

# Warrant For Special Town Meeting

September 25<sup>th</sup> 2006 A.D.

7:30 PM at the Community Center

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## **RECOMMENDATIONS of the Finance Advisory Committee**

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*Explanations of Articles by the Executive Secretary*

**ARTICLE 1.** To see if the Town will vote to authorize the Selectmen to proceed with the following process in order to construct perpetually affordable housing on the approximately twenty-one (21) acre parcel of land located on the Middle Line Path owned by the Town:

1. Seek approval from the Planning Board to subdivide the parcel into seven lots. Six (6) of the lots would be designated as resident homesite lots for lease to recipients of a resident homesite lot, and one (1) of the lots would be held by the Town for the construction of six rental units;
  2. Retain a surveying and engineering firm to assist with the design of a roadway system, infrastructure, septic systems, and wells;
  3. Hire an architect to design and prepare plans for the rental units.
  4. Seek approval for, and use of, Community Preservation Act (CPA) funding to prepare the site for construction by clearing the land necessary for roads and utilities; building the roads; and installing the utilities and wells;
  5. Award the six (6) resident homesite lots through a process to be determined by the Chilmark Housing Committee and approved by the Board of Selectmen. Each recipient would be required to secure the necessary permits and build his or her own house;
  6. Seek Town Meeting approval of the rental housing design and funding to build the rental housing;
  7. Issue an RFP for a developer to build and manage the six rental units;
- or take any other action relative thereto.

### **Recommended by the Finance Advisory Committee**

*This continues the Town's affordable housing project at Middle Line Rd. Seven bullet points lay out a new process to accomplish the program. This article does not appropriate any new funds at this time.*

*(Please see special hand-out)*

**ARTICLE 2.** To see if the town will vote to accept the provisions of section 18 of Chapter 32B authorizing the town to require that all retirees, their spouses and dependents who are enrolled in Medicare Part A *at no cost to a retiree, their spouse or dependents*, or eligible for coverage thereunder *at no cost to a retiree, their spouse or dependents*, be required to enroll in a medicare health benefits supplement plan offered by the town.

### **Recommended by the Finance Advisory Committee**

*This requires retired town employees to sign-up for Medicare if they are eligible, instead of being carried on the town's regular health care policy. This will save the town money in the future while providing our retirees with a quality MEDEX supplemental policy. No current retirees are affected by this change.*

**ARTICLE 3.** To see if the town will vote to establish a town fee of 5% to be added to all off-duty and special work performed on private details by town employees, pursuant to the provisions of section 53C of Chapter 44 of the Massachusetts General Laws.

### **Recommended by the Finance Advisory Committee**

*This imposes a new 5% surcharge on all off-duty police details, which will be paid to the town. Details are usually along the road for a public utility company. This fee will not apply to government agencies.*

**ARTICLE 4.** To see if the town will vote to authorize the Board of Selectmen at the request of the Board of Health, in accordance with section 4A of Chapter 40 MGL, to enter into an inter-municipal agreement with one or more other governmental units to provide public health services which the Board of Health is authorized to perform, in accordance with an Inter-Municipal Mutual Aid Agreement to be entered into between the Town and various governmental units.

**Recommended by the Finance Advisory Committee**

*This allows the Board of Health to arrange a mutual aid agreement with the other towns.*

**ARTICLE 5.** To see if the town will vote to reserve from the Community Preservation Fund FY2007 estimated annual revenues in the amounts for community preservation projects as follows: \$30,500.00 for Open Space; \$30,500.00 for Historical Preservation; \$30,500.00 for Housing; and \$213,500.00 to the Community Preservation Budgeted Reserve.

**Recommended by the Finance Advisory Committee**

*This is the same article seen at every fall special town meeting. It reserves the estimated receipts from this fiscal year for use at the spring annual town meeting. If we did not do this, the receipts would not be available until November 2007.*

**ARTICLE 6.** To see if the town will vote to appropriate from the Community Preservation Fund Historical Preservation Fund the sum of **\$10,000.00** to be used to restore and preserve historic town records, including the payment of costs incidental and relative thereto.

