

COMMONWEALTH OF MASSACHUSETTS

Worcester County

To either of the Constables of the Town of OAKHAM in the county of Worcester, in the name of the Commonwealth of Massachusetts, you are hereby directed to notify and warn the inhabitants of said Town, qualified to vote in elections and in Town Affairs, to meet at the *Oakham Center School, on Monday the Fourth, of June 2012 at 7:00 p.m.* then and there to act on the following articles:

Article 1: To see if the Town will accept reports of Town Officers as printed in the Annual Town Report; or take any action relative thereto.
(Submitted by the Board of Selectmen)

Article 2: To see if the Town will vote to fix the salaries and compensation of all Elected Officers of the Town as provided for by Chapter 41 Section 108, of the General Laws of the Commonwealth; or take any action relative thereto.
(Submitted by the Board of Selectmen)

Article 3: To see if the Town will vote to authorize the Treasurer, with the approval of the Board of Selectmen, to borrow in anticipation of revenue for the twelve month period beginning July 1, 2012, and to renew any note or notes as may be given for a period of less than one year; or take any action relative thereto.
(Submitted by the Treasurer)

Article 4: To see if the Town will vote to transfer any money received by the Town for the sale of cemetery lots to the General Cemetery Fund for the purpose of making improvements to the Town Cemeteries; or take any action relative thereto.
(Submitted by the Cemetery Commissioners)

Article 5: To see if the Town will vote to authorize the Selectmen to enter into agreements with the Commonwealth of Massachusetts Department of Transportation for the construction, reconstruction, and improvement of Town roads; or take any action relative thereto.
(Submitted by the Board of Selectmen)

Article 6: To see what compensation the Town will allow for men and equipment used in repairing highways and opening roads for enginemen and/or firemen employed for the purpose of fire protection and for police officers employed for the purpose of police protection, during the fiscal year beginning July 1, 2012; or take any action relative thereto.
(Submitted by the Board of Selectmen)

Article 7: To see if the Town will vote to accept any sum of money received from the Commonwealth of Massachusetts pursuant to the provisions of Chapter 90 of the Massachusetts General Laws and authorize the Treasurer to expend such funds for the purposes authorized, including maintaining, repairing, improving and constructing ways, up to the reimbursable amount according to the provisions of said Chapter 90, said funds to be spent with the approval of the Board of Selectmen and Mass. Department of Transportation; or take any action relative thereto.

(Submitted by the Treasurer)

Article 8: To see if the Town will vote to authorize revolving funds for certain town departments under Massachusetts General Law Chapter 44 Section 53E ½ for the fiscal year beginning July 1, 2012, or take any action relative thereto:

<u>Department and Authorized to Spend</u>	<u>Revenue Source</u>	<u>Use of Fund</u>	<u>FY 2013 Spending Limit</u>	<u>Disposition of FY2012 Fund Balance</u>
Board of Health	Inspectional Fees	Contracted Services for Agent	\$14,000	Balance available for expenditure
Dog Officers	Fees, licenses	Expenses, supplies & wages for Dog Officer	\$8,000	Balance available for expenditure
Fire Inspector	Inspectional Fees	Expenses, supplies & wages for Fire Inspector	\$6,000	Balance available for expenditure
Building Inspector	Inspectional Fees	Wages for Inspector	\$12,000	Balance available for expenditure
Plumbing Inspector	Inspectional Fees	Wages for Inspector	\$5,500	Balance available for expenditure
Wire Inspector	Inspectional Fees	Wages for Inspector	\$3,000	Balance available for expenditure
Deputy Collector	Fees	Contracted Services for Collector	\$8,000	Balance available for expenditure
Police Department	Firearms Permit Fees	Expenses, supplies & wages for Firearms Permit processing	\$15,000	Balance available for expenditure
Planning Board	Fees	Expenses and supplies for Planning Board	\$12,000	Balance available for expenditure
Zoning Board of Appeals	Fees	Expenses and supplies for Zoning Appeals Board	\$3,000	Balance available for expenditure

Article 9: To see if the Town will vote to carry over any money left in the Fiscal 2012 Treasurer's Foreclosure Account to the Fiscal 2013 Treasurer's Foreclosure Account; or take any action relative thereto.

(Submitted by the Treasurer)

Article 10: To see if the Town will vote to hear the report of the Library Building Committee; or take any action relative thereto.

