



TOWN OF WALPOLE
COMMONWEALTH OF MASSACHUSETTS

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April 5, 2019

Dear Representative Town Meeting Member,

Enclosed you will find materials to help you prepare for the 2019 Annual Spring Town Meeting that is set to begin on Monday May 6, 2019 at the Walpole High School. This Warrant will address a wide range of Town matters. Some Articles of note that I would like to bring to your attention include:

Article 3 – This article relates to the salary schedule for non-union personnel. Included in this packet you will find the recommendations from the Personnel Board for your review and consideration. The general wage increase that is being recommended is 2%. This figure was agreed upon after reviewing the Consumer Price Index, Employment Cost Index, a survey of other communities and a historical review of Walpole's union contracts.

Article 5 – This article relates to the current fiscal year budget. At this time there is a deficit projected in the Police Department Budget. The Police Chief has advised the Finance Committee that there is a need of approximately \$85,000 for the remainder of FY 19 in order to continue to provide the current level of service that Walpole residents have come to expect. The Walpole Police Department has seen an unprecedented number of extenuating circumstances this year that have led to this amount being requested. The Finance Committee unanimously recommended that \$85,000 with \$57,000 going into the personnel line and \$28,000 going into the expense line.

Article 11 – This article requests that \$50,000 be transferred from the overlay surplus to the Stabilization Account. The current market balance in the Stabilization account is \$4,356,946

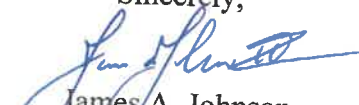
Article 14 – This article is requesting an increase to the limit collected as per M.G.L Chapter 44, S53E1/2 for Walpole's net metering agreement with Bird Machine Solar Farm LLC. The Town entered into the agreement in FY 2015, but did not receive funds until the last half of FY 18 when the project came online. When this account was established last year we underestimated how much the Town would collect through this account. At this time there is a need to increase the limit from \$300,000 to \$1,300,000. As per the agreement, the Town receives funds from Eversource and issues a portion of those funds to Bird Machine LLC. As of March 31st Walpole has received \$929,912 and paid out \$674,186

Article 15 – This article would rescind prior borrowing authorizations that are no longer needed.

Article 16 – This article requests funding for Walpole Media Corp. for FY 2020. As of March 2019 the current balance in the account is \$1,066,312.73.

Finally, I would like to remind all Town Meeting Members and attendees that the Moderator has decided to start all of the formalities and ceremonies associated with Town Meeting at 7:00 PM on May 6th. It is expected that Town Meeting will officially start at 7:30. Please feel free to contact this office or any other Town official to address any questions or concerns you may have once you have completed your review of the documents in this packet.

Sincerely,


James A. Johnson
Town Administrator

TO: Walpole Representative Town Meeting Members

FROM: Dan Bruce, Walpole Town Moderator

DATE: April 8, 2019

SUBJECT: Electronic Voting Trial for 2019 Spring Annual Town Meeting

Proposed rule change for Town Meeting Members (TMM) consideration to adopt electronic voting on a trial basis for the 2019 Spring Annual Town Meeting.

Modify the Rules Applying to the Conduct of Representative Town Meeting Members as follows:

Add Electronic as a fifth method of taking votes under Section 5a. Method of Taking Votes

Voice voting shall remain the primary method of voting for all articles requiring a simple or 2/3 majority.

The Moderator shall conduct an electronic vote (replacing the standing count voting method) in any of the following cases:

- i. If the Moderator is unable to call a Voice Vote
- ii. If the motion being voted upon requires other than a simple majority or 2/3 majority, and the Voice Vote is not unanimous
- iii. If no less than seven (7) RTM Members stand and call verbally for an Electronic Vote.

The Moderator shall also conduct an Electronic Vote (replacing the Roll Call vote) in the following case:

- i. If prior to taking any vote, a motion is made from the floor, and seconded by no less than twenty (20) RTM Members. Such a motion requires a majority vote for adoption.

Why consider Electronic Voting?

Electronic voting in Town Meeting has three primary benefits:

1. More efficient use of time – would significantly decrease time Members spend voting. Electronic voting can be completed in 90 seconds or less while a standing vote averages five (5) minutes and roll call votes approximately 15 minutes.
2. Improves accuracy in counting votes – higher degree of accuracy than current practices.
3. Increases accountability to the public – provides opportunity to record and publish more votes for controversial issues. The change may encourage more interest in Town Meeting.

Unintentional misuse is the primary negative. Specifically, proxy voting where a handset registered to a particular TMM might be provided to another person for voting because a person has to leave the hall for a period of time or leave early. Proxy voting is not permitted and can be addressed by public scrutiny and procedures instituted by the Moderator. No person may hand their handset to another, even for a limited period. No person may leave the hall temporarily without their handset (there will be staff posted at the door to ensure the same). If a person is leaving the hall for the evening, they must check their handset in with staff. Finally, if a member is observed using multiple handsets during a vote,

such activity should be reported to the Moderator IMMEDIATELY. Intentional misuse of a handset raises possible additional issues, and could be referred to the Police Department or District Attorney.

What does it cost? First time trial will cost \$3,000-\$5,000 depending on how many nights Town Meeting runs. First night is \$1,989 and each subsequent night is \$994.

Proposed Process for Electronic Voting

While checking in at Town Meeting, each Member will be assigned a hand held voting device that is personal to them.

The device is very similar in size and shape to a TV remote control. There is a LCD display screen on the device to provide positive confirmation to the user their vote was properly sent and recorded.

We will have a brief training session to review the device including test votes to familiarize the Members with the process. I have also requested the vendor, Option Technologies, to produce an instructional video which I hope to have available online at least two weeks prior to Town Meeting for any member who wishes to view the video.

When an Electronic Vote is to be taken, the Moderator will indicate when voting is open and remind the Members to press 1 for "Yes" and 2 for "No". If you wish to formally abstain, press 3. Buttons may be pressed at any time during the entire 30 to 40 second voting period. It will be the final push before the Moderator calls the voting closed that will record the Member's vote.

After the Moderator calls the voting period closed, the votes will be displayed on the screen at the front of the auditorium. Two precincts at a time will be displayed on screen for about seven (7) seconds (see diagram #1 voting grid).

The Moderator will then call for any Member who feels that his/her vote was recorded in error to stand and ask that their vote be changed, who in turn will acknowledge the change and make it visible on the screen.

If any changes or challenges were requested, the results, as amended, will be displayed on the screen a 2nd time in same manner in which they were originally displayed. The only challenges that will be permitted this 2nd time will be the ones that were requested after the first screen but may not have been properly corrected.

After this final screen with corrections, if required, the results will become final with Voting Tally and Pass/Fail indicator shown (see diagram #2 voting grid with tally and Pass/Fail).

Diagram #1 – Sample voting grid



Article #12 – New Zoning Map

P01 O'Keefe, Richard R.	Abs	P02 MacKenzie, John B.		P03 Barbieri, Richard Anthony	
P01 Bartlett, Douglas E.	Yes	P02 Rocchi, Michael R.		P03 Curtin, Donna DeFabio	
P01 Leary, Kevin F.	Yes	P02 Serkey, Richard M.		P03 Hennessy, Elizabeth E.	
P01 Leary, Lucile A.	No	P02 Zaniboni, Helen W.		P03 Keohan, Margaret A.	
P01 Malaguti III, Everett J.	No	P02 Curley, Peter J. F.	No	P03 Keohan, William J.	
P01 Pratt, Christine K.	Yes	P02 Fey, Sheila M.	Yes	P03 Pizer, Ann	
P01 Spencer, Sr., Robert Paul	Yes	P02 Goodwin, Jane C.		P03 Silva, Jason Paul	
P01 Vandini, Charles F.	Yes	P02 Leary, Michael Joseph		P03 SIRRICO, Gerald E.	
P01 Vaz, Leonard J.	Yes	P02 Pinto, Thomas A.		P03 Webber, Dale M.	

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Diagram #2 Sample voting grid with final voting tally and Pass/Fail Indicator



Article #12 – New Zoning Map

P01 O'Keefe, Richard R.	Abs	P02 MacKenzie, John B.		P03 Barbieri, Richard Anthony	
P01 Bartlett, Douglas E.	Yes	P02 Rocchi, Michael R.		P03 Curtin, Donna DeFabio	
P01 Leary, Kevin F.	Yes	P02 Serkey, Richard M.		P03 Hennessy, Elizabeth E.	
P01 Leary, Lucile A.	No	P02 Zaniboni, Helen W.		P03 Keohan, Margaret A.	
P01 Malaguti III, Everett J.	No	P02 Curley, Peter J. F.	No	P03 Keohan, William J.	
P01 Pratt, Christine K.	Yes	P02 Fey, Sheila M.	Yes	P03 Pizer, Ann	
P01 Spencer, Sr., Robert Paul	Yes	P02 Goodwin, Jane C.		P03 Silva, Jason Paul	
P01 Vandini, Charles F.	Yes	P02 Leary, Michael Joseph		P03 SIRRICO, Gerald E.	
P01 Vaz, Leonard J.	Yes	P02 Pinto, Thomas A.		P03 Webber, Dale M.	

Yes = 7 No = 3 Abstain = 1

Pass



PERSONNEL BOARD

Albert DeNapoli, Chair

Jane Bergen

Julie Lowre

Joseph McDermott

Larry Pitman

Spring Annual Town Meeting

Article 2

Proposed changes to the Personnel By-laws

Article 3

Proposed changes to the Salary Schedule

Article 4

Proposed Funding- No Action

May 6, 2019

Article 2 – Changes to the Personnel By-laws:

- **Reorganization of Personnel By-laws into sections based on categories with no changes to the wording of the By-laws**

Article 3 – Changes to the Salary Schedule:

- **2% General Increase to the Professional, Hourly, Administrative/Professional, Election, Fire, Safety, Inspection, Grant Schedules**
- **New Position – Deputy Building Commissioner – Grade P-7**
- **Recreation Schedule**
 - Program and Aquatic's Schedule – \$1.00 increase to min & max**
 - Specialized Programs – no change**
- **Eliminate Min-Mid-Max Salary Professional & Hourly Salary Schedules**

Article 4 – Proposed Funding:

- **No Action**

PERSONNEL BY-LAW

&

CLASSIFICATION & COMPENSATION SCHEDULE

JULY 2019

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100 – PERSONNEL BOARD:

ARTICLE 4 to 101 - PERSONNEL BOARD:

There shall be a Personnel Board appointed by the Moderator consisting of five members other than employees or elected officials of the Town except Town Meeting Representatives. Two members shall be appointed for a term of three years, two for a term of two years, and one for a term of one year. All subsequent appointments shall be made for a term of three years. Any vacancies shall be filled by the Moderator.

The Personnel Board shall serve without pay.

ARTICLE 5 to 102 - QUORUM, MINUTES:

Any or all of the powers it may itself exercise, the Board may delegate to a committee of three of its members and this number shall at any time constitute a quorum; and as long as there is a quorum present, none of the Board's rights or power to exercise them shall be impaired by vacancies in the Board or absences from its meetings.

