

Finance Committee Meeting
Meeting Minutes
Tuesday, October 26, 2021 at 5:00 pm
Municipal Center - Arcand Meeting Room with a Zoom Option

1. Finance Committee Members Present: J. Allam, J. Flannery, J. Collamati, J. Kuzmeskas, K. Keppler
2. Finance Committee Members Absent: A. Thorell
3. Meeting Commenced: J. Allam called the meeting to order at 5:00 pm.

4. K. Keppler made a motion to approve the Minutes from the October 6, 2021 Finance Committee Meeting, as submitted. J. Collamati seconded. Recommended 4/0. J. Kuzmeskas had adjourned from tonight's meeting before this vote was taken.

5. **Public Hearing** – Tree Warden, Michael Burr was present to discuss some of the tree cutting and possible replacements from the current project. Committee members were concerned that with the number of trees being taken down that the funds being requested should go towards replacing trees and the removal of stumps. Mr. Burr informed the Committee that the Town had a large number of dangerous trees by the roadways. So far, this project has provided removal of almost 700 trees. Maple street was one of the worst roads and had 72 trees taken down just on that street. However, there are more dangerous trees that need to be removed before the tree replacement or stump portion of the project can be addressed.

K. Keppler made a motion to recommend \$50,000 from Free Cash to continue taking down dead trees on Town property. J. Flannery seconded. Recommended 5/0.

6. **Public Hearing** – Article 15 – Purchase of Land – DPW Director, Mr. DiMartino and Mr. Riedle, Assistant Director were present to discuss the purchase of land at 215 Depot Street.

Mr. Fraine told Committee members that for approximately 14 years they have been trying to figure out what will be done with the current DPW Facility that is in poor condition as well as undersized for the current equipment. Over the past few years, the Town had to rent space over the winter months to store some of the seasonal equipment such as the vac truck and street sweepers. The Town has been trying to see if it would be more beneficial or cost effective to purchase another property or repair the current facility. A property on Depot Street has recently become available and a Purchase & Sale Agreement has been put in place. This is for the current amount of garage space and then an addition of a steel building for office space that has been approved by the Planning Board. In addition, the Department would like to keep the Blackstone Street Building to just be used for the Mechanics, the newer salt shed that's at that location and storage of vehicles when the wing plows are put on the trucks for the winter months.

Committee members were concerned with the amount of garage space and current equipment being stored and wanted to make sure that if this site is purchased that it can hold all the equipment without needing additional storage. The current width of the garage bay doors was also a concern.

Mr. DiMartino told Committee Members that the width of the doors is slightly smaller than the current building on Blackstone Street but would not be an issue. Mr. DiMartino also said that some equipment could be brought to this building to verify vehicle clearance with Committee Members if they would like to set up a meeting time.

Committee Members agreed to have a meeting at 9:00 am Saturday morning, October 30th, to walkthrough and tour the building and property in Article 15 – Purchase of Land (located at 215 Depot Street).

This Article will be continued to the next Finance Committee Meeting once the walkthrough is completed.

7. Public Hearing – Article 6 – Capital Outlay

This Article will need to be continued to the next meeting if Article 15 passes. At this point the Committee has heard that if the purchase of land at 215 Depot Street is recommended, then an additional \$2.3 Million would need to be added to Article 6 that would be for the repair work needed at the 26 Blackstone Street building and the office space addition to the 215 Depot Street location.

This Article will be continued to the next Finance Committee Meeting.

8. Public Hearing – Article 14 – Roadway Improvements

Mr. DiMartino gave a summary on roadway improvements that are being considered for next year. There is a current list that is in the process of being confirmed for roads to be addressed. The majority of work to be done is resurfacing, milling and paving. The list of roads still needs to be finalized once the funds are confirmed for this Article.

J. Kuzmeskas made a motion to recommend \$1,500,000 from Borrowing for Road Improvements that are to take place in 2022. J. Flannery seconded. Recommended 5/0.