(Submitted by the Library Trustees)

Article 11: To see if the Town will vote to hear the report of the West Brick Schoolhouse Committee; or take any action relative thereto.

(Submitted by the West Brick Schoolhouse Committee)

Article 12: To see if the Town will vote to raise and appropriate or transfer from available funds a sum of money for Educational Costs for Quabbin Regional School District for the fiscal year beginning July 1, 2012; or take any action relative thereto.

	FY 2012 BUDGET	FY2013 PROPOSED BUDGET	FY2013 FINCOM RECOMMEND
Quabbin Regional School District			
School Assessment	1,492,154	1,717,752	1,521,997
School Bond Payment	45,716	40,798	40,798
Oakham Center School Roof Bond	36,000	36,000	36,000
Grand Total Article 12	1,573,870	1,794,550	1,598,795

Article 13: To see if the Town will vote to raise and appropriate or transfer from available funds a sum of money for Educational Costs for Pathfinder Regional School District for the fiscal year beginning July 1, 2012; or take any action relative thereto.

	FY 2012 BUDGET	FY2013 PROPOSED BUDGET	FY2013 FINCOM RECOMMEND
Pathfinder Regional Vocational Technical School District			
School Assessment	142,877	162,053	162,053
Grand Total Article 13	142,877	162,053	162,053

Article 14: To see if the Town will vote to raise and appropriate a sum of money, transfer from available funds and appropriate a sum of money from Ambulance Receipts reserved for appropriation as is necessary to pay salaries, expenses, and outlays of the several Town departments for the fiscal year beginning July 1, 2012; or take any action relative thereto.

DEPARTMENT	FY 2012 BUDGET	FY2013 PROPOSED BUDGET	FY2013 FINCOM RECOMMEND
Ambulance			
Salaries, Part-Time	26,898	26,898	27,436
Expense	24,980	29,330	29,330
Sub-Total	51,878	56,228	56,766
Animal Inspector			
Salaries, Part-Time	612	612	625
Expense	25	25	25
Sub-Total	637	637	650
Board of Assessors			
Salaries, Elected	3,672	3,672	3,672
Salaries, Part-Time	15,300	16,440	15,606
Expense	5,760	5,760	5,760
Revaluation and Full List	6,500	6,500	6,500
Sub-Total	31,232	32,372	31,538
Board of Health			
Salaries, Elected	1,530	1,530	1,530
Expense	400	400	400
Sub-Total	1,930	1,930	1,930
Board of Selectmen			
Salaries, Elected	4,244	4,244	4,244
Salaries, Part-Time	22,727	22,727	23,182
Expense	54,585	54,685	54,685
Town Council / Legal	15,000	15,000	15,000
Town Report Printing	1,100	1,100	1,100
Web Site	3,400	3,400	3,400
Water Treatment Expense	500	500	500
Sub-Total	101,556	101,656	102,111
Building Inspector			
Salary	2,000	2,000	2,040
Expense	650	650	650
Sub-Total	2,650	2,650	2,690
Cemeteries			
Salaries, Elected	83	83	83
Expense	7,200	10,200	9,200
Sub-Total	7,283	10,283	9,283
Council on Aging			
Expense	5,361	5,361	5,361
Sub-Total	5,361	5,361	5,361

DEPARTMENT	FY 2012 BUDGET	FY2013 PROPOSED BUDGET	FY2013 FINCOM RECOMMEND
Dispatch			
Expense	39,464	39,464	39,464
Sub-Total	39,464	39,464	39,464
Dog Officer			
Salary	4,080	4,080	4,162
Supplies	2,500	2,500	2,500
Sub-Total	6,580	6,580	6,662
Emergency Management			
Salary	1,020	1,020	1,041
Expense	500	500	500
Sub-Total	1,520	1,520	1,541
Finance Committee			
Expense	1,000	1,000	1,000
Reserve Fund	30,000	30,000	30,000
Sub-Total	31,000	31,000	31,000
Fire Department			
Chief Salary	15,300	15,300	15,606
Asst Chief	3,507	3,507	3,578
Wages, Part-Time	30,356	30,356	30,963
Expense	24,730	26,530	26,530
Sub-Total	73,893	75,693	76,677
Highway			
Superintendent Salary	55,183	67,000	56,287
Salaries and Wages	75,932	84,904	77,451
Expense	37,165	44,515	38,094
Snow and Ice	83,002	87,038	83,311
Sub-Total	251,282	283,457	255,143
Historical Commission			
Expense	4,000	2,000	2,000
Sub-Total	4,000	2,000	2,000
Library			
Salaries, Elected	50	50	50
Salaries, Part-Time	29,883	30,871	30,481
Expense	21,197	22,151	22,151
Sub-Total	51,130	53,072	52,682