ARTICLE 6 to 103 - DUTIES OF THE PERSONNEL BOARD:

- a. The Personnel Board shall enforce and administer the Personnel By-law and establish such policies, procedures, and regulations as it deems necessary and consistent with the Personnel By-law. *(revised 7/1/17)*
- b. The Personnel Board shall maintain written descriptions of the jobs or positions in the PLAN describing the essential characteristics, requirements, and general duties. The descriptions shall not be interpreted as complete or limiting definitions and employees shall continue to perform any duties assigned by their superiors.
- c. Personnel records of all Town Employees, including such information as may be deemed desirable, shall be maintained by the Human Resource's Office for the use of the Personnel Board
- d. The Personnel Board shall review all positions subject to the PLAN at intervals of not more than three years. The Personnel Board may add a new position to the PLAN or reclassify an existing position to a different schedule or grade, subject to the subsequent ratification of its actions by a formal amendment of the PLAN at the next ANNUAL Town Meeting. All reclassifications of the schedule including Grade, Pay Ranges, Pay Rates shall be effective on the dates recommended by the Personnel Board.
- e. The Personnel Board shall from time to time review the Classification & Compensation Schedules. It shall keep informed as to pay rates and policies outside the services of the Town and shall recommend to the Town any action deemed desirable to maintain a fair and equitable pay level. *(revised 7/1/17)*
- f. The Personnel Board shall compile and maintain up-to-date charts of the organizational structure of the Town.

200 - POLICIES:

ARTICLE 7 to 201 - EMPLOYMENT POLICY:

- A. The Town will comply with Title I of the Americans with Disabilities Acts of 1990.

The Town of Walpole will provide for, under Sec. 102 (b)(5) of the Americans with Disabilities Act (P.L. 101-366), reasonable accommodations as needed, to enable qualified handicapped persons to perform the essential functions of the job unless it is shown that the accommodations would impose an "undue hardship" on the operations of the Town.

- B. The Town of Walpole, adheres to the principles and practices of Equal Employment

Opportunity in compliance with Title VI and VII of the Civil Rights Act of 1964, Executive Order No. 11246 as amended, Executive Order No. 74 as amended and revised by No. 116, Massachusetts General Laws, Chapter 151B and other applicable federal and state laws and regulations. The Town of Walpole is dedicated to Equal Employment Opportunity and shall continue to recruit, hire and promote all job classifications regardless of race, color, national origin, religion, age, ancestry or sex. Also, the Town of Walpole shall continue to ensure that all other personnel actions will be administered in accordance with the principles of Equal Employment Opportunity.

- C. All positions must be posted in Town Hall for ten (10) calendar days before being filled.

Additional advertising or longer periods of posting may be utilized at the discretion of Town Administration.

Acting appointments may be made without posting with the approval of the Personnel Board.

ARTICLE 35 to 202 - SEXUAL HARASSMENT:

The Town of Walpole is committed to the provision of a safe and non-discriminatory work place for all of its employees. Pursuant to this commitment the Board of Selectmen and the Personnel Board endorse and adopt the following policy and its adjunct procedures to educate employees, to comply with statutory mandates, to address real and potential incidents and to strive to secure a harassment-free work environment.

I. It is illegal and against the policies of the Town of Walpole for any employee or Town Official, male or female, to sexually harass another employee by:

1. Making unwelcome sexual advances or requests for sexual favors or other verbal or physical conduct of a sexual nature, a condition of the employee's continuing employment, or
2. Making submission to or rejection of such conduct the basis for employment decisions affecting the employee, or
3. Creating and intimidating, hostile or offensive working environment by such conduct.

Examples of conduct which may constitute sexual harassment includes but is not limited to:

- a. using one's position or authority, either implicitly or explicitly, to coerce an employee into complying with sexual favor;
- b. unwanted touching, fondling, patting, hugging, pinching, kissing, cornering or brushing;
- c. questions and compliments about a person's sexual behavior, sexually oriented jokes, or comments about a person's body or conversations filled with sexual innuendo and double meanings, and
- d. displaying sexually suggestive pictures or objects in the work place, leering or ogling in a sexually explicit manner, or gesturing and making lewd motions with one's body.
- e. Viewing sexually explicit websites, sending sexually explicit emails or voicemails to or from the work place.

- f. II. Any employee who believes he or she has been the subject of sexual harassment should report the alleged act(s) and/or behavior to his or her department head and/or the Town Administrator, Assistant Town Administrator or Personnel & Benefits Coordinator at Walpole Town Hall, 135 School Street, Walpole, MA 02081, (508) 660-7289. Complaints should be made within a timely manner. Complaints may also be made through contacting either of the two government agencies below:

Massachusetts Commission Against Discrimination
One Ashburton Place, Room 601
Boston, MA 02108 (617) 994-6000
Web site: www.mass.gov/mcad/hours.html

Equal Employment Opportunity Commission
John F. Kennedy Federal Building
475 Government Center
Boston, MA 02203 (800) 669-4000 or (617) 565-3200
Web site: www.eeoc.gov/boston/index.html

An investigation of all complaints will be undertaken immediately and in compliance with the Sexual Harassment Complaint Procedure. Any supervisor, agent or other employee who has been found by the administration after appropriate investigation to have sexually harassed another employee will be subject to appropriate sanctions, which range, depending upon the circumstances, from remedial training up to and including termination.

Any retaliation for filing a complaint or cooperating in an investigation is unlawful and is prohibited by the Town. Retaliatory action shall be regarded as a separate and distinct cause for complaint under the Sexual Harassment Complaint Procedure, and as a basis for disciplinary action against the offending employee should investigation validate said complaint.

III. The complaint procedure shall be implemented in instances of the alleged sexual harassment of employees by non-employees and on non-employees by employees occurring in the work place and within the jurisdiction of the complaint procedure of the Town of Walpole. Alleged occurrences which are not within the jurisdiction of the complaint procedure will be referred to an enforcement agency, if applicable. If there is no available enforcement agency, Administration will take reasonable steps to prevent such conduct.

The Board of Selectmen and the Personnel Board affirm their responsibility to provide a work environment free of sexual harassment and recognize that such an environment is the result of continued responsible action and behavior by all employees. Any employee is encouraged to raise questions regarding sexual harassment or other barriers to equal employment opportunity with the Assistant Town Administrator.

Submitted for approval as part of the Town of Walpole Personnel By-Law and Adopted by Board of Selectmen and Personnel Board. (Revised 1/05)

Sexual Harassment Complaint Procedure is on file in the Town Clerk's Office, Personnel and Town Administration.

ARTICLE 36 to 203 - DRUG FREE WORKPLACE:

The Federal Drug Free Workplace Act of 1988 states that the unlawful manufacture, distribution, dispensing, possession, or use of controlled substances at the workplace is prohibited. All employees are required to conform to this act. An employee is also required to notify his/her supervisor of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such a conviction. Convicted employees will be subject to disciplinary action which may result in termination of employment or in mandatory participation in a drug rehabilitation program. Information concerning dangers of illegal drugs and confidential drug counseling is provided by the Governor's Alliance on Drugs (727-0786) and through individual health care providers. This section is not intended to allow the employer to subject employees to any type of drug testing mandatory or otherwise.

300 - THE PLAN:

ARTICLE 1 to 301 – TITLE & AUTHORIZATION: *(revised 7/1/17)*

Pursuant to the authority contained in Sections 108A and 108C of Chapter 41 of the General Laws, this By-law

- a. Incorporates and includes the Position Classification and Compensation Schedule (herein referred to as the "PLAN") for the payment of salaries and wages to the employees of the Town of Walpole covered by the PLAN;
- b. Specifies certain working conditions such as hours of employment and certain fringe benefits applicable to employees who occupy positions subject to the PLAN and who are not covered by a collective bargaining agreement with the Town in accordance with Chapter 150E of the General Laws; and
- c. Provides for the administration of this Personnel By-law.

ARTICLE 2 to 302 - APPLICATION:

The PLAN shall apply to all officers and employees in the services of the Town (whether Full Time, Part-Time, Seasonal, Casual, Special, Civil Service or other), other than those positions covered by a separate contract or collective bargaining agreement and under the direction and control of the School Committee. Nothing herein, however, shall bar using the PLAN or its provisions or facilities provided by the Personnel Board as a guide to authorized officials or committees in determining the compensation of such. *(revised 7/1/17)*

ARTICLE 8 to 303 - INSTALLING PLAN:

All employees included in the PLAN shall be eligible to receive any pay based upon their job classification as provided by the schedules adopted herewith. All adjustments shall be subject to the approval of the Department Head and the Personnel Board.

No pay shall be reduced as a result of the installation of the PLAN. Any existing rates above the maximum shall become personal rates and apply only to the present incumbent. When employment ends, no successor shall advance beyond the maximum for the job.

ARTICLE 25 to 304 - CLASSIFICATION AND SCHEDULES:

The Classification and Schedule of pay under the PLAN shall be as shown in the appended "Classification of Positions and Pay Schedules" as from time to time amended.

ARTICLE 24 to 305- GENERAL:

If any provision of this By-Law shall conflict with any Civil Service law or regulation applicable to any position, or any other law, it shall be deemed modified by the law or regulation sufficiently only to end the conflict.

ARTICLE 26 to 306- AMENDMENT:

- A. This By-Law may be amended by vote of the Town at any regular or special meeting.

ON MOTION MADE AND SECONDED IT WAS VOTED:

To adopt the proposed By-Law governing the classification of Personnel and the Administration of Standard Rates of salaries and wages as specified in Article 2 of the Special Town Meeting Warrant for action March 22, 1954, and Classification of Positions and Pay Schedules included in the report of the Wage and Salary Committee with amendments.

- B. To permit adequate study, proposed amendments other than those initiated by the Board shall first be presented to the Board in writing, but not less than forty-five days immediately before the date of the meeting in which it is intended to seek action on the said amendment.

ARTICLE 3 to 307 - TITLE OF POSITIONS:

No person shall be employed or paid as an employee in any position subject to the provisions of the PLAN under any title other than those in the schedules or under any title other than that of the job the duties of which are actually performed. The job title in the PLAN shall be the official title of the position and shall be used in all administration and employment records, and in every other connection involving personnel or fiscal processes.

All employees will be classified in one of the following categories:

- **Full Time** employees work a full workweek for a continuous and indefinite period. They receive all benefits where applicable and within established limits.
- **Part-Time** employees work less than a full workweek. Part-Time employees who **work a minimum of twenty hours a week** on a regular continuous basis for an indefinite period receive benefits as do Full Time employees but only in proportion to hours worked.
- **Part-Time** employees who **work less than twenty hours a week** will receive pay for the hours they actually work and are not entitled to any benefits other than holiday pay where applicable.
- **Temporary** employees work for a continuous period not to exceed six months. After ninety (90) days employment, they receive paid holidays provided they work the workday before and the workday after the holiday. They are entitled to no other benefits.

