

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

From: Bob Nason, Town Administrator

Date: April 23, 2014

Re: May 8, 2014 (FY14) 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 8, 2014 (FY15) Annual Town Meeting. Treasurer/Collector Donna Toomey authored the explanation for Article 7. 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 2015 (July 1, 2014 to June 30, 2015) Classification Plan

Subject to Town Meeting approval, the Classification Plan succeeds the plan approved at the May 9, 2013 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 have been increased by 1.5%. That adjustment is the same as the increase accorded retirees on January 1, 2014. As planned, the Treasurer and Collector positions were consolidated, and the Assistant Treasurer/Collectors position was created. That new position was classified CL-3, the Ambulance Service Director position was classified A-5 and the Assessors' Clerk was reclassified from CL-2 to CL-3. Enclosed is a copy of the April 22, 2014 Classification and Compensation Plan for FY 2015. 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 2014 Operating Budget Revision

This article provides an additional appropriation for the Department of Public Works' Snow and Ice Account (423), because we estimate our expenses this past winter will exceed our appropriation by \$81,807. The deficit is principally a result of equipment repair and salt expenditures driving costs in excess of the five year rolling average which was budgeted. The FY15 budget request has been increased by \$11,382 or 2.8% to \$414,143, the new five year rolling average.

Article 3. Prior Fiscal Year (2013) Fire Engine Radio Equipment Purchase & Installation (9/10 Vote)

This article will permit us to pay an invoice for services provided in the prior fiscal year (FY 2013).

Article 4. Prior Fiscal Year (2013) EMT Training Institution Accreditation Fee (9/10 Vote)

This article will permit us to pay an invoice for services provided in the prior fiscal year (FY 2013).

Article 5. Prior Fiscal Year (2013) Cemetery Account (491) Expenditure (9/10 Vote)

This article will permit us to cure a FY 2013 deficit which occurred when in FY 2014 we paid a bill using carried over FY 2013 cemetery funding that was insufficient to cover the entire bill. We have revised our procedures for tracking fourth quarter expenditures to insure that there are sufficient funds to pay our bills.

Article 6. Prior Fiscal Year (2013) Playgrounds Account (654) Expenditure (9/10 Vote)

This article will permit us to cure a FY 2013 deficit which occurred when in FY 2014 we paid a bill using carried over FY 2013 playground funding that was insufficient to cover the entire bill. We have revised our procedures for tracking fourth quarter expenditures to insure that there are sufficient funds to pay our bills.

Article 7. Town Clerk's and Collection Office Modification

The office for the Collection of Taxes will be moved from its current space on the 2nd floor to the Town Clerk's office on the 1st floor. This move will centralize the location where most taxpayers come to do business. These new counters will provide functional, secure, uniform, and ADA compliant spaces for waiting on customers. While both offices currently have counters, they are not ADA accessible and do not have locked and secure cash drawers. There will be separate counters, one for Town Clerk business and one for collection of all taxes and water and sewer payments. Both counters will be located at the front of the office, and positioned in a way to prevent public access to the safe and other office space, which will enhance the security of the office.

Article 8. 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
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
Jeffrey Roosa, Police Chief
Gail Rothwell, Council on Aging Director
Sue Scarpa, Town Clerk
Alan Sparks, Fire Chief
Donna Toomey, Treasurer/Collector
Don Torrico, Building Commissioner
Jim Wilusz, Tri-Town Health Department Director
Jeremia Pollard, Esq., Town Counsel
School Committee and Superintendent Alfred Skrocki
Finance Committee
Personnel Board
Planning Board
Board of Public Works