9. Public Hearing – Mr. Fraine and Ms. MacKinnon were present to discuss various Articles on the Town Warrant as listed below:

Article 1 – Amend Town Meeting Article 1 – Operating Expenses and Salaries

K. Keppler made a motion to recommend \$326,421 from Raise and Appropriate for Article 1 items as listed below. J. Flannery seconded. Recommended 4/0.

<u>Account</u>	<u>Department</u>	<u>Purpose</u>	<u>Amount</u>
194 – Expenses	Retirement	Address NCRS Error	17,615
189 – Expenses	Building Maintenance	Repairs/Maintenance/Professional Services	35,000
422 – Salaries	DPW	Contract	3,302
422 – Expenses	DPW	FOB Security System	15,000
171 – Salaries	Conservation	Contract	4,504
137 – Salaries	Assessors	Contract	2,000
137 – Expenses	Assessors	Professional Services (Appraisals)	10,000
135 – Salaries	CFO	Contract	4,000
632 – Salaries	Town Common	Maintenance of Town Common	2,000
632 – Expenses	Town Common	Maintenance of Town Common	13,000
210 – Salaries	Police	Reclass to Expenses	(55,942)
210 – Expenses	Police	Reclass from Salaries	55,942
154 – Expenses	MIS	NW/Equipment Upgrades	5,000
154 – Salaries	MIS	Zoom Stipend	15,000
996 – Expenses	Transfer to Capital Trust	Replenish Reserve	200,000
Funding Source:		Raise & Appropriate	326,421

Article 2 – Amend Annual Town Meeting Article 2 – Trash Enterprise

“Pass Over” this Article at this time.

Article 3 – Amend Annual Town Meeting Article 3 – Water Enterprise

J. Collamati made a motion to recommend \$340,335 from Water Retained Earnings as listed below.

K. Keppler seconded. Recommended 4/0.

PURPOSE	AMOUNT	FUNDING SOURCE
Salaries-AFSCME	\$15,335	Water Retained Earnings
Expenses	Up to \$325,000	Water Retained Earnings
TOTAL	\$340,335	

Article 4 – Amend Annual Town Meeting Article 4 – Sewer Enterprise

J. Flannery made a motion to recommend \$5,363 from Sewer Retained Earnings for Salaries in the AFSCME Contract. J. Collamati seconded. Recommended 4/0.

Article 5 – Amend Annual Town Meeting Article 5 – Stormwater Enterprise

K. Keppler made a motion to recommend \$3,090 from Stormwater Retained Earnings for Salaries in the AFSCME Contract. J. Collamati seconded. Recommended 4/0.

Article 7 – Non-Capital Outlay (Expenditures of Less Than \$50,000)

Addition of item to Article 7 for the IT Department Security Enhancements to the Town network infrastructure. The total project cost is approximately \$60,000 but the Town applied for a grant that can't cover the full cost but could potentially cover approximately \$15,000. Therefore, the balance of \$45,000 is being requested.

J. Flannery made a motion to recommend \$45,000 from Free Cash for the IT Department Security Upgrades. J. Collamati seconded. Recommended 4/0.

Article 8 – Zoning Bylaw Relative to Short-Term Leasing

Postponed until the next Finance Committee Meeting which will take place after Planning Board discusses this Article.

Article 9 – Amendment to Water Resource District

J. Kuzmeskas made a motion to recommend Article 9 of the Town Warrant. K. Keppler seconded. Recommended 5/0.

Article 10 – Maple Street Zoning Change

Postponed until the next Finance Committee Meeting which will take place after Planning Board discusses this Article.

Article 11 – William Way Solar Tax Agreement

J. Flannery made a motion to recommend Article 11 of the Town Warrant. K. Keppler seconded. Recommended 4/0.

Article 12 – Recission of Unissued Borrowing Authority

J. Collamati made a motion to recommend Article 12 of the Town Warrant as listed below. J. Flannery seconded. Recommended 4/0.