400 - EMPLOYMENT:

ARTICLE 12 to 401- NEW PERSONNEL:

- A. The hiring rate shall be the minimum of the rate range for the job unless otherwise authorized by the Department Head and Personnel Board. If such authorization is given, it shall be supported by written statement of the reasons.
- B. All new employees shall be hired on a probationary basis for one year. By the end of the one year probationary period, the employee's department head shall recommend to either permanently appoint or terminate the employee. Such recommendation to go into effect upon approval of the Personnel Board. Action by the Personnel Board will take place within a reasonable period following receipt of the department head's recommendation. The probationary period will continue until said recommendation is approved by the Personnel Board.

ARTICLE 9 to 402 - INCREASES:

Progression through the PLAN is NOT automatic and shall be on the basis of merit on recommendation of the Department Head and the Personnel Board. *(revised 7/1/17)*

As to employees hired prior to July 1, 2017, eligibility for step increase will be on the anniversary date or promotion date. If an evaluation rating of "Meets Expectations" or better is received at the annual review, the employee will advance a step on the Plan.

NEW HIRES: As to employees hired on or after July 1, 2017, the department head will complete a performance evaluation at the end of the one year probationary period to determine the status of probationary to permanent. If the employee is recommended for permanent status, the employee will receive a merit increase if a rating of "Meets Expectations" or better is received. Eligibility for merit increase will be on the anniversary date or promotion date. *(revised 7/1/17)*

ARTICLE 10 to 403- PROMOTIONS AND TRANSFERS:

When an employee is promoted to a higher rate job, the entry shall be at the minimum of the job rate range or at the employee's own rate, whichever is the higher. An employee may also receive a step increase at the time, if the Department Head feels that qualifications and performance warrant it, and the Personnel Board recommends it.

An employee who is promoted to a higher rated job shall be given a maximum of thirty (30) days trial period in the new position at the applicable rate of pay for the position. If at the end of thirty (30) days of such trial period it is determined by his/her supervisor that the employee's performance in such position is not satisfactory then he/she may be returned to his/her old position and rate of pay.

ARTICLE 11 to 404 - RATE RANGE REVISIONS:

When rate ranges are affected by a wage increase voted by the Town, either fixed percentage or a fixed amount, all employees covered by the PLAN shall benefit but no employee shall be increased to a higher step in the rate range unless such increase shall be on the basis of merit at the recommendation of the Department Head and the Personnel Board.

- A. No job, position, or employee, or any rate of pay, can be reclassified or reallocated, nor any step (progression increase) granted unless the Board shall have specifically approved the action before it is taken.
- B. The proper Department Head shall inform the Board of each change in the content of a job or position.
- C. An employee reclassified as a result of rate range revision shall continue at the current rate until such time as the Department Head recommends that qualification and performance warrant a merit increase and the Personnel Board approves.
- D. No pay shall be reduced as a result of a rate range revision of the PLAN when an employee receives a pay rate above the maximum for the job. This rate becomes a personal rate and applies

only to the present incumbent. When the incumbent's employment ends no successor shall advance beyond the maximum for the job.

E. No increase shall exceed the maximum of the current salary schedule.

ARTICLE 22 to 405 - SALARY BUDGETS:

F. A salary budget plan to provide funds for anticipated pay adjustments during the year will be developed with the approval of the Personnel Board.

ARTICLE 18 to 406- OVERTIME AND COMPENSATORY TIME:

- A. No overtime shall be paid to those positions listed on the Professional Salary Schedule, Administrative/Professional Schedule, Election Schedule and Inspection Schedule.
- B. For positions listed in the Hourly Schedule, Fire Schedule, Safety Schedule, and Recreation Schedule, overtime shall be paid at straight time rate for all hours worked in excess of the weekly authorized hours up to forty hours. Overtime shall be paid at the rate of time and one half for all hours worked in excess of forty hours in a scheduled work week.
- C. Compensatory Time may be granted to all employees listed in Section A except those listed as **Grade 4*** or higher on the Professional Salary Schedule according to the following conditions:

DEFINITIONS

Compensatory time - employees who in a given work week actually work (excluding vacation, sick, personal or compensatory time taken) a number of hours which exceed the employee's weekly authorized hours may request, subject to the provisions of this Article, that such excess hours worked be converted to Compensatory Time. Employees shall be granted one (1) hour of compensatory time for each hour worked in excess of the regular work week until the employee has actually worked forty (40) hours in the work week. Approved Compensatory Time shall accrue at a rate of time and one-half for all hours actually worked in excess of forty (40) hours in a scheduled work week.

Employees in **Grades P5 – P12** who regularly attend scheduled board or commission meetings shall add 2.5 hours to their regular workweek hours for compensatory hour calculations only.

ACCRUAL - APPROVAL

All hours worked above the regular weekly authorized hour limit will be approved in advance by either the Town Administrator or his designee. In an emergency situation, the additional hours will be approved during the next working day. The request for additional hours will be made by the Department Head and submitted to the Town Administrator on a Time Card.

RECORDING OF COMPENSATORY TIME

After approvals by the Town Administrator, the Time Card will be returned to the Department Head for verification of hours worked. The Time Card will then be forwarded to the Personnel Department for recording.

COMPENSATORY TIME

Use of Compensatory Time shall be scheduled during the year as best serves the public interest subject to the Department Heads approval. Such approval shall generally be granted provided that the use of the Compensatory Time is not "Unduly Disruptive"

Minimum Compensatory Time taken will be half (1/2) of a work day.

Maximum accumulation of Compensatory Time will be 40 hours.

ALL COMPENSATORY TIME MUST BE USED BY THE END OF THE FISCAL YEAR IN WHICH IT WAS EARNED.

(See Article 3 – for benefit on part-time employees who work 20+ hrs/wk) (Revised 7/1/13)

500- EMPLOYEE BENEFITS:

ARTICLE 23 to 501 - FRINGE BENEFITS:

Proposed changes in existing fringe benefits, such as vacations, holidays, premium pay, etc., and/or proposals for any additional fringe benefits shall be submitted by the Department Head to the Personnel Board for its recommendations prior to inclusion in proposed departmental budgets.

ARTICLE 16 TO 602 - HOLIDAYS:

Regular employees shall be paid for each of the following holidays:

New Years Day	Memorial Day	Veteran's Day
Martin Luther King Day	Independence Day	Thanksgiving Day
President's Day	Labor Day	Christmas Day
Patriots Day	Columbus Day	

Employee shall be granted the above holidays provided the employee worked the regularly scheduled hours the day before and the day after the holiday. The employer reserves the right to waive the above requirement. All regular employees who are normally scheduled to work on the day in which a holiday falls shall be paid for twenty (20) percent of their weekly authorized hours. Any above holiday will be observed on the day established by the Comm. of Mass. When any of the eleven (11) holidays fall within a sick leave period, it shall be granted as a holiday and no charge made to the employee's sick leave credits. When any of the eleven (11) holidays fall within a vacation period it shall be granted as a holiday and no charge made to the employee's vacation time credit. If an employee must work on the holiday due to an emergency situation, as determined by the Town Administrator, then the employee may take another day off within 30 days of that holiday.

Employees required to work on this day at management's discretion shall receive the holiday at a future time of their choice prior to the end of the fiscal year.

ARTICLE 27 to 503 - LONGEVITY PAY:

Effective July 1, 2005, the following longevity policy shall be in effect:

after five (5) years service	-	\$350.00
after ten (10) years service	-	\$450.00
after fifteen (15) years service	-	\$550.00
after twenty (20) years service	-	\$650.00

Longevity payments are to be made annually the first pay period following an employee's anniversary date. (See Article 3 – for benefit on part-time employees who work 20+ hrs/wk)

For the purposes of longevity the "anniversary date" for employees whose status changes from ineligible to eligible for benefits shall be the date of the change in status, i.e. the date the employee's authorized hours change from less than twenty per week to more than twenty per week.

ARTICLE 15 to 504 - PERSONAL LEAVE:

- a. All eligible employees shall be entitled to take personal leave each fiscal year equal to sixty (60) percent of the weekly authorized hours.
- b. No personal leave with pay shall be granted during the first three months of employment.
- c. Requests for personal leave shall be submitted twenty-four hours in advance and shall be subject to the approval of the employee's Department Head

ARTICLE 17 to 505 - PERSONAL ILLNESS - SICK LEAVE:

An employee who serves in a temporary capacity that converts to a permanent position without a break in service may request prior service credit for the purpose of sick time accrual only. Sick days:

- A. Employees who work 20 or more hours will accrue sick leave at the rate of twenty-five percent (25%) of the weekly authorized hours for each month of service.
- B. Sick leave not used in the year in which it accrues, together with any accumulated sick leave not used in the current year may accrue to a maximum of forty (40) times the weekly authorized hours (200 days). *(revised 10/02)*
- C. Absence from duty shall be charged against sick time accrued for the following reasons:
 - a. When an employee is required to undergo medical, optical or dental treatment when such treatment cannot be accomplished or off-duty hours.
 - b. When a serious illness of an employee's parent, spouse or child, who is a resident of the household, requires the employee's personal attention.
 - c. Personal illness.
 - d. An employee who is absent on sick leave for five or more scheduled work days is required to submit a written statement to Town Administration from his/her personal physician indicating the duration of illness and expected date of return.

ARTICLE 29 to 506 - SICK LEAVE BUY BACK:

All employees with ten (10) years of service at the time of retirement or death will be entitled to compensation for 25% of their unused, accrued sick time. Payment under this provision is computed at the current rate of pay and shall not be included in or considered to be base pay for retirement or pension purposes. Said benefit shall not exceed three thousand five hundred dollars (\$3,500) and will be paid to the employee or the designated beneficiary. Employees covered by a collective bargaining agreement should refer to their agreement. *(See Article 3 – for benefit on part-time employees who work 20+ hrs/wk)*

ARTICLE 39 to 507- SICK LEAVE BANK

The purpose of the Town of Walpole (the "Town") Employee Sick Leave Bank (the "Sick Leave Bank" or the "Bank") is to make available additional sick leave to non-union, salaried and hourly Town employees who have suffered an unplanned personnel illness, injury, disability or quarantine and whose personal sick leave has been exhausted.

ADMINISTRATION:

The Sick Leave Bank shall be administered by the Sick Leave Bank Committee (the "Committee"), which shall consist of one (1) member of the Town Personnel Board, one (1) member selected by the Town's salaried employees, and one (1) member selected by the Town's hourly employees. Members of the Committee shall serve for a term of three (3) years, but may serve more than one term in succession. *(revised 7/1/18)*

EMPLOYEE ELIGIBILITY AND PARTICIPATION:

1. Any non-union, salaried and hourly Town employee may participate in the Sick Leave Bank if they have an accrual balance of at least 25 days sick leave as of August 1 of any year. Members enrolled in the sick bank shall be re-enrolled automatically each year (unless the member withdraws in writing) as long as they have maintained an accrual balance of at least 25 days. Only employees who elect to participate in the Bank prior to first suffering an unplanned personnel illness, injury, disability or quarantine for which he or she submits an application for Sick Leave Bank benefits, however, shall be eligible to receive such benefits.
2. An employee may elect to participate in the Sick Leave Bank by agreeing to donate to the Bank, during the thirty (30) day enrollment period ending on August 1 of each year, an amount of sick leave hours equal to twenty percent (20%) of such employee's weekly-authorized sick leave hours.

