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**BOARD OF SELECTMEN**  
**MEETING MINUTES**  
**9/22 /09**

The Board of Selectmen met in the Town Hall, Joseph F. Bilotta Meeting Room as scheduled with Thomas Alonzo, Paula Bertram, Steven M. deBettencourt, Thomas Mason, Dave Matthews and CAFO Kerry Speidel present. Meeting opened at 7:01 P.M. with the Pledge of Allegiance

***PUBLIC DISCUSSION***

***ANNOUNCEMENTS***

1. **Household Hazardous Waste Day, 9/26/09, 9:00 AM – 1:00 PM, 520 Chase Road** - open to anyone, small business, and non-residents. Fee varies depending on volume & items, recommend that people pre-register through the web-site, [www.MassToss.com](http://www.MassToss.com) or by contacting Tessa David at 978-660-6130.

2. **Yard Waste Days: Saturdays/October 17<sup>th</sup> thru November 21<sup>st</sup> from 8:00 AM to 4:00 PM** – At the Lunenburg Landfill, Youngs Road. Acceptable material: grass clippings, bark mulch, wood chips, leaves, brush (with a diameter not to exceed 3 inches, unlimited length). Shrubbery and plantings; with the same restrictions. Any container; bags, boxes, barrels, trashcans, tarps, flower pots, etc., must be removed and taken by the resident. No household garbage, trash, or rubbish of any kind will be accepted. No materials within the Landfill area; sand, stone, gravel, etc. are to be given away or sold. Access will be restricted to the disposal area. Commercial landscapers will not be allowed to dump. Open to Lunenburg residents only.

Also, the Friends of the Lunenburg Public Library are holding their Fall Book and Bake Sale on Saturday, October 3 at the library from 9:00 AM until 2:00 PM the sale will take place in the Wallace Community Room, rain or shine. They will have adult fiction and non-fiction, children's books and some of the best baked goods in Central Massachusetts. Volunteers are needed to help with the breakdown at 2:00 PM. Come to the library or call in to sign up. Proceeds of the book and bake sale supports programs at the library. Support your community and the library.

MMA seventh annual Photography contest, deadline is October 19<sup>th</sup>. "Simply Massachusetts" is the theme for the MMA's seventh annual municipal calendar photography contest. The 2010 wall calendar will portray inexpensive or free destinations and/or events in Massachusetts.

Photographs will be judged primarily on their ability to answer the question, "What in your city or town is an inexpensive destination or activity?" Additional weight will be given to geographic and seasonal breakdown in an attempt to represent each region of the state and all four seasons equally in the calendar.

All entries must include one to three sentences describing the significance of the photo.

The top prize will be selected for the front cover, with 13 runners-up chosen for each month of the year and the back cover.

- The contest is open to all who wish to participate.
- Submissions will be judged primarily on how well they capture the calendar theme. Secondary judging criteria will include geographic and seasonal diversity.
- Entries should be horizontal color photographs, ideally 10x8 (recommended, but not required). Black-and-white photographs will be accepted as well, but will only be judged as a possible front or back cover shot.
- Digital photos will be accepted, but must be taken at the highest possible resolution to ensure quality when enlarged to fit the calendar format.
- All digital entries must be printed on 11" x 8.5" paper for judging. (Digital entrants will be contacted if the electronic file is required.)

Note: By submitting photos, the photographer agrees to permit the MMA to publish the photos in its calendar, which is distributed to municipal officials in Massachusetts, and to post the photos on the MMA Web site. Those who wish to have their photos returned after the calendar is published in January should indicate so on the back of each submission and include a self-addressed envelope. Send entries to: Calendar Contest, MMA, One Winthrop Square, Boston, MA 02110.

***APPOINTMENTS***

1. **7:00 PM – Joint Meeting with Planning Board** – Present were Marion Benson, Planning Director, Planning Board members Thomas Bodkin and Joanna Bilotta as a quorum was not present the joint meeting to fill the Planning Board vacancy was postponed until October 6, 2209.