DEPARTMENT	FY 2012 BUDGET	FY2013 PROPOSED BUDGET	FY2013 FINCOM RECOMMEND
Land Use			
CMRP Assessment	404	425	425
Conservation Commission Expense	345	475	475
Planning Board Expense	-	-	-
Zoning/Appeals Board Expense	150	150	150
Sub-Total	899	1,050	1,050
Moderator Salary	160	160	160
Municipal Buildings Utilities	62,867	65,867	65,867
Parks and Recreation			
Expense	3,750	4,250	3,750
Sub-Total	3,750	4,250	3,750
Police Department			
Chief Salary	31,494	31,494	32,124
Wages, Part Time, OT & Holidays	117,738	122,738	125,193
Expense	34,226	37,146	37,146
Sub-Total	183,458	191,378	194,463
Street Lights	1,500	2,000	2,000
Town Accountant			
Salary	13,157	13,157	13,421
Expense	2,200	2,200	2,200
Sub-Total	15,357	15,357	15,621
Town Clerk			
Salary, Elected	6,186	6,310	6,310
Expense	875	875	875
Sub-Total	7,061	7,185	7,185
Town Elections			
Salary, Registrar	306	306	312
Wages, Part-Time	2,754	2,500	2,550
Expense	1,845	1,500	1,500
Sub-Total	4,905	4,306	4,362
Census			
Salaries, Part-Time	810	826	843
Expense	900	900	900
Sub-Total	1,710	1,726	1,743

DEPARTMENT	FY 2012 BUDGET	FY2013 PROPOSED BUDGET	FY2013 FINCOM RECOMMEND
Tax Collector			
Salary, Elected	17,519	17,519	17,870
Expense	7,502	7,902	7,902
Sub-Total	25,021	25,421	25,772
Town Hall			
Wages, Part-Time	-	2,700	2,700
Expense	39,950	34,300	34,300
Sub-Total	39,950	37,000	37,000
Town School House Committee			
School House Repairs	500	500	500
Sub-Total	500	500	500
Treasurer			
Salary, Elected	6,776	6,966	6,898
Certification Incentive	663	696	690
Expense	1,780	1,790	1,790
Treasurer Foreclosure	1,000	2,000	1,000
Sub-Total	10,219	11,452	10,378
Treasurer - Debt Service			
Municipal Building - Principal	18,125	18,125	18,125
Municipal Building - Interest	24,107	23,246	23,246
Short Term Interest	5,000	5,000	2,000
Borrowing Cost	300	300	300
Sub-Total	47,532	46,671	43,671
Treasurer Employee Benefits	117,550	102,520	102,520
Tree Warden			
Salary	230	230	235
Expense	2,000	2,000	2,000
Sub-Total	2,230	2,230	2,235
Veterans Agent			
Salary	1,640	1,640	1,673
Expense	6,300	6,300	6,300
Sub-Total	7,940	7,940	7,973
Home Health Aide Expenses	1,279	1,279	1,279
Grand Total Article 14:	1,195,284	1,232,195	1,203,027

Article 15: To see if the Town will vote to raise and appropriate or transfer from free cash \$7,500 to purchase and replace seven (7) self-contained breathing apparatus air bottles; or take any action relative thereto.

(Submitted by the Fire Chief)

Article 16: To see if the Town will vote to raise and appropriate or transfer from free cash \$2,700 to pay the third payment in a five-year lease for five defibrillator units, or take any action relative thereto.

(Submitted by the Fire Chief)

Article 17: To see if the Town will vote to raise and appropriate or transfer from free cash \$5,000 for costs associated with Police Details during Road Repairs, or take any action relative thereto.

(Submitted by the Highway Superintendent)

Article 18: To see if the Town will vote to raise and appropriate or transfer from free cash \$18,988 for the second payment in a three-year lease for the Highway Light Duty Dump Truck, or take any action relative thereto.