New Town employees shall be eligible to participate in the Sick Leave Bank during the open enrollment period after they have an accrual balance of at least 25 days sick leave. Sick Leave Bank committee have the ability to waive the 25 day clause. All donations of sick leave hours to the Bank are non-refundable.

3. The aggregate number of sick leave hours maintained in the Sick Leave Bank shall be limited to a maximum of five thousand (5,000) hours. If, in any year, the aggregate number of unused sick leave hours that have been contributed to the Sick Leave Bank equals or exceeds the permitted maximum limit as of August 1, then the number of accrued hours in Bank automatically shall be reduced to four thousand five hundred (4,500) on such date in order to accommodate new contributions by Town employees over the subsequent twelve month period. Absent unusual circumstances, a minimum of one thousand (1,000) sick leave hours shall remain in the Sick Leave Bank at all times.
4. No employee shall be eligible to receive benefits from the Sick Leave Bank until after he/she has exhausted all of his/her accumulated sick leave, personal leave and vacation leave.
5. No employee shall be eligible to receive benefits from the Sick Leave Bank on account of any elective surgery or an illness, injury, disability or quarantine of a family member.
6. An employee shall be come ineligible to receive benefits from the Sick Leave Bank upon his/her:
 - a. Resignation or termination of employment with the Town;
 - b. Retirement;
 - c. Voluntary withdrawal from participation in the Bank; or
 - d. Going on an approved leave of absence for reasons other than an unplanned personal illness, injury, disability or quarantine.

An employee voluntarily may withdraw from participation in the Sick Leave Bank at any time by providing written notice of withdrawal to the Committee. An employee who withdraws from the Sick Leave Bank, or retires, resigns or otherwise terminates his or her employment with the Town, shall forfeit all days all days contributed by such employee to the Bank.

7. Criteria that may be considered by the Committee in evaluating an employee's request for benefits from the Sick Leave Bank shall include, but not be limited to:
 - a. The seriousness of the employee's illness, injury, disability or quarantine;
 - b. The anticipated duration of the employee's illness, injury, disability or quarantine;
 - c. The employee's length of service with the Town;
 - d. The number of hours typically worked each week by the employee in normal circumstances;
 - e. Other sources of income or benefits that the employee receives, or is eligible to receive, during the period of his/her illness, injury, disability or quarantine;
 - f. The propriety of the employee's prior use of sick leave; and
 - g. The aggregate number of hours currently available in the Sick Leave Bank.

PROCEDURE FOR SEEKING BENEFITS:

1. An eligible employee who has suffered an unplanned personnel illness, injury, disability or quarantine may request benefits from the Sick Leave Bank by completing and submitting an approved Sick Leave Bank Request Form to the Committee no later than thirty (30) calendar days prior to the first date for which additional sick leave benefits are requested. Exceptions to the foregoing thirty-day requirement may be granted by the Committee in unusual circumstances.
2. In the event an employee is physically or mentally unable to complete and submit a Sick Leave Bank Request Form, a spouse, family member or guardian may complete and submit a Request Form on the employee's behalf.
3. Each employee requesting benefits from the Sick Leave Bank shall be required to certify in writing his or her intention to return to work for the Town promptly following the cessation of the unplanned personnel illness, injury, disability or quarantine. Failure to do so for reasons other than the death or permanent disability of the employee shall constitute grounds for the Committee, at its sole

- discretion, to direct the employee to refund to the Town the reasonable monetary value of some or all of the benefits received by the employee from the Sick Leave Bank.
4. All requests for benefits from the Sick Leave Bank shall be accompanied by a written statement confirming the existence and cause of illness, injury, disability or quarantine signed by a qualified physician. An employee seeking benefits from the Sick Leave Bank may be required by the Committee, at its sole discretion, to undergo an independent medical examination by a physician selected by the Committee.
 5. All requests for benefits from the Sick Leave Bank shall state the specific number of additional sick leave days requested. No single request for benefits in excess of nine (9) weeks of the employee's weekly authorized hours shall be submitted to, or approved by, the Committee.
 6. An eligible employee may submit more than one request for benefits from the Sick Leave Bank, although no more than one request may be pending from a single employee at any point in time. The maximum number of additional sick leave that an employee may receive from the Sick Leave Bank on account of any one episode of illness, injury, disability or quarantine is twenty-six (26) weeks of his/her weekly-authorized hours.
 7. The Committee shall act on all completed Sick Leave Bank Request Forms within fourteen (14) days of submission to the Committee. Notification of the Committee's decision thereafter shall be provided promptly to the requesting party.
 8. The decision to deny or grant, in whole or in part, an employee's request for benefits from the Sick Leave Bank shall be left to the sole discretion of the Committee, as determined by a majority vote of the Committee members. The decision of the Committee in each instance shall be final.
 9. Questions regarding the interpretation or application of this by-law shall be resolved by the Committee, with the input and guidance of the Town Personnel Board.

ARTICLE 13 to 508- VACATION

- a. Vacations will be credited on the employee's service anniversary date.

On the 1st anniversary date - two (2) times weekly authorized hours.
On the 5th anniversary date - three (3) times weekly authorized hours;
On the 10th anniversary date - four (4) times weekly authorized hours.
On the 20th anniversary date - five (5) times weekly authorized hours.

The service anniversary date for employees whose status changes from ineligible to eligible for benefits shall be the date of the change in status, i.e. the date the employee's authorized hours change from less than twenty per week to more than twenty per week.

- b. Vacations should be used within twelve months of the date they are credited; however, subject to the Department Head's approval, two (2) times weekly authorized hours may be carried over into the new year.
- c. Any employee whose employment is terminated by dismissal with just cause, or by resignation, or in case of death, designated beneficiary shall be paid in lieu of such vacations an amount equal to one hour's pay at the employee's regular rate for each hour of unused vacation.
- d. Newly hired employees who have attained a minimum of two (2) years relevant experience may be granted credit for this service. Up to a maximum of five years toward the amount of vacation leave granted the employee at their time of hire. In no case shall any newly hired employee be initially granted more than three (3) times weekly authorized hours of vacation. And in all cases this bridging must receive prior approval of the Personnel Board. Any increases in vacation leave time granted above the amount of time initially credited shall be granted according to the schedule listed in the first paragraph of this article. No employee shall receive more than five (5) times weekly authorized hours of accrued vacation time.

- e. Newly hired employees may use one times weekly authorized hours of vacation time after six months of service. Any time used will be deducted from the vacation hours credited on the employee's first anniversary.
- f. Employees may request from the Personnel Board to take up to one (1) week of weekly authorized hours of their vacation allotment within 90 days of date credited. Said "negative" vacation time to be deducted from the employees allotment on date credited. If an employee resigns, retires or terminates employment prior to date credited, the employee must pay back the Town for negative vacation time.

ARTICLE 30 to 509 PRIOR SERVICE CREDIT:

An employee who had attained a minimum of one (1) year of full-time service during a former work period is entitled to credit for their prior service when one year of new full time service is completed. At the one year anniversary of the new hire date, a "BRIDGED" service date is assigned which recognizes the addition of the prior service to the present service. This bridged service date then serves as the basis for benefit accruals. Until this bridged service date is put into effect, the employee is considered to have no prior service in areas governed by ERISA law, such law takes precedence.

ARTICLE 34 to 510 - QUINN BILL:

The Town will treat the non-union sworn personnel in parity to the union contract for purposes of MGL 41, section 108 L. (revised 7/1/13)

ARTICLE 19 to 511 - EDUCATION:

Any full time employee of the Town may participate in this program if the course(s) taken is job related and is approved by the Department Head and the Town Administrator, subject to sufficient funding. An employee should receive approval prior to registering for the course and after satisfactory completion, Grade C or better, will receive reimbursement from the Town upon receipt of course credit and submission of expense voucher for tuition, laboratory costs, and books. The maximum allowable education aid for each school year shall be \$600.00 per employee. There is no reimbursement for the time spent during the course, mileage, or any other expenses.

ARTICLE 20 to 512 - JURY DUTY:

An employee called for jury duty shall be paid by the Town an amount equal to the difference between the compensation paid for a normal working period and the amount paid by the Court excluding allowance for travel.

ARTICLE 31 to 513 - EMERGENCY CLOSING POLICY:

The decision to close Town Hall offices due to emergency situations (storm, power failure, snow, etc.) is to be made by the Office of Town Administration. This decision will govern all offices within the Town Hall.

Should a shut down of Town Hall Offices be required the following pay policy will apply:

- When Town Hall Offices are shut down **for the entire day** before the start of the normal work day, non-union, non-salaried employees schedule to work on the specific day will receive pay for the regularly scheduled hours of work between 8am and 4pm.
- When Town Hall Offices has a delay opening at the start of the normal work day, non-union, non-salaried employees schedule to work on the specific day will receive pay for the regularly scheduled hours of work between 8am and 4pm only if they report to work at the designated opening time. However, if the employee does not report to work they can apply any unused personal days or vacation days for the entire scheduled work day.
- If the Town Hall Offices are shut down **during the work day** the following pay policy will apply:

- Those non-union, non-salaried employees at work at the time of the shut down will be paid for their entire scheduled day between 8am and 4pm.
- Those non-union, non-salaried employees not at work at the time of the shut down will be paid for actual hours worked that day.
- If Town Hall Offices are not closed by the Office of the Town Administrator, absent non-union, non-salaried employees will receive no pay. Employees may, however, apply any unused personal days or vacation days.
- Town Hall Offices include all functional offices within the Town Hall Facility.

600 - LEAVE POLICIES:

ARTICLE 32 to 601- LEAVE VERIFICATION:

All departmental payrolls submitted to the Treasurer's office must be verified and signed by Department Head. Each payroll shall be accompanied by a separate list of employees' use of accrued or other leave for each preceding payroll period. Accrued leave includes vacation, sick and personal leave. Other leave includes bereavement, military duty, jury duty, or special leave. Upon receipt, the list shall be forwarded by the Treasurer to the Town Administrator who shall be responsible for updating each employees' accrual records on a weekly basis.

ARTICLE 28 to 602 - BEREAVEMENT LEAVE:

Full time and part-time employees working more than twenty (20) hours per week shall, in the event of a death in the immediate family are entitled to bereavement leave without loss of straight time pay for normally scheduled work hours, as follows:

- Employees are entitled to five (5) consecutive calendar days of bereavement leave, per occurrence, for a death of the employee's spouse, child, parent, parent of spouse, sibling, step parent, step child, step sibling or legal dependent.
- Employees are entitled to three (3) consecutive calendar day of bereavement leave, per occurrence, for a death of employee's grandparent, grandchild, daughter-in-law, son-in-law, brother-in-law, sister-in-law,
- Employees are entitled to one (1) day of bereavement leave, per occurrence, for a death of employee's grandparent of spouse, aunt, uncle, niece, nephew.
- Such leave, if taken, either commencing with the death or notification of death and concludes no later than two calendar days after the funeral,
- memorial, or other such service, unless an alternate period is approved by the Town Administrator/designee.

The employee must notify his/her supervisor of the death and request bereavement leave, and provide the supervisor with a copy of the death notice if required to do so.