2. **7:30 PM – Budget Updates – joint meeting with Finance Committee & School Committee** – Present were members of the Finance Committee; Chair Brian Laffond, Barbara Reynolds, John Male, Lars Widstrand, Martha McDonald and Marilyn Stokes.

Members of the School Committee present were David Reif, Milree Keeling, Michael Mackin, Donna White, Jason Poitras and School Superintendent LoxiJo Calmes. Also present were Department Heads Karen Brochu, Jack Rodriquez, Daniel Bourgeois, Marion Benson, Kathryn Herrick, Scott Glenny, Doreen Noble, Barbara Lefvebe, Amy Sadkin and Jeff Ugalde.

CAFO presented the attached Power Point presentation on the FY2010 Budget.

Reviewed the following Projected Revenues/Expenditures that was presented at the Annual Town Meeting, "revised 4/24/09" and the current as of this date which presents the \$328,789.48 deficit.

Chair questioned the Quin Bill, what is the town's responsibility.

Also the cardboard disposal and disposal of hazardous items that were left at the landfill as a result of the ice storm. Per CAFO, there should have been an adjustment for the cardboard however, the budget was put together prior to the finalization of the contract. CAFO believes that we have not been fully funding the recycling component and had we been funding adequately we should have sufficient revenues generated by the bags to fund the solid waste portion of the contract.

Brian Laffond Chair Finance Committee questioned on slide #9, the deficit in investment income; per CAFO most of the interest was from the Meadow Woods project. Don't believe that the money was invested in the best way, as we're very limited in what we can invest into.

John Male questioned on the Quinn Bill and where are we with regards to our obligations to this payment. Per CAFO, our contract states that we are obligated to pay our 50%, we are not obligated to pay the states share. Noted that this issue has not been raised by our police union. There was some discussion that if the town adopted the Quinn Bill we would be responsible for the total, however it doesn't matter whether we adopted this we are only accountable for the town's share per the contract language.

State DOR has told us that we should be expecting that they will fund the 25% of the cost of the debris removal. We are to assume the 25% is \$273,145. and have been directed to account for this in a separated account. Dave's concern is that we need to have some clarification in this area and per Kerry, it's difficult to calculate and therefore wasn't accounted for within the budget at this time.

Milree questioned the cash flow with regards to the storm, and per CAFO expected to receive, \$819,434, to date have recieved \$359,526.25 and have not had to do any borrowing.

Discussed capital items that were approved for the school from other funding sources and it was realized following Town Meeting that those funds could not be utilized for this purpose and currently there are no funding sources for these items.

Chair expressed appreciation and stressed that this is still a work in progress with a lot of unknowns today. The CAFO along with department heads will be looking at the data to balance the current budget. We are running a very tight operation and what will happen now, is that you'll be cutting services. The question now is what service do you want to cut, all need to be in this together. Need to look at next year to identify how do we deal with what's being masked by use of stimulus funds. With 9C cuts already being talked about this early in the year, we'll be asking for input from the people.

School Superintendent, Loxi Jo Calmes invited all to attend the School Committee meeting scheduled tomorrow at the Brooks House. Noted that enrollment came in at about what was expected. Commended the unions as they took freezes for ½ year, everyone has been working together to address the financial situations.

## **CURRENT BUSINESS**

### **1. CAFO Updates**

Announcement from the Lunenburg Board of Health on the H1N1 Flu – Public Information as follows: The Board of Health is working with the Massachusetts Department of Public Health (MDPH) to provide the H vaccine to the residents of Lunenburg. It is important to note that the information regarding the vaccine and its availability is fluid and we don't know at this point how much vaccine we will receive or when but based on the information from the Centers for Disease Control we should receive the vaccine mid-to-late October. We are working with Emergency Management Director, School Superintendent and the CAFO on plan for a school-located clinic and it is our goal to have it ready for operation once the vaccine is available. Here is what we know at this point.

- The local clinic that we are planning will be just one opportunity residents may have to receive this vaccine. Since we can't be specific at this point with a time and date for the local clinic we would advise you to obtain the vaccine from your doctor, or other venue, if offered before the date of the local clinic.

