

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

From: Bob Nason, Town Administrator

Date: April 25, 2012

Re: May 10, 2012 (FY12) 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 10, 2012 (FY13) 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 2013 (July 1, 2012 to June 30, 2013) Classification Plan

Subject to final Personnel Board and Town Meeting approval, the Classification Plan succeeds the plan approved at the May 12, 2011 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. There were no additional positions. The positions of part-time (18 hours/week) Treasurer's Clerk and fulltime (35 hours/week) Assistant Tax Collector have been combined in a new full-time (40 hours/week) Treasurer's/Collector's Clerk position. The ranges were last adjusted for FY 2008. The Compensation Plan includes scheduled step and longevity increases and a 2% increase for employees at or above the final step (12) in the current fiscal year. The longevity schedule milestones have increased by an average of \$150. Enclosed is a copy of the April 24, 2012 Classification and Compensation Plan for FY 2013. 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. 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.

Article 3. Insurance Settlement for Highway Garage Repair

This article transfers the insurance payment that we received for damages to the Highway Garage during the winter of 2010-2011 to the account that holds the \$50,000 appropriated for this repair at the May 12, 2011 (FY 12) Annual Town Meeting. Bids for the replacement of the garage roof and insulation are due on May 11, 2012. State law, Ch 44 Sec 53, requires a Town Meeting vote to approve the transfer.

Article 4. Easement Agreement - 1370 Pleasant Street

At the request of the Select Board, this article continues the unwritten arrangement that the Town enjoyed with the former church, whereby the Town used the parking area to serve the fire station and post office in exchange for maintaining it.

Thank you for your continued support and assistance.

Copy & enclosures:

Kathy Arment, Conservation Commission Chair
Kathy Borden, Town Accountant
Joseph Buffis, Police Chief
Doug Mann, Veterans Agent
Norma Maroney, Council on Aging Director
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
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
Lee CDC, Richard Vinette, Esq., Executive Director