ARTICLE 14 to 603 - LEAVE OF ABSENCE:

Except for jury duty, military training, or other reasons to the extent hereinafter provided, all leaves of absences shall be without compensation.

ARTICLE 33 to 604 - MATERNITY/ADOPTION LEAVE:

A. FAMILY, MEDICAL & SMALL NECESSITIES LEAVE:

The Town is subject to the provisions of the Family and Medical Leave Act of 1993 (FMLA) and Small Necessities Leave Act of 1998 (SNLA). The FMLA and the SNLA shall not increase or decrease the length of leave available to eligible employees under the leave provisions set forth under these by-laws. When an employee is eligible for leave under the Personnel By-Laws for a reason which would entitle the employee to leave under the FMLA or SNLA, such leave will also be considered FMLA and SNLA leave entitlement. FMLA and SNLA leave is not cumulative and is not in addition to leaves currently available to the extent such leaves are for reasons covered by the FMLA and SNLA. (Policy of file)

B. MATERNITY/ADOPTION LEAVE:

Maternity and qualified adoption (subject to state law) leave shall be granted for a period not to exceed twelve (12) weeks. Maternity/adoption leave shall be unpaid. However, employees may use accumulated sick leave during this period. Upon returning to work, the employee will be restored to the position held at the time of said leave.

ARTICLE 21 to 605 - MILITARY TRAINING:

Employees that have completed their probationary period with the Town next prior to the time of performing service herein referred to, who are required to report for temporary summer or like period of training in the military forces of the nation or the Commonwealth, shall be paid an amount equal to the difference between compensation for normal working period of two weeks and the amount paid for military training. An employee, on request, may combine a military leave with regular vacation period.

700 - PERSONNEL ADMINISTRATION:

ARTICLE 37 to 708 - RESIDENCY REQUIREMENT:

Any Public Safety department head(s) are required to reside with the Town of Walpole or a community contiguous to the Town within 12 months of the date of appointment.

ARTICLE 38 to 709- EMPLOYEE COMPLAINT PROCEDURE:

It is the intent of the Town of Walpole to be equitable and fair in our relations with employees. Employees are encouraged to bring to the attention of appropriate management representatives any complaints regarding any phase of their employment. All such complaints will be promptly investigated and answered or adjusted in a manner consistent with established Town policy and sound employee relations principles.

Complaint Procedure:

Employees are encouraged to discuss all problems or differences of opinion with their supervisor. Usually difficulties can be resolved without going further. Occasionally, an unusual problem will arise that these discussions do not resolve. When this happens, supervisors should encourage employees to follow the steps of the complaint procedure which is available to employees to pursue at any time.

Step 1: The employee should discuss the complaint with his or her immediate supervisor within five (5) working days after the act or condition which is the basis of the complaint occurred. The supervisor should discuss the complaint normally within one week after notification by the employee.

Step 2: If within one week the employee is not satisfied with the result of the discussion with his/her supervisor, the employee will request, in writing, that a meeting be scheduled by the supervisor between the department manager and the employee within five (5) working days after he/she has received the step 1 decision. This meeting will be held normally within one week of notification by the employee.

Step 3: If within one week after the meeting with the department manager the employee is still not satisfied, the employee will prepare a written statement of the request or complaint and will forward it within one week to the next level to Town Management. The manager will review and answer in writing the complaint normally within five working days. At either the manager's or the employee's request, a conference between the employee and the manager will be held, normally during those five days.

Step 4: If the manager's answer to the employee's request or complaint is not satisfactory to the employee, the employee should notify the Town of Walpole Personnel Board within one week. The Personnel Board will review all pertinent documents, records, and management's written answer and answer the request or complaint within thirty days after receiving it. The Personnel Board's decision will be final.

(Employees should consult with the Town Charter and/or their respective collective bargaining agreement prior to utilizing this by-law)

TOWN OF WALPOLE Professional Salary Schedule - FY 2020

PROFESSIONAL COMPENSATION & CLASSIFICATION PLAN

Effective 7/1/2019

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15
P-1 Town Administrator															
	128,420	130,988	133,608	136,280	139,006	141,786	144,622	147,514	150,465	153,474	156,543	159,674	162,868	166,125	169,448
P-2 DPW Director - Fire Chief - Police Chief															
	104,826	106,923	109,061	111,243	113,467	115,737	118,052	120,413	122,821	125,277	127,783	130,338	132,945	135,604	138,316
P-3 Asst Town Administrator - Finance Director															
	97,061	99,002	100,982	103,002	105,062	107,163	109,307	111,493	113,723	115,997	118,317	120,683	123,097	125,559	128,070
P-4 Deputy Fire Chief - Deputy Police Chief															
	89,871	91,669	93,502	95,372	97,279	99,225	101,210	103,234	105,298	107,404	109,552	111,744	113,978	116,258	118,583
P-5 Building Inspector/Commissioner - Community Planning Director - Director of Assessing - Health Director - IT Director - Library Director - Police Lieutenant - Supt of Buildings - Supt of Highway & Parks - Supt of Sewer & Water - Town Accountant - Town Engineer															
	83,229	84,894	86,591	88,323	90,090	91,891	93,729	95,604	97,516	99,466	101,456	103,485	105,554	107,666	109,819
P-6															
	77,058	78,599	80,171	81,775	83,410	85,078	86,780	88,515	90,286	92,091	93,933	95,812	97,728	99,683	101,676
P-7 Asst. Engineer - Asst.Supt of Hwy & Parks - Asst.Supt of S & W - Comm & Econ Devel Dir - Deputy Building Comm - Recreation Director - Supt of Vehicle Maint - Town Clerk - Town Planner															
	71,350	72,777	74,233	75,717	77,232	78,776	80,352	81,959	83,598	85,270	86,975	88,715	90,489	92,299	94,145
P-8 Adult Service Librarian/Asst. Director - Conservation Agent - Council on Aging Director - Deputy Health Agent - Human Resource Administrator - Purchasing Agent															
	66,064	67,386	68,733	70,108	71,510	72,940	74,399	75,887	77,405	78,953	80,532	82,143	83,786	85,461	87,171
P-9 Asst Recreation Director/Business Manager - Asst.Treasurer/Collector - Executive Assistant - Veteran's Agent															
	61,217	62,442	63,691	64,964	66,264	67,589	68,941	70,319	71,726	73,160	74,624	76,116	77,638	79,191	80,775
P-10 Administrative Asst - Asst. Town Accountant - Benefits Coordinator - Children's Librarian - PC Support Technician - Reference Services Librarian - Tech Services Libr															
	56,639	57,771	58,927	60,105	61,307	62,534	63,784	65,060	66,361	67,688	69,042	70,423	71,831	73,268	74,733
P-11 Animal Control Officer - Plan Review/Central Permit Adm - Recreation Coord															
	49,267	50,252	51,257	52,283	53,328	54,395	55,483	56,592	57,724	58,879	60,056	61,257	62,482	63,732	65,007

**TOWN OF WALPOLE
Hourly and Administrative/Professional Schedule - FY2020**

HOURLY SALARY SCHEDULE		Effective 7/1/2019													
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15
H-1	Deputy Building Inspector														
	28.72	29.30	29.88	30.48	31.09	31.71	32.35	32.99	33.65	34.33	35.01	35.71	36.43	37.16	37.90
H-2	Local Inspector - Board of Health Technician - Engineering Inspector														
	26.37	26.89	27.43	27.98	28.54	29.11	29.69	30.29	30.89	31.51	32.14	32.78	33.44	34.11	34.79
H-3	Administrative Board Secretary - Asst. Children's Librarian - Engineering Aide - Outreach Worker														
	24.16	24.65	25.14	25.64	26.16	26.68	27.21	27.76	28.31	28.88	29.46	30.04	30.65	31.26	31.88
H-4	Board Secretary - Principal Clerk - Program Coordinator														
	22.39	22.84	23.29	23.76	24.23	24.72	25.21	25.72	26.23	26.76	27.29	27.84	28.39	28.96	29.54
H-4a	Dispatcher														
	21.95	22.39	22.84	23.29	23.76	24.24	24.72	25.21	25.72	26.23	26.76	27.29	27.84	28.40	28.96
H-5	Senior Clerk - Van Driver														
	19.18	19.56	19.95	20.35	20.76	21.17	21.60	22.03	22.47	22.92	23.38	23.84	24.32	24.81	25.30
H-6	Senior Library Page														
	14.13	14.41	14.70	14.99	15.29	15.60	15.91	16.23	16.55	16.88	17.22	17.57	17.92	18.27	18.64
H-7	Seasonal Laborer														
	13.10	13.36	13.63	13.90	14.18	14.46	14.75	15.04	15.34	15.65	15.96	16.28	16.61	16.94	17.28
H-8	Library Page - Office Assistant														
			10.82	11.04	11.26	11.48	11.71	11.95	12.19	12.43	12.68	12.93	13.19	13.46	13.73
ADMINISTRATIVE/PROFESSIONAL SALARY SCHEDULE															
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15
A-1	Local Emergency Management Administrator														
	8,493	8,662	8,836	9,012	9,193	9,376	9,564	9,755	9,950	10,149	10,352	10,559	10,771	10,986	11,206
A-2	Hearing Officer - Stipend \$45.24 per month														

TOWN OF WALPOLE

ELECTION, FIRE, SAFETY, INSPECTION & GRANT HOURLY SCHEDULE

Effective July 1, 2019

GRADE	POSITION	Current 7/1/18		Proposed 7/1/19	
ELECTION		Min	Max	Min	Max
E-1	Election Officer		9.98		10.18
E-2	Election Deputy Warden, Clerks, Deputy Clerks		12.31		12.56
E-3	Election Registrar, Election Warden		14.78		15.08
FIRE		Min	Max	Min	Max
F-1	Call Firefighter - Private	17.25	21.07	17.60	21.49
F-2	Call Firefighter - Lieutenant	19.07	23.28	19.45	23.75
SAFETY		Min	Max	Min	Max
S-1	School Traffic Officer		17.38		17.73
S-2	Police Matron	14.21	16.82	14.49	17.16
	Interpreter	"	"	"	"
S-3	Special Police (town paid)		24.38		24.87
S-4	Special Police (non-town paid)		48.76		49.74
INSPECTION		Min	Max	Min	Max
I-0	Deputy Local Inspector	25.34	26.22	25.85	26.74
I-1	Supt. Insect/Pest Control (stipend)		400/yr		400/yr
I-2	Tree Warden (stipend)		700/yr		700/yr
I-3	Animal Inspector (stipend)	3850/yr	5,000/yr	3850/yr	5,000/yr
I-4	Deputy Tree Warden (stipend)		500/yr		500/yr
GRANT		Min	Max	Min	Max
G-1	Elder Service Advocate	\$16.13	\$21.33	\$16.45	\$21.76