**Recommended by the Finance Advisory Committee**

*This seeks CPA funds to continue the restoration of old town reports and town meeting records. The town reports of 1889 to 1899 have been restored so far.*

**ARTICLE 7.** To see if the town will vote to appropriate the sum of **\$37,500.00** to replace the windows and doors at the Chilmark Community Center, said windows and doors will be consistent with the architectural design of the structure as determined by the Historical Commission, and that to meet this appropriation transfer \$11,220 from Article 12 of the September 27, 2004 Special Town Meeting and \$26,280 from the Community Preservation Fund Historical Preservation Fund, including the payment of costs incidental and relative thereto.

**Recommended by the Finance Advisory Committee**

*This article seeks CPA funds to bring the 50 + year old Community Center into compliance with the state code. We would replace the original windows with energy efficient, insulated, and vinyl clad windows built to match the old windows. The doors would be replaced with fiberglass doors that look just like the wood doors. We have successfully used these products at the town hall and new school.*

**ARTICLE 8.** To see if the town will vote to appropriate from available funds in the treasury the sum of **\$37,500.00** to do repairs and renovations at the Chilmark Community Center, including the payment of costs incidental and relative thereto.

**Recommended by the Finance Advisory Committee**

*This article seeks additional funds to do maintenance and repairs to the Community Center that do not qualify for CPA funding. Projects include: The kitchen needs to be re-built due to rot under the cabinets. The gas stove top is no longer safe to use and the electric stove is no longer worth repairing. The heating system cold-air return ducts in the basement have rusted away and are being replaced by a grill in the large room's wall near the light switches. The 3 zoned system dampers have failed and are being replaced. These things (added to the new windows and doors) should reduce the amount of fuel oil used in the winter. An improved system for venting heat from the big room is desperately needed in the summer. Re-shingle wall facing South Road. Replace trim and paint the exterior of the building. Repair ceiling in entrance room. Design an airlock or vestibule entrance for the building.*

**ARTICLE 9.** To see if the town will vote to appropriate from available funds in the treasury the sum of **\$13,000.00** to pay Veterans Benefits.

**Recommended by the Finance Advisory Committee**

*We are required to provide these benefits and we will be reimbursed by the state eventually.*

**ARTICLE 10.** To see if the town will vote to appropriate from available funds in the treasury the sum of **\$30,700.00** to be added to the “Interest on Long Term Debt” FY2007 budget for the West Filled Dock (account 751-5919).

**Recommended by the Finance Advisory Committee**

Article 10 will be amended by the Treasurer. It should be “Retirement of Debt” account 710-5919 instead of “Interest”.

The Annual Town Meeting was asked to reduce the amount borrowed for this new dock by applying \$200,000 free cash. This was to reduce the long-term cost of the project. ATM approved that change. In June, the Treasurer sought the Selectmen’s permission to shorten the length of borrowing from 10 years to 5 years. This saved the town \$92,400 over the life of the loan. Now we need to fund this year’s increased principal payment.

**ARTICLE 11.** To see if the town will vote to appropriate from available funds in the treasury the sum of **\$7,152.68** to be added to the FY2007 budget for the following: \$2,714.34 for the Advanced Life Support Coordinator (account 231-5165); \$1,263.34 for the Ambulance Coordinator (account 231-5122); \$1,580.00 for the Town Clerk (account 161-5109); and \$1,595.00 for the Tax Collector (account 146-5107).

**Recommended by the Finance Advisory Committee**

This article funds changes in four positions’ wages. The first two are regional employees: Advanced Life Support Coordinator & Ambulance Coordinator. The ALS Coordinator is a new position that had not been rated before. The Ambulance Coordinator was an existing position that was re-graded. These amounts are our 1/3 share of the regional cost, with West Tisbury and Aquinnah covering the other 2/3rds. The Town Clerk & Tax Collector were recently designated as Exempt employees under the FLSA (Fair Labor Standards Act) and these amounts are an adjustment to keep them at the same level of compensation they had before the designation. *(Please see the Personnel Board hand-out ON THE BACK OF THIS PACKET.)*

**ARTICLE 12.** To see if the town will vote to appropriate from available funds in the treasury the sum of **\$3,000.00** to pay for staff training.

**Recommended by the Finance Advisory Committee**

This request funds state training for the Accountant in procurement law leading to certification, basic planning board training for their new Administrative Assistant, and re-certification for the Executive Secretary as a Massachusetts Public Purchasing Official.