- We will update this information from time to time and it will be posted on the Town and Board of Health Website to keep you informed of our plans.

- The decision to be vaccinated for the H virus is a personal and individual one and vaccination is not mandatory. See [www.cdc.gov/flu](http://www.cdc.gov/flu) and [www.mass.gov/flu](http://www.mass.gov/flu) for more information. Check with your doctor if you have any concerns prior to receiving the vaccine.

In the meantime there are things you can do to help minimize the spread of flu, both seasonal and H1N1.

- Cover your nose and mouth with a tissue when you cough or sneeze. Throw the tissue in the trash after you use it. If you do not have a tissue, sneeze into your elbow joint. Do not sneeze into your hand.

- Wash your hands often with soap and water. If soap and water are not available, use an alcohol-based hand rub.

- Avoid touching your eyes, nose and mouth. Germs spread this way.

- Try to avoid close contact with sick people.

- If you are sick with flu-like illness, CDC recommends that you stay home for at least 24 hours after your fever is gone except to get medical care or for other necessities. (Your fever should be gone without the use of a fever-reducing medicine.)

- While sick, limit contact with others as much as possible to keep from infecting them.

• Follow public health advice regarding school closures, avoiding crowds and other measures to keep your distance from others to lessen the spread of flu. (excerpted from CDC website)

Listed below are great resources available for the public regarding seasonal and H1N1 flu, the vaccine and ways to help keep you and your family through this flu seasonal. We will update this information by posting it on [www.lunenburgonline.com](http://www.lunenburgonline.com) and by placing it on the community access cable channel.

- Presented the Chapter 44, §33B departmental transfer requests in order to close out the budget for FY2009, this has been approved by the Finance Committee, most are to cover the overages in the legal account. Paula motioned to approve, Steve seconded, voted unanimously.

2. **Minutes** - Board of Selectmen Regular and Executive Session for 9/15/09 reviewed and signed.

**Warrants** - #14 10, 9/22/09 - \$305,399.81, #15 10, 9/21/09 - \$65,737.01 and Lunenburg Water Department Commissioners – #1 2010, 9/22/09 - \$872.51 reviewed and signed.

**Contracts** - None

**Action File Issues** – Paula discussed the correspondence from Kopelman & Paige relative to campaign finance and the recent legislation that has been enacted on the Open Meeting Law. Noted that every municipality must designate a senior level employee to serve as liaison with the State Ethics Commission. This discussion will be placed on the October 6<sup>th</sup> agenda, also summary of Chapter 268A and requirement of training for employees, elected and appointed officials.

Noted the training workshop on Chapter 61 and possibility of grant funds. Workshop will be held @ Mt. Wachusett Community college @ 6:15 PM, possibly request someone from Conservation Commission attend.

Board would also like an update on the Meadow Woods project for the October 6<sup>th</sup> meeting and Chair requested an update on the closing of the Tennessee Gas Pipeline project.

Update on Wireless communications and IT Director also scheduled for October 6<sup>th</sup>.

CAFO introduced the new Treasurer / Tax Collector, Jeff Ugalde who will be starting on September 28<sup>th</sup>.

## OLD BUSINESS

1. **Committee Updates** – Dave informed the board that Capital Planning met this week and it was decided that they will be forwarding information to CAFO earlier than in the past.

2. **CAFO Goals** – Chair presented the attached goals for FY2010, four major categories. Paula requested “conduct annual performance evaluations of personnel” is included under Personnel Matters specifically as a sub under Goal #4. Tom M. move to approve the CAFO goals with the inclusion from Paula, Paula seconded, voted unanimously.

3. **Policies & Procedures** – Chair requested that the board be prepared to discuss at the October 6<sup>th</sup> meeting to get started. Discuss an overview as to how board wants to handle.

## COMMITTEE APPOINTMENTS / REAPPOINTMENTS / RESIGNATIONS

1. **Appointment / Planning Board** – Tabled as no quorum present.

## EXECUTIVE SESSION

Being no further business board voted unanimously to adjourn Regular Session at 9:17 P.M.

