

Please Read



COMMONWEALTH OF MASSACHUSETTS

TOWN OF DUXBURY

SPECIAL TOWN MEETING

WARRANT

SATURDAY, March 11, 2023

AT 9:10 A.M.

DUXBURY SCHOOLS PERFORMING ARTS CENTER

73 ALDEN STREET

**Plymouth, SS
Greetings:**

To the Constable of the Town of Duxbury, in said County:

In the name of the Commonwealth of Massachusetts you are directed to NOTIFY and WARN the INHABITANTS OF THE TOWN OF DUXBURY, qualified to vote in elections and in Town affairs, to meet in the Duxbury Schools Performing Arts Center, 73 Alden Street, in said Duxbury on SATURDAY, the ELEVENTH day of MARCH, 2023, next, at 9:10 A.M. for a SPECIAL TOWN MEETING, for the transaction of any business that may legally come before said meeting:

ARTICLE 1 – SUPPLEMENTAL APPROPRIATIONS

To see if the Town will transfer from available funds sums of money to supplement appropriations previously voted under Article 5 at the Annual Town Meeting of March 12, 2022 for the Fiscal Year beginning July 1, 2022, for various Town Departments; or take any action in relation thereto.

Proposed by the Selectboard/Town Manager

Explanation: The purpose of this article is to supplement a number of line items in the current fiscal year’s budget (FY23) in order to fund a number of additional expenses associated with various Town Departments.

Recommendations: *Selectboard Vote – Available at Town Meeting*
Finance Vote – Available at Town Meeting

ARTICLE 2 – UNPAID BILLS

To see if the Town will transfer from available funds, a sum of money to pay unpaid bills of a previous year, as follows:

Line #	Vendor	Department	Amount
1	ACV Environmental Services	DPW – Transfer Station	3,032.00
2	Green Mattress Recycling	DPW – Transfer Station	675.00
3	Green Pages	Information Technology	4,455.00
4	Associated Elevator	Facilities	195.00
5	F.W. Webb	Police Department	269.20
6	Lauren Haché	Municipal Services	464.00

; or take any action in relation thereto.

Proposed by the Town Manager

Explanation: These funds are needed to pay for bills received after the close of Fiscal Year 2022. Requires a 9/10 vote.

Recommendations: *Selectboard Vote – Available at Town Meeting*
Finance Committee Vote – Available at Town Meeting

ARTICLE 3 – UPGRADE ACCESS CONTROL SYSTEMS AND CAMERAS AT TOWN BUILDINGS

To see if the Town will transfer from available funds a sum of money to fund the upgrade of access control systems and cameras at the Police Headquarters, COA, and the Old and New Town Hall Buildings; or take any other action in relation thereto.

Proposed by the IT Director
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Explanation: These items are of immediate need for critical security upgrades for town buildings. The current system at these locations is well over 10 years old and completely out of warranty and out of support or maintenance and some items are currently not functioning as intended.

Recommendations: *Selectboard Vote – Available at Town Meeting*
Finance Committee Vote – Available at Town Meeting

ARTICLE 4 – PENSION RESERVE FUND

To see if the Town will transfer from available funds, a sum of money to be added to the Pension Reserve Fund; or take any action in relation thereto.

Proposed by the Finance Department

Explanation: The purpose of this article is to fund the Town’s municipal pension reserve fund. It has been the practice of the Town over the last several years to transfer funds from the Pension Reserve Fund to the General Fund to offset increases in the Town’s Contributory Pension Assessment to Plymouth County. Since FY06, the fund has provided over \$1,150,000 to the General Fund. These are monies that would otherwise have to be found within the Tax Levy. Although financial markets have begun to improve in recent years, we need to continue to replenish this valuable reserve in order to support future funding. The balance in the fund as of December 31, 2022, is \$1,303,944.15. The Town of Duxbury’s Financial Management Policies recommends the Pension Reserve be funded annually at a minimum of 0.125% of general fund operating revenues. Finance Director recommends a transfer of \$105,000 from Free Cash to continue the replenishing of the fund, thereby providing a higher earnings potential.