**ARTICLE 13.** To see if the town will vote to appropriate from available funds in the treasury the sum of **\$20,000.00** to pay for the repainting of the Menemsha Schoolhouse (police station) and minor repairs to the belfry and windows, including the payment of costs incidental and relative thereto.

**Recommended by the Finance Advisory Committee**

This was requested by our Town Custodian and Police Chief to keep ahead of problems at the current home of the police department.

**ARTICLE 14.** To see if the town will vote to appropriate the sum of **\$58,681.00** from State-Aid Highways for various repairs to town roads.

**Recommended by the Finance Advisory Committee**

Article 14 accepts state money to help fix town roads.

**ARTICLE 15.** To see if the town will vote to appropriate from available funds in the treasury the sum of **\$100,000.00** to paving projects on town roads, including the payment of costs incidental and relative thereto.

**Recommended by the Finance Advisory Committee**

*Article 15 adds money to article 14 and other funds left over from previous highway repair projects so that we can re-pave another mile of North Road and part of Tabor House Road this fall. We expect the cost of asphalt will increase significantly next spring.*

**ARTICLE 16.** To see if the town will vote to appropriate from available funds in the treasury the sum of **\$2,225.00** to upgrade the Town Office voice mail system, including the payment of costs incidental and relative thereto.

**Recommended by the Finance Advisory Committee**

*This request seeks to address the complaints of citizens that they can not leave messages for town officials every time they call. We have 14 incoming phone lines and 5 additional extensions all trying to use only 2 voicemail ports on our system. This means only 2 people at a time may leave or retrieve messages. The third and subsequent caller gets sent into limbo. Every morning when we check our messages, we overload the system and no one can leave new messages until we are through. This would install a new 6 port voice mail box on our phone system.*

**ARTICLE 17.** To see if the town will vote to appropriate from available funds in the treasury the sum of **\$1,600.00** to purchase and install a telephone system at the police station, including the payment of costs incidental and relative thereto.

**Recommended by the Finance Advisory Committee**

*This article would partially funds a phone and voice mail system for the police department. The voice mail system would be the 2 port box from the town hall, and Chief Rich has a grant for the balance of the cost of the telephone system.*

**ARTICLE 18.** To see if the town will vote to appropriate from available funds in the treasury the sum of **\$2,500.00** to upgrade the email server at the town hall and purchase workstation backup software, including the payment of costs incidental and relative thereto.

**Recommended by the Finance Advisory Committee**

*This request would upgrade the town hall's email server hardware ( 2 RAID hard drives, controller, memory & DVD) for \$626, software (Mdaemon Email 25 user) for \$950, purchase backup software for 14 PC's at \$547 and fax software for \$360.*

**ARTICLE 19.** To see if the town will vote to appropriate from available funds in the treasury a sum not to exceed **\$5,500.00** to purchase a digital document scanner and to start converting existing town records into a digital format for better public access and long term storage, including the payment of costs incidental and relative thereto.

**Recommended by the Finance Advisory Committee**

*This request is an effort to make old minutes and other town records more available to the public online and electronically. It is also a step towards preserving our archives in a digital format.*

**ARTICLE 20.** To see if the town will vote to appropriate from available funds in the treasury the sum of **\$10,000.00** to be added to the FY2007 Reserve Fund administered by the Finance Advisory Committee.

**Recommended by the Finance Advisory Committee**

*Article 20 will be amended on the floor to \$5,000. This amount is to cover the transfer made to allow the Selectmen to conduct a preliminary needs assessment with a consultant to determine if a Distributed Antenna System (like what Aquinnah is doing) would be a viable option to provide cellular telephone coverage to Chilmark.*

**ARTICLE 21.** To see if the town will vote to appropriate a sum not to exceed **\$24,790.00** to dredge that portion of Menemsha Harbor around the Transient Yacht and Dutcher Docks, and that to meet this appropriation transfer \$14,790.00 from Waterways Improvement Account and \$10,000.00 from available funds in the treasury, including the payment of costs incidental and relative thereto.

**Recommended by the Finance Advisory Committee**

This request uses free cash and harbor revenues from mooring fees and the boat excise tax to do annual maintenance dredging.