Respectfully submitted,

Laura Williams, Chief Administrative Assistant  
Board of Selectmen

**PROJECTED REVENUES/EXPENDITURES FY2010 BASED UPON CAFO REC/UPDATED CHERRY SHEET/REVENUE DEFICIT/RECYCLING DEFICIT**

	FY08 BUDGETED	FY09 BUDGETED	FY10 CAFO REC	EXPENDITURES	FY08 BUDGETED	FY2009 BUDGETED	FY2010 CAFO REC
<b>PROPERTY TAXES</b>							
Prior Year Levy Limit	\$ 14,787,169.00	\$ 15,368,583.00	\$ 15,890,966.00	Maturing Debt	\$ 1,701,296.00	\$ 1,751,372.00	\$ 1,773,794.00
2 1/2% Increase	\$ 368,424.60	\$ 371,455.70	\$ 397,274.00	Interest on Debt	\$ 960,109.00	\$ 939,032.00	\$ 890,354.00
Estimated New Growth	\$ 211,735.00	\$ 138,168.00	\$ 96,152.00	Gen Gov Unclassified	\$ 2,206,906.00	\$ 2,205,842.00	\$ 2,182,545.00
Debt Exclusions	\$ 808,948.00	\$ 1,036,977.00	\$ 1,012,305.00	General Government	\$ 1,233,679.00	\$ 1,220,559.00	\$ 1,190,727.00
<b>TAXES: Total</b>	<b>\$ 16,176,276.60</b>	<b>\$ 16,915,183.70</b>	<b>\$ 17,396,697.00</b>	Central Purchasing	\$ 64,200.00	\$ 47,200.00	\$ 41,612.00
				Protection	\$ 2,150,667.00	\$ 2,293,638.00	\$ 2,300,487.00
				Health & Sanitation	\$ 63,580.00	\$ 67,366.00	\$ 64,869.00
<b>STATE PROVIDED FUNDS</b>				Public Assistance	\$ 93,081.00	\$ 127,385.00	\$ 103,452.00
Cherry Sheet/State Aid	\$ 6,236,109.00	\$ 6,574,321.00	\$ 6,004,425.00	Department of Public Works	\$ 1,123,101.00	\$ 1,203,937.00	\$ 1,194,867.00
Police Career Incentive	\$ 60,063.00	\$ 64,065.00	\$ 11,495.00	Schools	\$ 14,843,711.00	\$ 15,318,628.00	\$ 15,222,347.00
<b>Subtotal State Aid</b>	<b>\$ 6,296,172.00</b>	<b>\$ 6,638,386.00</b>	<b>\$ 6,015,920.00</b>	Library	\$ 299,767.00	\$ 329,867.00	\$ 330,201.00
				Recreation	\$ -	\$ 2,500.00	\$ 2,500.00
<b>PROJECTED LOCAL RECEIPTS</b>				<b>Omnibus Total</b>	<b>\$ 24,740,097.00</b>	<b>\$ 25,507,326.00</b>	<b>\$ 25,297,755.00</b>
Local Receipts	\$ 2,403,600.00	\$ 2,506,600.00	\$ 2,215,343.00	<b>CHERRY SHEET CHARGES</b>			
<b>Subtotal Receipts</b>	<b>\$ 2,403,600.00</b>	<b>\$ 2,506,600.00</b>	<b>\$ 2,215,343.00</b>	Cherry Sheet Offset	\$ 488,308.00	\$ 466,295.00	\$ 361,394.00
				State & County	\$ 140,677.00	\$ 145,071.00	\$ 135,718.00
<b>OTHER REVENUES</b>				Choice/Charter Assessments	\$ 541,677.00	\$ 655,725.00	\$ 567,691.00
Overlay Surplus	\$ -	\$ 23,109.38	\$ -	<b>Subtotal CS Charges</b>	<b>\$ 1,170,662.00</b>	<b>\$ 1,267,091.00</b>	<b>\$ 1,064,803.00</b>
Free Cash	\$ 303,810.00	\$ 406,074.00	\$ 27,602.00	Allow for Abatements/Exemptions	\$ 129,270.48	\$ 97,988.20	\$ 145,000.00
Unexpended Articles	\$ 22,358.00	\$ 84,779.57	\$ -	Worc Cty Retirement Assessment	\$ 438,971.00	\$ 493,121.00	\$ 528,137.00
Borrowing	\$ 835,000.00	\$ 249,960.00	\$ -	Tax Title	\$ 10,000.00	\$ 6,500.00	\$ 3,500.00
Stabilization Fund	\$ 250,000.00	\$ -	\$ -				
MSBA Reimbursements	\$ 828,334.00	\$ 586,560.88	\$ 559,058.00	Capital Articles	\$ 1,112,008.00	\$ 607,710.00	\$ 233,950.00
ARRA Funding - School				General Fund Articles	\$ 25,700.00	\$ 40,500.00	
				Teachers Deferral	\$ 18,108.00	\$ 18,108.00	\$ 18,108.00
<b>Trust &amp; Special Revenue Funds</b>				May 2008 STM Appropriations	\$ -	\$ 219,736.33	\$ -
Sewer Enterprise	\$ 680,080.00	\$ 732,849.00	\$ 30,715.00	Capital Program	\$ -	\$ -	\$ 27,500.00
Sewer Betterments	\$ 83,755.00	\$ 83,755.00	\$ 726,968.00	Court Judgements	\$ 150,000.00	\$ -	\$ -
Sale of Real Estate Revolving Account	\$ 2,919,582.00	\$ 2,197,802.83	\$ 1,466,293.00	Sanitary Landfill Repair	\$ 11,686.12	\$ -	\$ 115,161.48
<b>Subtotal Other Revenue</b>	<b>\$ 2,919,582.00</b>	<b>\$ 2,197,802.83</b>	<b>\$ 1,466,293.00</b>	Recycling Enterprise Deficit	\$ -	\$ -	\$ -
<b>Other Financing Sources</b>							
Septic Loan Revenue	\$ 10,872.00	\$ 10,872.00	\$ 10,872.00				
<b>TOTAL REVENUE</b>	<b>\$27,806,502.60</b>	<b>\$28,268,844.53</b>	<b>\$27,105,125.00</b>	<b>TOTAL EXPENDITURES</b>	<b>\$ 27,806,502.60</b>	<b>\$ 28,268,844.53</b>	<b>\$ 27,433,914.48</b>
				<b>Credit/(Debit)</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>(\$328,789.48)</b>

