

**COMMONWEALTH OF MASSACHUSETTS
TOWN OF WEST BOYLSTON**

**SEMI-ANNUAL TOWN MEETING WARRANT
OCTOBER 16, 2023**

Worcester ss.

To the Constables of the Town of West Boylston,

GREETINGS:

In the name of the Commonwealth of Massachusetts, you are directed to notify and warn the inhabitants of the Town of West Boylston qualified to vote in elections and Town affairs, to meet in the gymnasium of the Middle/High School in said Town (at 125 Crescent Street) on Monday, October 16, 2023 at 7:00 p.m. in the evening, then and there to act on the following articles.

**ARTICLE 1 - AUTHORIZATION TO HEAR THE REPORTS OF OFFICERS AND
COMMITTEES OF THE TOWN**

To see if the Town will vote to hear the reports of the officers and standing committees of the Town; or take any other action relative thereto.

**ARTICLE 2 - AUTHORIZATION TO PAY BILLS FROM PREVIOUS
FISCAL YEARS**

To see if the Town will vote to appropriate a sum of money from available funds to pay bills being held by the Town Accountant from prior fiscal years for which no encumbered funds are available; or take any other action relative thereto.

**ARTICLE 3 - AUTHORIZATION TO MODIFY FISCAL YEAR 2024 APPROPRIATIONS AND
OTHER NECESSARY ADJUSTMENTS TO THE FISCAL YEAR 2024 BUDGET**

To see if the Town will vote to raise and appropriate and/or transfer from available funds or from any unexpended balances of Fiscal Year 2024 appropriations hitherto made, to Fiscal Year 2024 appropriation accounts; or take any other action relative thereto.

**ARTICLE 4 - VOTE TO APPROPRIATE FUNDS FOR CAPITAL IMPROVEMENT
PURCHASES**

To see if the Town will vote to raise and appropriate or transfer from available funds a sum of money to purchase and equip capital items, including all costs incidental or related thereto, and, as needed, to authorize purchase agreements as needed, with each appropriation being treated as a separate item; or take any other action relative thereto.

**ARTICLE 5 - AUTHORIZATION TO TRANSFER FUNDS TO THE
CAPITAL INVESTMENT FUND**

To see if the Town will vote to transfer from available funds a sum of money to the Capital Investment Fund; or take any other action relative thereto.

**ARTICLE 6 - AUTHORIZATION TO APPROPRIATE FUNDS TO THE
OPEB TRUST FUND**

To see if the Town will vote to raise and appropriate and/or transfer from available funds a sum of money to the Other Post Employment Benefits Trust Fund; or take any other action relative thereto.

**ARTICLE 7 - VOTE TO APPROPRIATE FUNDS FOR COMMUNITY PRESERVATION
FUND PROJECTS AS RECOMMENDED BY THE COMMUNITY PRESERVATION
COMMITTEE**

To see if the Town will vote that the following amount shall be appropriated from Community Preservation Fund Revenues, or transferred from prior year reserves, for Community Preservation purposes:

	Project	Total Appropriation	Source of Appropriation
	Appropriations:		
A	To Fund for Affordable Housing Purposes: A grant to pay for affordable community housing needs. Submitted by the West Boylston Affordable Housing Trust to be expended under the direction of the Town Administrator.	\$25,000	\$25,000 from the fund balance designated for affordable housing.

**ARTICLE 8 – AUTHORIZATION TO APPROPRIATE FUNDS FROM COMMUNITY
PRESERVATION FUND REVENUES**

To see if the Town will vote to amend the vote taken under Article 27 of the May 15, 2023 Semi-Annual Town Meeting by increasing the Committee Administrative Expenses appropriation from \$7,500 to \$16,750; or take any other action relative thereto.

**ARTICLE 9 - AUTHORIZATION TO APPROPRIATE FUNDS TO REDUCE THE
FY24 TAX RATE**

To see if the Town will vote to transfer from the Tax Levy Stabilization Fund, a sum of money, to reduce or stabilize the Fiscal Year 2024 Tax Rate; or take any other action relative thereto.

ARTICLE 10 - VOTE TO ACCEPT NUHA CIRCLE AS A TOWN PUBLIC WAY

To see if the Town will vote to accept Nuha Circle as a Town Public Way, as heretofore laid out by the Select Board and shown on a plan entitled “Definitive Subdivision Nuha Circle”, dated October 2, 2014, scale 1” = 40’, prepared by Bertin Engineering, Jacob Dubois, Professional Engineer, and recorded with the Worcester District Registry of Deeds in Plan Book 912, Plan 113, a copy of which is on file with the Town Clerk, and to authorize the Select Board to acquire, by gift, purchase or eminent domain, the fee to or permanent easements in Nuha Circle for all purposes for which public way are used in the Town of West Boylston and any drainage, sewer, water, and/or other easements related thereto; or take any other action relative thereto.

ARTICLE 11 - ACCEPTANCE OF MGL CHAPTER 39, SECTION 23D

To see if the Town will vote to accept M.G.L. Chapter 39, Section 23D, as set forth below, for all types of adjudicatory hearings by any municipal board, committee or commission; or take any other action relative thereto:

“(a) Notwithstanding any general or special law to the contrary, upon municipal acceptance of this section for 1 or more types of adjudicatory hearings, a member of any municipal board, committee or commission when holding an adjudicatory hearing shall not be disqualified from voting in the matter solely due to that member's absence from no more than a single session of the hearing at which testimony or other evidence is received. Before any such vote, the member shall certify in writing that he has examined all evidence received at the missed session, which evidence shall include an audio or video recording of the missed session or a transcript thereof. The written certification shall be part of the record of the hearing. Nothing in this section shall change, replace, negate or otherwise supersede applicable quorum requirements.

