

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

From: Bob Nason, Town Administrator

Date: April 28, 2015

Re: May 14, 2015 (FY15) 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 14, 2015 (FY16) Annual Town Meeting. This memorandum and the herein referenced enclosure, together with the Special Town Meeting warrant, are posted on the municipal web site www.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 8, 2014 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 slightly less than the 1.7% cost-of-living adjustment accorded social security beneficiaries on January 1, 2015. Enclosed is a copy of the April 25, 2015 Classification and Compensation Plan for FY 2016. Developed by the Personnel Board, this consolidated plan provides you with a comprehensive look at the proposed 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 \$104,171. The deficit is principally a result of overtime, equipment repair and salt expenditures driving costs in excess of the five year rolling average which was budgeted. The FY16 budget request has been increased by \$19,145 or 4.6% to \$433,288, the new five year rolling average.

Article 3. Prior Fiscal Year (2014) Appropriation for the Brien Center (9/10 Vote)

This article will permit us to pay an invoice for services provided in the prior fiscal year (FY 2014). I did not discover that Brien Center had not received its FY 2014 appropriation until well after our FY 2014 books were closed. In January 2013 the agency submitted simultaneously its budget request and invoice for services to be provided in FY 2014 (July 1, 2013- June 30, 2014), and I mistakenly filed the invoice with the budget request. To avoid future omission, I have asked the agency to submit the invoice after the fiscal year has commenced rather than with the appropriation request.

Article 4. Prior Fiscal Year (2014) LePrevost Plumbing, Heating and Cooling Invoice (9/10 Vote)

This article will permit us to pay an invoice for services provided in the prior fiscal year (FY 2014).

Article 5. 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