**TOWN OF WALPOLE
RECREATION SCHEDULE**

Effective July 1, 2019

Grade	Position	Current Hourly Rate		Proposed Hourly Rate	
		Min	Max	Min	Max
PROGRAMS					
RP-1	Program Director	\$14.00	\$19.00	\$15.00	\$20.00
RP-2	Program Supervisor	\$12.00	\$14.00	\$13.00	\$15.00
RP-3	Program Instructor	\$11.00	\$13.00	\$12.00	\$14.00
	Program Counselor	"	"	"	"
PR-4	Jr. Counselor	\$9.00		\$10.00	
AQUATIC'S PROGRAM					
RA-1	Aquatics Director	\$16.00	\$25.00	\$17.00	\$26.00
RA-2	Assistant Aquatics Director	\$14.00	\$18.00	\$15.00	\$19.00
RA-3	Head Lifeguard	\$13.00	\$16.00	\$14.00	\$17.00
RA-4	Water Safety Instructor	\$12.50	\$15.00	\$13.50	\$16.00
RA-5	Lifeguard	\$12.00	\$13.50	\$13.00	\$14.50
RA-6	Gate Attendant	\$9.00		\$10.00	
SPECIALIZED PROGRAMS					
RS-1	Day Camp Director	\$25.00	\$40.00	\$25.00	\$40.00
RS-2	Athletic Clinic Director	\$25.00	\$35.00	\$25.00	\$35.00
RS-3	Athletic Clinic Assistant Director	\$20.00	\$25.00	\$20.00	\$25.00
RS-4	Athletic Clinic Supervisor	\$17.50	\$20.00	\$17.50	\$20.00
RS-5	Athletic Clinic Instructor	\$15.00	\$17.50	\$15.00	\$17.50
RS-6	Specialized Instructor	\$11.00	\$40.00	\$12.00	\$40.00
RS-7	Nurse	\$15.00	\$35.00	\$16.00	\$36.00

ARTICLE 7

SUMMARY OF PROPOSED FY 2020 WATER DEPARTMENT BUDGET

**(168 Miles of Main Line Piping, 8100 Connections, 1400 Hydrants, 1540 Valves, 18 Wells,
4 Booster Pump Stations, 6 Water Storage Tanks, 2 Water Treatment Facilities)**

Salaries:

This section of the budget includes salaries of the 10 Public Works and 2 Clerical employees that are assigned to the Water Department. Also included is the salary of a new position that will allow for more effective coverage of the water treatment plants and pump stations. Salaries of the Assistant Superintendent, as well as one half of the salaries for the Board of Sewer and Water Commissioner's secretary and Department Superintendent are also accounted for in this budget.

Total Salaries Requested \$1,067,391

Operational Expenses:

The expense portion of this years requested budget is proposed to increase by \$3,850 or .238% over the FY 2019 budgeted amount of \$1,617,325. Some of the expense lines have been adjusted to better reflect the needs of the operation.

Total Expenses Requested \$1,621,175

Capital Projects: (Included in budget to be funded through retained earnings)

- Meter Transmitters \$ 82,500
- VFD Replacements \$ 97,500
- SCADA Upgrade Phase 1 \$175,000

TOTAL CAPITAL REQUESTED \$355,000

ARTICLE 8

SUMMARY OF PROPOSED FY 2020 SEWER DEPARTMENT BUDGET

(93 Miles of Main Line Piping, 5,742 Connections, 8 Pump Stations, Septage Receiving Facility)

Salaries:

This section of the budget includes the salaries of the 3 Public Works and 1 Clerical positions that are assigned to the Sewer Department. Also included is one half of the salary for the Board of Sewer and Water Commissioner's secretary and Department Superintendent.

Total Salaries Requested \$328,094

Operational Expenses:

The expense portion of this years requested budget is proposed to increase by \$200,810 or 4.81% over the FY 2019 amount of \$4,170,895. The primary factors associated with the significant increase are the annual MWRA Assessment and MWRA residuals disposal fees for the 2 water treatment plants.

• MWRA Assessment	\$4,150,000
• MWRA Residuals Disposal	\$95,500
• Septage Facility Operation and Maintenance	\$27,550
• Other Expenses	\$98,655

Total O&M Expenses Requested \$4,371,705

Capital Projects: (Included in the budget to be funded through retained earnings)

• Meter Transmitters	\$ 82,500
• EJ Delaney Sludge System	\$525,000
• Vehicle Replacement	\$ 55,000
• Septage Facility Roof Replacement	\$ 35,000
• Sewer Pump Station Rehabilitation	\$325,000

Total Capital Requested \$1,022,500

Article 13 - Route 1A Fields

Overview

In 2007, Town Meeting authorized funding to commission an **Athletic Field Master Plan*** to analyze all existing field conditions in town and provide a series of recommendations for improving the town's public athletic fields. The report was completed and in its conclusion, the report identified a shortage of fields and among other recommendations, urged the Town to "look to other, undeveloped public and private lands in order to develop playing venue, all in an effort to reduce the burden on existing facilities".

In 2013, Spring Town Meeting voted to authorize the Selectmen to purchase a 64.5-acre parcel for \$25,800 from the State for active and passive recreation purposes. The Town took ownership of the Route 1A property in 2015 with a restriction to limit the use of the land to active and passive recreation use.

In 2017, Fall Town Meeting appropriated \$500,000 to design and layout the fields and other amenities for this site. In the Fall of 2018 Town Meeting started the process for construction costs by voting to appropriate \$1,500,000 toward the construction of this project.



Spring 2019 Town Meeting Request

This Spring, Town Meeting is being asked to consider a request for the construction of the Route 1A Field project. The field proposal includes building out approximately 20 acres of the parcel, with room for expansion. This includes multi-use playing fields for football, soccer, and lacrosse, overlapping baseball and softball fields, basketball courts, walking paths, access driveways on Main Street, a parking lot to accommodate tournaments and large-scale events and other amenities.

As was the plan with the building projects, this project is currently out to bid with multiple alternates. Bids are due to be submitted to the Town just before the start of Town Meeting, at which time finalized figures will be presented to the Capital Budget Committee, the Finance Committee, and Town Meeting for approval.

Town Meeting is being asked consider a request to appropriate funds from the following sources:

<i>Reappropriation of debt from a prior authorization (FATM00)</i>	<i>\$168,252.65</i>
<i>Article 13 SATM 2019</i>	<i>\$7 million</i>
TOTAL FUNDING	\$7,168,252.65

The estimated total appropriation that is being requested as part of this article is approximately **\$7,168,252.65**.

*Athletic Field Master Plan (2008) is available online at www.walpole-ma.gov/town-administrator

Frequently Asked Questions

Q. Why do we need this?

A. This year there are 750 High School Athletes, 910 youth athletes and 1110 recreation registrants that use the current athletic fields in Walpole. Many of these athletes also play on other privately controlled fields such as the Baseball Fields on West St. and the Soccer fields on Ellis and Mylod. The existing fields in town are overcrowded and overstressed. An additional 20 acres of field space will allow for routine rotation between fields and allow the existing fields to rejuvenate between seasons. The Town has known for more than 11 years that the current venues do not meet the ever-growing demands of the Walpole Community. It was well documented in 2008 throughout the Master Plan process that there was insufficient playing fields to meet the needs of the public. This project will allow the town to expand its field-based playing venues and keep up with the increased rates of participation in youth sports.

Q. Who is asking for this?

A. The Board of Selectmen, the Recreation Committee, User Groups and Town Officials are asking for this project because it will allow the Town to accommodate the growing athletic and sports programming needs.

Q. Has there been any public meetings or outreach sessions to discuss this project?

A. Yes there has been multiple public sessions and meetings since last Fall held on the following dates to discuss this project:

1. December 6, 2018 - Planning Board	8. February 19, 2019 - Board of Selectmen Meeting
2. December 11, 2018 - Public Outreach Meeting	9. February 21, 2019 - Planning Board
3. December 12, 2018 - Conservation Commission	10. February 25, 2019 - Finance Committee
4. January 17, 2019 - Planning Board	11. March 7, 2019 - Planning Board
5. January 23, 2019 - Conservation Commission	12. March 19, 2019 - Board of Selectmen
6. February 7, 2019 - Planning Board	13. April 4, 2019 - Planning Board
7. February 11, 2019 - Board of Sewer and Water Commissioners	14. April 29, 2019 - Finance Committee Meeting (anticipated)

Q. Has the Town completed any of the projects that were identified in the Field Master Plan?

A. The Town has undertaken the following field and recreation space improvements since the Field Master Plan was finalized:

1. Fisher School – The Fisher School field was increased in size by 30% in 2012. An underground automatic irrigation system was installed and drainage improvements have all been completed. This field receives the highest quality of plant and soil amendments that the green industry can provide for an athletic field and the quality and safety of this field are above average.
2. Elm St. School - The Elm Street School playground was renovated with an underground irrigation system and new drainage in 2016. The field was also expanded by 2,500 sq. ft. and a complete re-grading and seeding of the area has drastically improved the conditions that were post construction of the school.
3. Boyden School - Boyden School baseball diamond received improvements in 2012. This included the installation of a new backstop and player protection fencing at the bench areas. The infield was stripped of the native clay, then the batter’s box and mound were re-built and the entire area re-graded with an engineered clay sand mixture.
4. Upper Turco Field (WHS) – The Upper Turco Field also received improvements in recent years. It was stripped of loam, regraded, new loam was added and subdrains and a new irrigation system were installed.
5. South St. Rail Trail - The Parks Department in 2018, cleared the existing railroad bed from the White Bridge parking lot to the back of the new Community Center. A stable walking surface of stone dust was installed and concrete barriers put in place behind the industrial buildings on South St. to complete the connection between the new Community Center complex and the Town Forest.
6. Adams Farm Volleyball Courts - This project was completed in 2011 as a way to replicate the volley ball courts that existed on the site where the new library was being constructed. A coordinated effort was undertaken with several volunteers to design, excavate and build (2) new sand courts at Adams Farm.

7. Center Pool, Splash Pad, and South Pool – Center and South Pools have seen several improvements these past few years including the addition of skimmers, improved filtration systems and grounds improvements. When the wading pool needed extensive repairs in 2014, it was decided to include a splash pad into the design. These features seem very well appreciated by the users.

Q. Why does this project cost so much?

- A. This project costs so much because the Town had put off investing in a large-scale field project for 30+ years. As was the case with the municipal building projects, the Town is catching up after decades of not investing in its infrastructure. This project has been scaled back, including the elimination of the water feature and the building, to meet budgetary targets.

Q. How will this project impact my taxes if this article is passed?

- A. If this article passes, it will be financed within the existing tax levy so the tax base will not need to increase more than the traditional increase each year. The current field project that is being considered by Town Meeting includes funding without the need for a debt exclusion override.

Q. If sewer and water infrastructure are provided to the site can the Town be forced to provide sewer and water to other areas outside of Walpole such as the former Pondville Hospital and the Department of Corrections?