Recommendations: *Selectboard Vote – Available at Town Meeting*
Finance Committee Vote – Available at Town Meeting

ARTICLE 5 – OTHER POST-EMPLOYMENT BENEFITS

To see if the Town will transfer from available funds a sum of money to be added to the Other Post-Employment Benefits Trust Fund; or take any action in relation thereto.

Proposed by the Finance Department

Explanation: Employees of state and local governments may be compensated in a variety of forms. In addition to a salary, many employees earn benefits during their years of service that will not be received until after their employment with the government ends. The most common type of these post-employment benefits is a pension. Post-employment benefits other than pensions generally take the form of health and dental insurance, vision, prescription, or other healthcare benefits provided to eligible retirees, and may also include some type of life insurance. As a group, these non-pension benefits are referred to as Other Post-Employment Benefits (“OPEB”). In FY13, the voters at Town Meeting, with the support of the Board of Selectmen and the Finance Committee, established an OPEB Trust Fund. The Town currently funds retiree health insurance

on a pay-as-you-go basis. This amount for fiscal year 2022 is approximately \$2,256,002. Through various health plan changes coupled with increased funding, our Actuarial Accrued Liability at June 30, 2022 is \$63,598,683. In order to control this liability, the Town's actuary has recommended a minimum annual contribution of \$300,000. We must make every effort to fund this liability. Through December 31, 2022, the balance in the fund has reached \$4,424,656. The Town of Duxbury's Financial Management Policies recommends a minimum annual requirement of \$300,000. Finance Director recommends the transfer of \$300,000 from Free Cash to remain in compliance with Town policy and not to jeopardize our bond rating.

Recommendations: *Selectboard Vote – Available at Town Meeting*
Finance Committee Vote – Available at Town Meeting

ARTICLE 6 – STABILIZATION FUND

To see if the Town will transfer from available funds, a sum of money to be added to the Stabilization Fund; or take any action in relation thereto.

Proposed by the Finance Department

Explanation: It has been the practice of the Town over the last several years to transfer available funds into the Stabilization Fund. The Town of Duxbury's Financial Management Policies recommends the Stabilization Fund should be maintained at 5% to 10% of general fund operating expenditures net of exempt debt.

The balance in the Town's Stabilization Fund at December 31, 2022 is \$5,964,949 or 7.26% of general fund operating expenditures.

Duxbury continues to enjoy a Standard & Poor's rating of AAA and a Moody's Rating of AA1. The enhancement of this reserve is a major factor when rating agencies consider upgrades.

With the approval of this transfer, coupled with projected earnings for FY23, this will provide an end-of-year balance of approximately \$6,400,000. This amount will roughly equal 7.79% of the Town's operating expenditures net of debt. Finance Director recommends a minimum transfer of \$250,000 from Free Cash to ensure that our reserves are maintained at levels that will likely appeal to bond rating agencies. Increases to reserves are critical to maintaining our bond rating and ensuring the best interest rates possible on future borrowing.

Recommendations: *Selectboard Vote – Available at Town Meeting*
Finance Committee Vote – Available at Town Meeting

ARTICLE 7 – CAPITAL STABILIZATION FUND

To see if the Town will transfer from available funds, a sum of money to the Capital Improvement Stabilization Fund; or take any action in relation thereto.

Proposed by the Finance Director, Town Manager, and Finance Committee

Explanation: To continue funding a Capital Improvement Stabilization Fund. Per M.G.L. Chapter 44, Section 20, Surplus proceeds of any amount may be appropriated for any purpose for which the town or district may borrow for an equal or greater term than the term for which that loan was issued. By closing projects and providing additional funding to a Capital Reserve Fund, the intent is to use these monies and future contributions to defray the cost of the Town's next major project(s).

The balance in the Town's Capital Stabilization Fund as of December 31, 2022 is \$1,131,557.50; \$144,571.43 of which is reserved for exempt debt. Finance Director recommends a transfer in the amount of \$350,000 from Free Cash to bring the balance to just over \$1.481M to help fund future projects and to help with capital funding in years when our Free Cash balances are low.