(b) By ordinance or by-law, a city or town may adopt minimum additional requirements for attendance at scheduled board, committee, and commission hearings under this section.”

ARTICLE 12 - AUTHORIZATION TO AMEND THE PERSONNEL BYLAW OF THE GENERAL BYLAWS

To see if the Town will vote to amend the General Bylaws, Article XXI Personnel Bylaws, AA-CLASSIFICATION AND COMPENSATION PLAN 1- Classification Plan by adding the position of Department Assistant- DPW within Grade D; or take any other action relative thereto.

ARTICLE 13 - AUTHORIZATION TO AMEND THE PERSONNEL BYLAW OF THE GENERAL BYLAWS

To see if the Town will vote to amend the General Bylaws, Article XXI Personnel Bylaws by striking Section N, Vacations in its entirety and replacing with the following:

“N -VACATIONS

1- Vacation Year and Accrual Rate Table

For employees hired after the October 2023 Town Meeting, the vacation year is the fiscal year for the Town of West Boylston from July 1st through June 30th and vacation shall be accrued on a monthly

basis, according to the Accrual Rate Table below. Accrual begins on the employee’s first day of service. Upon the employee’s anniversary date the accrual rate will increase in accordance with the Accrual Rate Table below. On July 1, 2024, employees hired prior to the October 2023 Town Meeting shall begin to accrue their vacation on a monthly basis as set forth in the Accrual Rate Table below.

Accrual Rate Table

Length of Service	Vacation Time Accrued
6 months but less than 1 year	1 work week annually*
1 through 4 years	2 work weeks annually*
5 through 9 years	3 work weeks annually*
10 through 19 years	4 work weeks annually*
20 years or more	5 work weeks annually*

Employee’s entering service to the Town of West Boylston who have been employed in a similar capacity with another Municipality may be credited for their length of service in a similar employment system as if they had an equivalent length of service to the Town of West Boylston subject to the approval of the Select Board and Town Administrator.

*Vacation time will be based on an employee’s weekly number of hours worked. For example, if an employee works 40 hours a week, their work week accrual will be 40 hours. If an employee works 32.5 hours a week, their work week accrual will be 32.5 hours.

2- Vacation Preference Priority

When compatible with efficient operations, vacation preference priority is normally given to the employees in descending order of their job grades and classes and according to length of service among those on the same job grade or class.

3- Part-time Employees

Part-time employees will receive pro rata vacation time (based on the last six (6) months of service) according to the vacation Accrual Rate Table above.

4- Utilizing Vacation Time in Advance of Accrual

In order to provide flexibility in scheduling vacations, paid vacations may be taken before time is actually accrued, with advance written approval of the Department Head and Town Administrator. This accommodation is made with the expectation that the employee will accrue the entire vacation allotment for that year. Employees will be required to pay back any portion of unearned vacation that was paid in advance if the employee should leave the Town’s employment prior to that vacation time becoming accrued.

5- Carryover

Department heads may approve the request of an employee to carryover one (1) week vacation; or work demands may require a department head to request an employee to carryover one (1) week vacation. Any vacation time carried over must be taken within one (1) year. All carryover requests must be submitted to the department head no later than June 1st of each year.

6- Eligibility

Eligibility for vacation pay is based on the following rules:

- a) an employee separating, whether voluntarily or involuntarily, before completing six (6)

months of service will receive vacation pay that they have accrued but have not taken through the date of separation;

- b) an employee on leave of absence without pay will not accrue vacation time;
- c) an employee on leave of absence for sickness or injury will not accrue vacation time.

7- Vacation Scheduling

Except in the case of emergency, requests for use of vacation time shall be submitted to the department head no later than one (1) week prior to the requested time off. All vacation time shall be taken in workweek increments. An employee may take vacation days in increments less than workweek increments with department head approval. Vacation leave shall be granted by the department head provided there is adequate staffing within the department to efficiently meet the needs of the public and manage the workload and responsibilities of the department.

8- Vacation Buyback

Employees may buy back up to one (1) week of vacation at the end of the fiscal year at the then current rate of compensation for the employee, and the town shall pay the buy back for vacation earned in the preceding fiscal year on or before the first payroll in the month of August. All buyback requests must be submitted to the department head no later than June 1st of each year.”

ARTICLE 14 - AUTHORIZATION TO AMEND THE GENERAL BYLAWS

To see if the Town will vote to amend Article IV- Office of Financial Management, Section 2, of the General Bylaws, by adding the words “or wire” after the word “check” and by striking Section 3 in its entirety; or take any other action relative thereto.

And you are directed to serve this Warrant by posting an attested copy thereof at the place of said meeting as aforesaid and at the Post Office in said Town fourteen (14) days at least before the time of said meeting.

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

Given under our hands this _____ day of September 2023.

A true copy attest:

Daymian Bartek, Town Clerk

Kristina A. Pedone, Chairman

Patrick J. Crowley, Vice Chairman

James Morrissey, Clerk

Marc Frieden, Selectboard

Kristina A. Pedone, Selectboard

**Select Board
Town of West Boylston**

Honorable Select Board of West Boylston:

I have served this Warrant by posting duly attested copies thereof at the following places:

- Municipal Office Building _____
- West Boylston Middle/High School _____
- West Boylston Post Office _____
- Pruneau’s Barber Shop _____
- Municipal Lighting Plant _____
- Beaman Memorial Library _____

Constable

Date