- A. No the Town cannot be forced to provide water and sewer infrastructure to locations outside of the boundaries of the Town of Walpole. Town Counsel has advised that, *“Water and Sewer service provided beyond the Town's boundary would be subject to an intermunicipal agreement. Such an agreement, executed by the chief executive body of each municipality, would authorize the provision of services outside the Town. Thus, the Town of Walpole could provide water and sewer services to properties outside its boundary through an intermunicipal agreement with the town within which that property was located. The Town would not be obligated to enter into such an agreement.”*

There have been instances where Sewer and Water connections have been provided to residents or businesses outside of the boundaries of Walpole however in all cases this has been done after careful consideration by the Sewer and Water Commissioners. Most recently the Commissioners have been mindful of the expected changes that will likely be handed down by the Department of Environmental Protection. The Commissioners expect that the DEP will likely reduce Walpole's daily water withdrawal limit which may impact major expansion projects in Walpole. On the sewer side the Town's sewer system is connected to the Massachusetts Water Resources Authority which takes the waste in the sewer system and treats it at a facility in Boston. At this time the Town does not foresee any limitations imposed by the MWRA on the sewer waste attributed to the Town of Walpole.

Q. Can the Town afford to construct the fields?

- A. Yes the Town has been planning for this project for more than 4 years. Once the Town finalized the purchase of this property in 2015, the Finance Team began to program this project within the Town's debt schedule. The Town has programed a borrowing figure within the levy limit of 7,000,000 over 15 years.

Q. How will the borrowing for this project impact the Bird Middle School being invited into the Eligibility Period with the MSBA?

- A. If the MSBA invites the School Committee to advance to the next phase and construct a new middle school, it is expected that it will be financed by a debt exclusion override. If a middle school project is passed, it will be outside of the levy limit and stand on its own. The Route 1A Field project is being funded within the levy limit so the construction of a new middle school will not be impacted by the field project.

Q. If Town Meeting authorizes this borrowing will future school building projects be impacted?

A. No, once again, the Town has developed a borrowing plan that would still allow smaller-scale projects at the elementary schools and a mid-range project at the High School to continue, if these types of projects are something that the Town wants to consider. As of April 2019, the Town is projecting that funds will become available in the debt budget beginning in Fiscal Year 2023 that could be allocated toward projects such as these. The amounts that are being projected are outlined below:

- Fiscal Year 2023: \$ 80,000
- Fiscal Year 2024: \$ 122,000
- Fiscal Year 2025: \$ 600,000
- Fiscal Year 2026: \$ 1,300,000
- Fiscal Year 2027: \$ 1,700,000

The Town is able to undertake the field project and other infrastructure improvement projects because the Town has been planning for multiple projects over the last five years. It is understood that older debt would fall off and the Town will continue to add \$50,000-\$100,000 each year to the debt budget because there was need to reinvest that money into the Town/School infrastructure.

Q. Does the Town have bid prices in hand for this project?

A. The Town has received construction estimates provided by Weston and Sampson and the firm TCI Cost Estimating, a professional estimating firm. As previously stated the Town will have construction bids in hand prior to the Spring Town Meeting.

Q. What is the estimated yearly operational cost if this project is approved?

A. At this time the projected yearly maintenance and operation cost once the facility is up and running is between \$80-\$90,000. Currently we do not have a projected energy buildout. The meter at Turco Field house at Walpole High School powers the building, the football field lights, and the tennis court lights. The yearly average for this is \$11,000. It is anticipated that the lighting bills for this site will be in the same ballpark as Turco Field. Please keep in mind that these are projected estimates. The Town will need some time to have the facility up and running just as we have with the Senior Center so that the true costs can be determined.

Q. Will some type of user fee be implemented?

A. Currently a user fee is charged on a per-athlete basis that assists with the cost of regular field maintenance, such as core aeration, fertilization, top dressing, pest scouting, infill replacement, irrigation, soil amendments, and over seeding of all athletic fields. It is expected that with 20 additional acres of field, an additional fee will be required to help offset the field maintenance. After the project is approved, the Recreation Committee will likely meet with the youth leagues to deliberate and determine the field permitting process, field fees, etc.

Q. How is field usage going to be scheduled?

A. Currently the scheduling and permitting of all public athletic fields in Town is overseen by the Recreation Department. Like with the user fees, the Recreation Committee will likely meet with the youth leagues to determine the fairest method for allocating field time after the project is approved.

Q. What are the proposed hours of operation?

A. As one may expect with a project that has yet to receive a funding appropriation the situation is fluid. The anticipated hours of operation at this time will likely be 8AM-9PM. It is expected that this facility may operate up to 12 months per year however it will ultimately dependent upon the weather. The final hours of operation will need to be vetted further and the Board of Selectmen, Police Department, Fire Department, Recreation Department and/or the Recreation Committee will likely provide input on this as the field project nears completion.

Q. Will High School Students be able to use this space?

A. At this time, the youth groups will have first priority on the new fields, however High School groups will be able to use the fields as the space becomes available. All Walpole residents will be able to use the basketball courts and walking trails, and younger children will be able to use the playground.

Q. Why are the Fields being located in such a remote place across from a correctional facility?

A. Town Meeting took up a request to purchase this property in 2013 for the purpose of active and passive recreation uses. It is located off of a major thorough fare in Walpole (Route 1A) that is used multiple times per day by not only members of the Walpole Police and Fire Departments, but also by other major ambulance carriers in the area.

While response times may vary by the Police Department depending on many factors, its response times, especially for emergencies, are typically swift. Walpole is 20 square miles and response times apply on every call in every section of town. Sector cars are assigned to geographical boundaries and Norfolk PD could also be utilized if mutual aid was necessary.

The Fire Department protects these 20 square miles from one centrally-located fire station with a majority of responses initiating from the station. Over the past 5 years, the Fire Department has averaged approximately 30 emergency responses per year to the facility across the street from the proposed project. According to the Fire Department's recent records, response times average approximately 6 minutes.

At no time has any public safety personnel raised any concern about response time to and from this site.

In the event someone breached the wall or escaped via another avenue, an emergency action plan would be activated and the notification list would be utilized. The Walpole Police Department is on the top of that list. The DOC activates designated posts outside the wall that would be filled in the event of such a major emergency and they regularly conduct drills on this protocol.

Q. Why should the Town invest in new fields if it can't maintain the existing spaces?

A. While the Parks Department does an exceptional job on many of the fields in Town, there are two spaces that come to mind that appear as though they are not kept up to the level Walpole residents have come to expect from the Town's playing fields. Those fields are Jarvis Farm and Johnson Middle School. Both of these areas are restricted by the DEP due to their proximity to Walpole's wells. Additionally, the two little league diamonds at both OPR and Boyden are subject to limited availability, due to the need for daily school use and they are not equipped with automatic irrigation systems.

Bird Middle School fields and Stone Field are excellent examples of the level of quality, care, and excellence that the Parks Department commits to our playing fields, with the right conditions. Also, the Fisher School playing fields have had tremendous improvements in both the quality of the facility and the size of that location and have experienced usage increases.





WALPOLE MEDIA CORPORATION

Summary Walpole Media Corp. Budget Requests - FY 2020
Spring Town Meeting 2019

SUMMARY

Total Operating Budget:	\$	406,304.00
Total Capital Budget:	\$	57,483.80
Total Request:	\$	463,787.80

Article 17

Additional Real Estate Tax Exemptions for Disabled Veterans, Blind, Surviving Spouses and Elderly

Massachusetts General Laws allows certain exemptions from all or a portion of their property tax bills. These exemptions are allowed to those who qualified under State Law, primarily from among the elderly; disable veterans, the blind, widows and widowers, and minor children of deceased parents. These programs provide tax exemptions which are set forth in Chapter 59, Section 5 of Massachusetts General Laws. The following articles will expand these real estate property tax exemptions. All exemptions are granted on the individual domicile.

INCREASING CURRENT REAL ESTATE EXEMPTIONS

To see if the Town will vote to amended the additional real estate tax exemption under M.G.L. Chapter 59 Section 5C1/2 to taxpayers who are granted exemptions on their domiciles under M.G.L. Chapter 59 Section 5, including certain blind people, veterans, surviving spouses and seniors, to an additional exemption of up to 100% of the personal tax exemption.

Town Meeting has adopted the Optional Additional Real Estate Exemption since FY 2001. The current exemption is an additional 75% to the property exemptions. This article increases that percentage from 75% to 100%. The additional exemption is a uniform percentage for all state statutory exemptions granted on the applicant domicile.

Exemption Description	# in FY 18	Current Exemption	Proposed	Difference	Additional
Surviving Spouses CL17D	6	\$306.25	\$350.00	\$43.75	\$262.50
Blind CL37A	12	\$875.00	\$1,000.00	\$125.00	\$1,500.00
Elderly CL41C	26	\$1,750.00	\$2,000.00	\$250.00	\$6,500.00
Disabled Veterans 22	125	\$700.00	\$800.00	\$100.00	\$12,500.00
Disabled Veterans 22A	2	\$1,312.50	\$1,500.00	\$187.50	\$375.00
Disabled Veterans 22C	1	\$2,625.00	\$3,000.00	\$375.00	\$375.00
Disabled Veterans 22E	46	\$1,750.00	\$2,000.00	\$250.00	\$11,500.00
	218		Additional Cost		\$33,012.50

OVER

PROPERTY TAX EXEMPTIONS & DEFERRAL FOR DISABLED VETERANS, OLDER CITIZENS, SURVIVING SPOUSES AND MINORS

The Walpole Board of Assessors is offering advice for taxpayers regarding property tax exemptions and deferrals of property taxes. **Applications are ONLY allowed to be accepted July 1st through the end of March.**

The Assessors Office receives many inquiries regarding property tax exemptions from taxpayers on limited income who are coping with rising household expenses and property taxes. Fortunately, there are programs to help you meet your tax obligations. These programs, which provide either property tax exemptions or a deferral of taxes, are set forth in different clauses of Section 5 of Chapter 59 of the General Laws of Massachusetts. Those specifically geared to you are Clause 17D, Clause 41C, Clause 37A, or Clause 41A (Tax Deferral).

The Assessors have briefly outlined the following regulations pertaining to these exemptions:

Clause 41C - Elderly Exemption (\$1,000 up to \$1,750 Tax Exemption)

Must be 65 years of age by July 1st.

For a Single person: Assets not to exceed \$40,000 & Income less than \$20,000 per year.

For a Married person: Assets not to exceed \$55,000 & Income less than \$30,000 per year.

Assets - Excluding assessed value of domicile as of July 1, household items, and motor vehicles.

Income includes all gross receipts. Owned and Occupied real estate in MA for 5 years, plus have to have lived in MA for the last ten years. Surviving Spouse must have occupied the property five years.

Clause 17D - For Older citizens, Surviving Spouses and Minors (\$175 up to \$306.25 Tax Exemption)

Must be 70 years of age by July 1st.

Total worth may not exceed \$40,000 (excluding the assessed value of the domicile as of July 1).

Income not considered when applying for Clause 17D.

A surviving spouse of any age or a qualified minor (a minor who has a deceased parent).

Clause 18 - Hardship

For persons who, because they are aged, infirm and poverty-stricken, cannot make full or partial payment of their property taxes. The decision to grant a Clause 18 exemption is made solely at the discretion of the Assessors.

Clause 37 - Blind (\$500 up to \$875 Tax Exemption)

Available to a blind person registered with the Mass. Commission of the Blind. Require Certificate of Blindness.