(Submitted by the Highway Superintendent)

Article 19: To see if the Town will vote to raise and appropriate, transfer or borrow a sum of money for the purchase and equipping of a Pumper Fire Truck, including all other costs incidental and related thereto, and to fund the first year of a lease or lease purchase agreement for such truck, and to authorize the Board of Selectmen to enter into an agreement for such purposes for a period of up to ten years; provided, however, that the vote taken hereunder shall be expressly contingent upon approval by the voters of a debt exclusion allowing the funds necessary to be raised outside the limits of Proposition 2/ ½, so called, or take any action relative thereto.

(Submitted by the Fire Chief)

Article 20: To see if the Town will vote raise and appropriate, or transfer from available funds \$2,000 for the Town's 250th Anniversary Celebrations, or take any action relative thereto.

(Submitted by the 250th Anniversary Committee)

Article 21: To see if the Town will vote to transfer a sum of money from free cash or any other available fund to balance the Fiscal 2013 budget, or take any action relative thereto.

(Submitted by the Finance Committee)

Article 22 To see if the Town will vote to authorize the Board of Selectmen to seek special legislation creating the combined appointed position of Treasurer Collector as set forth below; provided however that the General Court may make clerical or editorial changes of form only to the bill, unless the Board of Selectmen approves amendments to the bill before enactment by the General Court, and that the Board of Selectmen is authorized to approve amendments which shall be within the scope of the general public objectives of the petition:

An Act Establishing an Appointed Treasurer Collector in the Town of Oakham

Section 1: Notwithstanding sections 1 and 1B of Chapter 41 of the General Laws or of any other general or special law to the contrary, there shall hereby be established in the town of Oakham the position of treasurer/collector. The treasurer/collector shall be appointed by the board of selectmen for a term not to exceed three (3) years, and may be removed by said

board after notice and opportunity for a hearing. A vacancy in the office shall be filled in a like manner for the unexpired portion of the term. The treasurer/collector shall have the power, perform the duties, and be subject to the liabilities and penalties now or hereafter conferred or imposed by law on town treasurers and town collectors of taxes.

Section 2: Notwithstanding section 1 of this act, to transition to a treasurer collector, the incumbent Town Collector serving at the time this act takes effect shall continue to hold said office and perform the duties thereof until the expiration of the elected term or sooner vacating of office. Further, the board of selectman shall appoint, and may remove, a temporary town treasurer to serve from the day following the 2013 annual town election until the expiration of the term of the incumbent town collector or sooner vacating of the office; provided, however, that if this act is not in effect at least 35 days prior to the date of the 2013 Annual Town Election, the office of town treasurer shall appear on the ballot and any person so elected shall hold said office and perform the duties thereof only until the board of selectmen appoints a temporary town treasurer. Upon the appointment of a temporary town treasurer hereunder, the term of the elected incumbent town treasurer shall terminate. Further, upon the expiration of the term of the incumbent town collector, or sooner vacating of the office, an appointment of a treasurer collector shall be made in accordance with section 1 of this act, the elected positions of town collector and town treasurer shall be abolished and the term of the elected incumbent town collector terminated.

Section 3: This act shall take effect upon passage
(Submitted by the Board of Selectmen)

Article 23: To see if the Town will vote to amend the Town of Oakham Bylaw Chapter VI, Vacation Rules and Regulations to a Personnel Rules and Regulations as follows:

Section 1: Definitions

Appointing Authority/Hiring Authority: shall be the Board of Selectmen and or their designee.

Department Head: Employee's immediate supervisor

Employee shall mean any person paid and employed by the Town on a full-time, part-time, temporary or stipend basis, as those terms are hereinafter defined.

Exempt Employees: Employees who are paid a salary are not eligible for overtime pay. Exempt employees are expected to work the number of hours required in order to perform their job in a satisfactory manner.

Non-Exempt Employees: Employees who are paid an hourly rate and who are eligible for overtime compensation. Non-exempt employees must document the number of hours worked.

Regular Full Time Employee: Employees scheduled to work 40 or more hours per week, 52 weeks per year

Regular Part Time Employee: Employees scheduled to work 20 or more hours per week, but less than 40 hours per week, 52 weeks per year.

Part Time Employee: Those employees schedule to work less than twenty hours per week, 52 weeks per year.

Temporary Employee: Employees hired for less than 52 weeks per year (e.g. seasonal employees and fill-ins)

Stipend Employee: Employees whose hours are not regularly scheduled from week to week.

Section 2: Hours of Work: Each department's hours of work shall be determined by the appointing/hiring authority. The appointing/hiring authority retains the right to adjust work

schedules of any individual employee or department as deemed necessary based on the needs of the town.