**ARTICLE 22.** To see if the town will vote to appropriate a sum not to exceed **\$25,000.00** to replace up to 30 pilings in Menemsha Harbor, and to meet this appropriation transfer \$8,000.00 from Article 24 of the April 25<sup>th</sup> 2005 Annual Town Meeting and \$17,000.00 from available funds in the treasury , including the payment of costs incidental and relative thereto.

**Recommended by the Finance Advisory Committee**

*This request uses free cash and an old harbor warrant article (electrical wiring) to pay for maintenance on the town docks.*

**ARTICLE 23.** To see if the town will vote to amend Article 1 of the June 18, 2001 Special Town Meeting that established the Community Preservation Committee by striking the reference to the Chilmark member of the Dukes County Regional Housing Authority and inserting the Chilmark Housing Committee into the third sentence and so that it reads (new wording is in **BOLD TYPE**)

The committee shall consist of nine (9) members and shall include one member of each of the following organizations:

Conservation Commission, Planning Board, Park and Recreation Committee, Historical Commission, Board of Selectmen, **Housing Committee** , and three (3) At-Large members of the public, named and appointed by the Board of Selectmen.

**No Action Taken by the Finance Advisory Committee**

*When the Community Preservation Committee was created, there was no standing Housing Committee. Therefore the Chilmark member of the Dukes County Regional Housing Authority was picked to represent affordable housing on the CPC. Since that time, the Housing Committee was created by Town Meeting and the Chilmark member of the regional housing authority was designated a member of that town committee. That caused the Chilmark member of the regional housing authority to sit on three different boards. This article would allow any member of the Housing Committee to serve on the CPC, instead of only the regional member.*

**ARTICLE 24.** To see if the town will vote to appropriate from available funds in the treasury the sum **\$2,189.03** to pay three bills of a prior fiscal year to the following companies: Tripp Barnes \$1,282.50; E. C. Cottle \$343.73; Goulston & Storrs \$562.80.

**Recommended by the Finance Advisory Committee**

*These are bills that were not submitted for payment before the books were closed on the prior fiscal years. We owe this money, but municipal finance law requires a 9/10 vote of a special town meeting to pay any bill that misses the deadline.*

## **WARRANT ARTICLE # 11**

### **SEPTEMBER 25, 2006 SPECIAL TOWN MEETING Personnel Board Handout**

To see if the voters will appropriate the sum of \$7,152.68 from available funds in the treasury for salary adjustments in the fiscal year 2007 budget as follows:

1. Add \$2,714.34 to the annual salary budget for the Advanced Life Support Coordinator.
2. Add \$1,263.34 to the annual salary budget for the Ambulance Coordinator.
3. Add \$1,580 to the annual Town Clerk's salary and longevity benefits budget.
4. Add \$1,595 to the annual Tax Collector's salary and longevity benefits budget.

### **Explanation of proposed 2007 budget changes:**

1. The Personnel Board, the Tri-Town Ambulance Committee and the Board of Selectmen agreed that the new job description for the Advanced Life Support Coordinator should be upgraded to a Grade 9 Step 1 pay rate to account for the additional responsibilities and the unique medical training and skills required.
2. The Personnel Board, the Tri-Town Ambulance Committee and the Board of Selectmen agreed that the new job description for the Ambulance Coordinator should be upgraded to a Grade 8 Step 6 pay rate to account for the additional responsibilities of the new job and experience of the person holding the position.

The Tri-Town Ambulance positions are funded from the Tri-Town Ambulance payroll budget that is funded by Aquinnah, Chilmark and West Tisbury and administered by the Town of Chilmark.

- 3, 4. Both the Town Clerk and Tax Collector positions were reclassified by the Personnel Board and the Board of Selectmen from hourly, nonexempt to salaried, exempt positions to bring them in compliance with Fair Labor Standards guidelines. The new classification makes both positions ineligible to receive either compensatory time off or overtime pay for any extra hours worked throughout the year. The Town Clerk increase revises the Town Clerk's annual budgeted hours to fairly compensate this position for the extra hours worked to cover all elections. The Tax Collector's annual budgeted hours have been increased to fairly compensate this position for the extra hours worked throughout the year caused by seasonal increases in the daily workload.