Clause 22 - Disabled Veterans (\$400 up to \$700 Tax Exemption)

Provides exemptions to certain veterans (and their spouses or surviving spouses) who were not dishonorably discharged and who meet certain residency requirements.

Certification of a war-service connected disability from the Veterans Administration and separation papers (minimum 10% disability).

Must have lived in Massachusetts for not less than 5 years prior to filing for exemption.

Clause 41A - Tax Deferral

Persons must be 65 years or older by July 1 of the year of application.

Massachusetts must have been your domicile for the preceding ten years.

Applicants must have owned and occupied your domicile and any real property in Massachusetts (including present property) for five years.

Gross annual income cannot exceed Single \$57,000, Married \$84,000.

If the applicant meets the requirements, they can defer all or a portion of the taxes for the year. The interest on the amount deferred is four percent (4%) simple interest. The community imposes a lien on the property when the deferral is approved.

If you have any further questions or wish more information, please contact the Board of Assessors at (508) 660-7315, or write us at Board of Assessors, 135 School Street, Walpole, MA 02081.

Town Meeting Summary
Articles 18, 19, 20 & 21

Article 18

Approval of this article would allow the Planning Board to adopt the provisions of M.G.L. Chapter 39, Section 23D and otherwise known as the “Mullin Rule”. It would allow a member of the Planning Board to be absent for no more than one (1) public hearing for a given application at which testimony or other evidence is received and still have the ability to vote at the conclusion of the public hearing provided that the other Board members and the applicant agree that the member can reasonably educate themselves on the information presented at the hearing in question by reviewing the audio and/or video recording of the meeting as well as any documents and other testimony submitted at said hearing. This provision has been adopted by other Walpole boards and commissions.

(Petition of the Planning Board)

Article 19:

Approval of this article would add a definition of “Vape Shops” to Section 14 of the Zoning Bylaws to specify the intended regulated establishments. It would also add “Vape Shops” as a principle use in Subsection 5.B.1.4(d) “Business”, where they will be allowed by Special Permit from the Zoning Board of Appeals (ZBA) within the Industrial zoning district. The purpose of this article is to regulate the location of shops where the sale of vaping products is the principle use. It would also require that such establishments be approved through a public review process and to meet approval thresholds. This does not impact the current vape shops that are located in Walpole. Those are grandfathered and are considered to be “pre-existing, non-conforming uses” in their current locations.

(Petition of the Board of Selectmen)

Article 20:

Approval of this article would **require** developers of any future 15 - acre Age Qualified Village (AQV) to include an affordable unit component of 10% to replace the existing regulation that encourages, but does not require an affordable component of 15% of units. The purpose of the article is to increase the amount of affordable housing units and diversify the housing stock in Walpole by requiring an affordability component for such developments that are intended for residents over the age of 55. The current AQV regulations do not contain an affordability requirement.

(Petition of the Planning Board)

Article 21:

Approval of this article would **require** developers of any future 10 - acre Age Qualified Village (AQV) to include an affordable component of 10% while maintaining the option of providing a density bonus if the development contains 15% or more affordable units. The purpose of the article is to increase the amount of affordable housing units and diversify the housing stock in Walpole by requiring an affordability component for such developments that are intended for residents over the age of 55. The current AQV regulations do not contain an affordability requirement.

(Petition of the Planning Board)

Article 22
**Resolution for the Town of Walpole to Adopt a Goal of 100% Renewable
Energy by 2050**

April 5, 2019

Dear RTM Member,

Attached is a leaflet with information on Article 22, a non-binding resolution that calls for the Town of Walpole to adopt a goal of getting the municipal energy usage to 100 percent clean, renewable energy by 2050. This resolution is supported by Walpole Green, (formally No Walpole Gas Pipeline), Walpole Peace and Justice Group, and Action Together Walpole.

Our purpose in making this resolution is to initiate a conversation on ways that our town government and residents can take action to address climate change. This goal supports the Global Warming Solutions Act, a Massachusetts law that mandates a reduction of greenhouse gas emissions, 25% by 2020 (compared to 1990) and 80% by 2050.

The “Intergovernmental Panel on Climate Change Global Warming of 1.5°C Report,” the “Massachusetts Integrated State Hazard Mitigation and Climate Adaptation Plan,” and recent extreme weather events give urgency to this resolution. Walpole and other Massachusetts communities are already feeling the impact of climate change, and natural hazards like inland flooding, extreme temperatures, wildfires, and severe weather are expected to become more intense.

Addressing climate change will require all levels of government and society to work together. Decisions and actions we take today will impact our future. It is our responsibility to provide a clean, healthy, safe environment for everyone, especially for our children and grandchildren,

We respectfully ask you to vote “Yes” for Article 22.

Thank you,

Philip Czachorowski, RTM Member, Precinct 7
Walpole Green Co-Chair

Jean Duffy
Walpole Green Co-Chair

Article 22

Resolution for the Town of Walpole to Adopt a Goal of 100% Renewable Energy by 2050

FAQ

What does the resolution call for?

- It calls for the Town of Walpole to adopt the goal of getting the municipal energy usage to 100 percent clean, renewable energy by 2050.
- It also calls for officials and staff of the Town of Walpole to consider all municipal decisions in light of whether they will bring the Town and its residents, businesses, and institutions closer to 100 percent renewable energy.

Why introduce this resolution now?

- Walpole and other Massachusetts communities are already feeling the impacts of climate change.
- In Massachusetts, climate change is projected to intensify natural hazards like inland flooding, extreme temperatures, wildfires, and severe weather.
(See the Secretary of Energy and Environmental Affairs Report “Massachusetts Integrated State Hazard Mitigation and Climate Adaptation Plan”, www.mass.gov/service-details/massachusetts-integrated-state-hazard-mitigation-and-climate-adaptation-plan.)
- Massachusetts is mandated, under the Global Warming Solutions Act (GWSA), to reduce greenhouse gas emissions **25% by 2020**, compared to 1990, and **80% by 2050**. See www.mass.gov/service-details/global-warming-solutions-act-background. It is possible the Massachusetts Legislature will increase the 2050 goal to 100%.
- The latest scientific studies tell us that the world needs to eliminate greenhouse gas emissions by 2050 to avoid an “irreversible threat to human societies and the planet.” See Page 2.

What will the resolution do?

- This resolution will help initiate a conversation in Walpole on how town government and residents can take action to address climate change and work toward the Global Warnings Solutions Act goals.
- It’s going to take all of us, residents, businesses, and government, working together if we are going to make meaningful progress in reducing greenhouse gas emissions.
- It’s an opportunity for the Town to consider making a “master” renewable energy plan.
- As the Town makes long term decisions, there may be opportunities to tailor these actions to reduce greenhouse emissions with little or no additional cost. That includes smart growth, building design, vehicle purchases, etc.

What will it cost our Walpole municipal government?

- The resolution mandates no spending by the Town as it is **non-binding**.
- Decisions by the Town to invest in renewable energy and conservation would be made by the appropriate Town bodies over time based on cost/benefit.
- Addressing the causes of climate change now may reduce the long term impact and the mitigation cost.

Is it practical to meet a goal of 100% renewable energy in 2050?

- Walpole would be following the state and national lead, like following the Massachusetts GWSA.
- Federal and State initiatives and funding as well as industrial and technology advances can be expected over the next 30 years. We don’t know what advances may be made over the next 30 years.
- Walpole would be joining other Massachusetts towns and cities and other states that have set a 100% goal.

Supported by Walpole Green (No Walpole Gas Pipeline Group), Walpole Peace and Justice Group, and Action Together Walpole

For more information: info@walpolepeace.org

Walpole's Town Government is to be Congratulated for Taking Actions

- **The Walpole Board of Selectmen and Walpole Town Meeting passed resolutions in 2016**
 - Recording opposition to investing in new natural gas pipeline capacity
 - In part, because our state's energy challenges are better addressed through investment in energy conservation and green and renewable energy solutions
- **Town of Walpole is already taking action to reduce its Greenhouse Gas Emissions (GHG)**
 - Creating a solar photovoltaic overlay district
 - Building a LEED Gold Certified library building
 - Offering a Power Choice Green electric supplier option
- **Town of Walpole is applying for a Mass. Municipal Vulnerability Program Grant**

Possible Next Steps

- **Establish a Sustainability Coordinator/Renewable Energy Coordinator or committee**
 - Example towns: Stoughton, Sherborn
 - Coordinator could be shared
- **Create a Climate Action Plan/Master Plan**
 - Gather input from the community
 - Work with Town Boards and Departments
 - Establish the baseline energy inventory
 - Create list of potential actions
 - Be positioned to apply for state grants
 - Example of a Climate Master Plan: Brookline
- **Continue to apply to state grant programs**
 - Like the Green Communities Act and others

Examples of Ways Renewable Energy Investment May Help Walpole

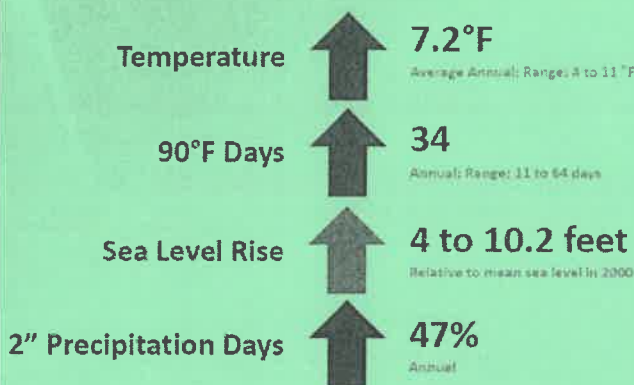
- Lower energy usage through conservation and renewable energy will result in cost savings.
- Burning less fossil fuels will lower air and water pollution, improving health and the environment.
- Potential income to the Town through the installation of solar or other renewable technologies.
- Jobs, as clean energy technology industries have led to more than 110,000 new jobs and have contributed more than \$13 billion per year to the Massachusetts economy. See GWSA: 10 Year Progress Report, www.mass.gov/files/documents/2019/01/17/GWSA-10-Year-Progress-Report.pdf

Massachusetts cities and towns that have passed a 100% renewable resolution

- | | | | | |
|-------------|--------------|--------------|---------------|-------------|
| • Amherst | • Framingham | • Lowell | • Northampton | • Watertown |
| • Beverly | • Greenfield | • Marblehead | • Salem | • Windsor |
| • Cambridge | • Leverett | • Natick | | |

From: Mass Power Forward, www.mapowerforward.com/100re . May be a partial list.

Massachusetts Climate Changes Projected by the 2090s



Source: Northeast Climate Adaptation Science Center

From "Climate Change in Massachusetts," Climate Change Clearinghouse for the Commonwealth, 2017

The Intergovernmental Panel on Climate Change (IPCC)

Global Warming of 1.5°C Report

"Climate change represents an urgent and potentially irreversible threat to human societies and the planet." The world is near a tipping point. Limiting global warming will require "rapid and far-reaching transitions in land, energy, industry, buildings, transport, and cities."

"IPCC Global Warming of 1.5°C Report," www.ipcc.ch/2018/10/08/summary-for-policymakers-of-ipcc-special-report-on-global-warming-of-1-5c-approved-by-governments/ .