Overtime: The Department Head, hiring authority or its designee must approve all overtime before it is incurred. All full time non-exempt employees shall be paid at a time and one-half rates for all hours worked over forty in a single pay period.

Section 3 Holiday Pay: All regular full-time and regular part-time employees shall receive eleven paid holidays as listed below. Employees authorized by the appointing authority to work their regularly scheduled shift on a holiday will be paid at a time and one-half rate for the shift worked. All holidays falling on Saturday will be observed on Friday, and all holidays falling on Sunday will be observed on Monday.

New Year's Day, Martin Luther King's Birthday, Presidents Day, Patriot's Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving Day and Christmas Day.

Section 4 Sick Leave: All regular full-time and regular part-time employees shall be entitled to twelve (12) sick days per year to accrue at the rate of 1 day per month of employment to a maximum accrual of twelve days per year. Employees may use sick leave only when they are incapacitated by illness or injury, or otherwise as permitted by law. Employees reporting in sick shall contact their Department Head or appointing authority to make such report and make such notification no later than within two hours prior to a scheduled shift. Should it be determined as a result of an investigation that an employee was feigning illness or injury, appropriate disciplinary action will be taken, including but not limited to, forfeiting pay for the day(s) listed as sick. For sick leave of three (3) or more consecutive days, the employee will be required to provide a doctor's note. Unused sick leave will not be compensated at termination of employment and will be forfeited.

Section 5 Vacation Leave: All regular full-time and regular part-time employees shall be entitled to vacation leave. Any regular part time employee who works less than forty (40) hours but a minimum of twenty (20) shall receive vacation pro-rated to the number of hours actually worked in a regularly scheduled work week.

The vacation year of the Town shall be the period from July 1st to June 30, inclusive, with vacation accrual beginning as of July 1st each year. Vacation leave shall be taken annually within the fiscal year and any unused vacation leave will be lost at the end of that period, except as set forth in Section 5B. Employees with unused vacation leave at termination of employment will be compensated for such. Should a holiday fall during an authorized vacation, an additional day of vacation will be allowed during that fiscal year. The amount of vacation time earned shall be in accordance with the following schedule:

Six months to one year of employment	5 days
1 year to 5 years of employment	10 days
5 years to 15 years of employment	15 days
15 years and over of employment	20 days

Section 5A: Department Heads of the respective departments shall grant vacation leaves at such times as, in their opinions, will cause the least interference with the performance of the regular work of the town.

Section 5B: Department Heads of the respective departments shall grant vacation leaves in the vacation year in which they become due, unless, in their opinion, it is impossible or impracticable to do so because of work schedules or emergencies. In this case vacation credits may be carried over for no more than one vacation year.

Section 6 Personal Leave: All regular full-time and regular part-time employees shall be provided two personal days per fiscal year. Personal leave is earned at the rate of one day per six months of employment. After the first six months of employment an employee is entitled to one personal day, after the second six months of employment another personal day is earned. No more than two personal days may be taken in any fiscal year. Notice of request shall be reasonable under the circumstances and shall be approved by the Department Head or appointing authority. Unused personal days will not be compensated upon termination of employment.

Section 7 Wages: Wages are paid on a bi-weekly schedule.

Section 8 Health Insurance: All regular full-time and regular part-time employees are eligible for health insurance as provided by the town to the extent offered and as authorized by law.

Section 8 Bereavement Leave: The Department Head or appointing authority may grant bereavement leave to any regular full-time or regular part-time employee in the event of the death of an employee's parent, child, spouse, brother, sister, parent-in-law, or stepchild. Two additional days may be granted if the travel is needed in excess of 500 miles from Oakham.

(Submitted by the Board of Selectmen)

And you are directed to serve this Warrant, by posting up attested copies thereof at

Oakham Town Hall Oakham Post Office Fobes Memorial Library

In said Town, **Seven** days at least before the time of holding said meeting. HEREOF FAIL NOT, and make due return of this Warrant, with your doings thereon, to the Town Clerk, at that time and place of meeting, as aforesaid. Given under our hands this ***Twenty Fourth Day of May*** in the year of our Lord ***Two Thousand and Twelve***.

Selectmen:

Eliot G. Starbard, Chairman

Dennis M. Bergin Jr., Vice Chairman

William A. Storie, Clerk

A true Copy: Attest:

Constable

Date