Date of Approval	Original Purpose	Unissued Amount
5/27/2015	South Elementary Roof Replacement	\$335,084
5/27/2015 & 5/25/2016	Pine Grove Sewer Pump	\$35,000
	TOTAL:	\$370,084

Article 13 – Amend General By-Laws Chapter 71-6 Revolving Funds

J. Collamati made a motion to recommend Article 13 of the Town Warrant as listed below. K. Keppler seconded. Recommended 4/0.

Fund	Revenue Source	Authority to Spend	Use of Funds	Spending Limit	Fiscal Years
<u>Food Inspections</u>	<u>Inspectional fees and fines</u>	Board of Health	<u>Expenses in support of the Board of Health food inspections program including supplies, materials, equipment, and compensation to employees or contractors</u>	<u>\$50,000</u>	FY2022 and subsequent years
<u>Tobacco Compliance</u>	<u>Inspectional fees and fines</u>	Board of Health	<u>Expenses in support of the tobacco inspections and compliance program including supplies, materials, equipment, and compensation to employees or contractors</u>	<u>\$50,000</u>	FY2022 and subsequent years

EXISTING BYLAWS:

Fund	Revenue Source	Authority to Spend	Use of Funds	Spending Limit	Fiscal Years
Board of Health	Food Inspection Fees	Board of Health	Operational Expenses, Including Payment of Employee Salaries	\$35,000	FY2018 and subsequent years
Board of Health	Permitting Fees and fines for Tobacco Sales	Board of Health	Surveillance of Tobacco Sales, Tobacco Education and Training	\$20,000	FY2018 and subsequent years

Article 16 – Transfer to Stabilization Fund

J. Collamati made a motion to recommend \$250,00 from Free Cash as listed below for Article 16.

K. Keppler seconded. Recommended 4/0.

Purpose	Amount	Funding Source
Transfer to Stabilization Trust #7020	\$250,000	Free Cash

Article 17 – Transfer to Group Health Insurance Trust Fund

K. Keppler made a motion to transfer \$500,000 from Free Cash as listed below for Article 17.

J. Flannery seconded. Recommended 4/0.

Purpose	Amount	Funding Source
Transfer to Health Insurance Trust #7010	\$500,000	Free Cash

Article 18 – Transfer to Compensated Absences Fund

J. Collamati made a motion to recommend \$125,000 from Free Cash as listed below for Article 18.

K. Keppler seconded. Recommended 4/0.

Purpose	Amount	Funding Source
Transfer to Compensated Absences Trust #7080	\$125,000	Free Cash

Article 19 – Unpaid Bills

J. Collamati made a motion to recommend Article 19 for Unpaid Bills as listed below. J. Flannery seconded. Recommended 4/0.

Department	Date of Invoice	Vendor	Purpose	Amount	Funding Source
Human Resources	10/17/2020	Convenient MD	Pre-Employment Physical	\$70.00	Free Cash
Human Resources	5/7/2021	Convenient MD	Pre-Employment Physical (partially paid)	\$20.00	Free Cash
Fire	3/23/2021	Home Depot	Supplies	\$19.94	Free Cash
Aux Police	6/24/2021	Tritech Forensics	Mini Medic Bag	\$149.98	Free Cash
MIS	1/6/2021	Staples	Laptop Sleeve	\$28.49	Free Cash
TOTAL:				\$288.41	Free Cash

10. New Business, Emails, Correspondence, Bills:

An invoice from Finance Committee Clerk, Tina Griffin was submitted for approval.

K. Keppler made a motion to approve an invoice in the amount of \$318.32 for the month of October for the Finance Committee Clerk. J. Collamati seconded. Recommended 4/0.

A meeting date has been established for next Tuesday, November 2nd to take place at 5:00 pm, in the Arcand Meeting Room with a Zoom option for those that can't attend in person.

J. Flannery made a motion to adjourn at 6:50 pm. Seconded by J. Collamati. Recommended 4/0.

Respectfully Submitted,

Tina M. Griffin

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