 1.5% increase for those who are not scheduled to receive a step increase. There are no additional full or part-time positions included in the FY 2014 operating budgets. Moreover, we expect to reorganize the Collector's and Treasurer's offices when long-serving Collector Janice Smith retires at the end of 2013. Subject to Town Meeting approval, the Fire Chief's stipend will increase from \$4,912 to \$17,945. Subject to Personnel Board and Town Meeting approval, the Veterans' Agent stipend will rise from \$4,947 to \$8,368. Enclosed is a copy of the April 22, 2013 Classification and Compensation Plan for FY 2014. 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. Veterans' Services Fiscal Year 2013 Operating Budget Increase**

A dramatic rise in the number of veterans or their survivors requiring assistance has increased the Veterans benefits expense for the current year from the \$28,000 amount appropriated to 62,000. On February 27, 2013, the Finance Committee transferred \$24,000 to cover the added expense through April, 30, 2013. The requested \$10,000 supplemental appropriation will cover expenses for the months of May and June. The Town will be reimbursed 75% of the actual amount expended.

**Article 3. Sewer Department Fiscal Year 2013 Enterprise Fund Transfer Increase**

When preparing the revenue estimate to support the Sewer Department's current fiscal year appropriation, I estimated that with an increase in rates water receipts would amount to \$1,919, 772. I now estimate that the receipts will amount to \$1,807,926. I underestimated the reduced use in response to increased rates. In addition to the revenue gap, at the October 4, 2013 Special town Meeting the appropriation was increased by \$1,863. In light of the estimated reduced revenue and the increased appropriation we must transfer an additional \$133,709 from the Sewer Enterprise Fund to meet the revised appropriation.

**Article 4. Tyringham Road Water Main Replacement Design Services**

On April 3, 2013, the Finance Committee transferred funds from the General Fund's Reserve Account to the Water Department to initiate design services for the Tyringham Road water main replacement project. Since we are rushing to replace about 1,000 feet of water main from Route 102 toward Tyringham before the road is reconstructed by MassDOT, we could not wait until this Special Town Meeting to access the Water Enterprise funding. Accordingly, the Finance Committee provided the design funding with the expectation that Town Meeting would authorize the Water Enterprise Fund would reimburse the General Fund.

**Article 5. Prior Fiscal Year (2012) Pre-employment Medical Examination Invoice (9/10 Vote)**

This article will permit us to pay an invoice for services provided in the prior fiscal year (FY 2012).

**Article 6. Transfer of Proceeds from the Sale of Cemetery Lots to the Perpetual Care Account**

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.

Thank you for your continued support and assistance.

Copy & enclosures:

Kathy Arment, Conservation Commission Chair

Lynn Browne, Town Accountant

Joseph Buffis, Police Chief

Doug Mann, Veterans Agent

Jaimy Messana, Land Use Assistant

Lisa Michaud, Ambulance Director

Sarah Navin, Board of Assessors' Clerk

Dan Paquette, Library Director

David Parker, Technology Trainer

Chris Pompei, P.E., Superintendent of Public Works

Gail Rothwell, Council on Aging Director

Sue Scarpa, Town Clerk

Jan Smith, Town Collector

Alan Sparks, Fire Chief

Donna Toomey, Town Treasurer

Don Torrico, Inspector of Buildings

Jim Wilusz, Tri-Town Health Department Director

Jeremia Pollard, Esq., Town Counsel

School Committee and Superintendent Jason McCandless

Finance Committee

Personnel Board

Planning Board

Board of Public Works