Recommendations: *Selectboard Vote – Available at Town Meeting*
Finance Committee Vote – Available at Town Meeting

ARTICLE 8 - ACCRUED LIABILITIES AND COMPENSATED ABSENCES FUND

To see if the Town will transfer from available funds, a sum of money to be added to the Accrued Liabilities and Compensated Absences Fund; or take any action in relation thereto.

Proposed by the Finance Department

Explanation: Each year the Town experiences separations of employee service. These separations may include, but are not limited to, terminations, retirements, and even loss of life. At the time the annual departmental budgets are presented for Town Meeting approval no allowances are made for potential circumstances. The Town of Duxbury's Financial Management Policies recommends that the balance of such fund shall not be less than 2 times the average payments made over the last 5 years. The balance in the fund at December 31, 2022 was \$11,080. The average payments made over the last 5 years is \$125,107. Approval of this transfer in the amount of \$225,000 from Free Cash will bring us in compliance with town policy and provide some level of comfort that such payouts would not come from the individual departmental budgets.

Recommendations: *Selectboard Vote – Available at Town Meeting*
Finance Committee Vote – Available at Town Meeting

ARTICLE 9 – FUND COLLECTIVE BARGAINING AGREEMENTS

To see if the Town will transfer from available funds, a sum of money for the purpose of funding collective bargaining agreements with any one or more of the following employee organizations for the fiscal year commencing on July 1, 2022.

- Duxbury Police Union, MCOP Local 376B
- Duxbury Police Commanders Association
- Duxbury Public Safety Dispatchers, MCOP Local 376A

- Duxbury Permanent Firefighter’s Association, International Association of Firefighter’s Local 2167

or take any action in relation thereto.

Proposed by the Selectboard

Explanation: This article will fund collective bargaining agreements for positions in each of the contracts to be noted in the motion to be made at Town Meeting.

Recommendations: *Selectboard Vote – Available at Town Meeting*
Finance Committee Vote – Available at Town Meeting

ARTICLE 10 - MATCHING GRANT FUNDS

To see if the Town will transfer from available funds a sum of money to be used to provide for the Town’s local match gifts and/or grants committed to and/or received by the Town from time to time, such sums to be expended under the discretion of the Selectboard and/or Town Manager; or take any other action in relation thereto.

Proposed by the Selectboard, Town Manager, Finance Director and Planning Department

Explanation: The funds appropriated under this article will provide the Town with a ready source of funds that the Town may use as the Town’s local share of gifts and/or grants committed to or received by the Town from federal, state, and/or local funding sources and/or governmental bodies, as any delay in providing such matching funds may jeopardize the Town’s ability to avail itself of such funds.

Recommendations: *Selectboard Vote – Available at Town Meeting*
Finance Committee Vote – Available at Town Meeting
Fiscal Advisory Committee Vote – Available at Town Meeting

AND YOU ARE HEREBY DIRECTED TO SERVE THIS WARRANT by posting attested copies thereof as prescribed by M.G.L. Chapter 39, Section 10 and by Chapter 2, Section 2.3.1 of the Town of Duxbury General By-laws, at least fourteen (14) days before the time of holding said Meeting.


Hereof fail not and make due return of this Warrant, with your doings thereon, to the Town Clerk, at the time and place of this meeting.

Given under our hands this 6th day of February, 2023.

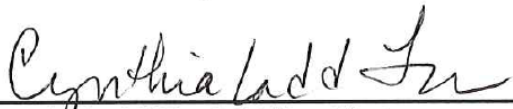
SELECTBOARD



Fernando Guitart, Chair



Theodore J. Flynn



Cynthia Ladd Fiorini, Vice Chair



Amy M. MacNab



Michael McGee

Plymouth ss:

February 08, 2023

Pursuant to the warrant I have this day notified and warned the inhabitants of the Town of Duxbury, herein described, to meet at the time and place and for the purposes as described by the By-laws of the Town.

A TRUE COPY
ATTESTED



CONSTABLE OF DUXBURY