**PROJECTED REVENUES/EXPENDITURES FY2010 BASED UPON CAFO PROPOSED BUDGET REVISED 4/24/09**

	FY08 BUDGETED	FY09 BUDGETED	FY10 CAFO REC.	EXPENDITURES	FY08 BUDGETED	FY09 BUDGETED	FY2010 CAFO REC.	FY2010 FIN COM REC.
<b>PROPERTY TAXES</b>								
Prior Year Levy Limit	\$ 14,787,169.00	\$ 15,368,583.00	\$ 15,890,966.00	Maturing Debt	\$ 1,701,296.00	\$ 1,751,372.00	\$ 1,773,794.00	\$ 1,773,794.00
2.1/2% Increase	\$ 368,424.60	\$ 371,455.70	\$ 397,274.00	Interest on Debt	\$ 960,109.00	\$ 939,032.00	\$ 890,354.00	\$ 890,354.00
Estimated New Growth	\$ 211,735.00	\$ 138,168.00	\$ 122,375.00	Gen Gov Unclassified	\$ 2,206,906.00	\$ 2,205,842.00	\$ 2,182,545.00	\$ 2,182,545.00
Debt Exclusions	\$ 808,948.00	\$ 1,036,977.00	\$ 1,012,305.00	General Government	\$ 1,233,679.00	\$ 1,220,559.00	\$ 1,190,727.00	\$ 1,190,427.00
				Central Purchasing	\$ 64,200.00	\$ 47,200.00	\$ 41,612.00	\$ 41,612.00
<b>TAXES: Total</b>	<b>\$ 16,176,276.60</b>	<b>\$ 16,915,183.70</b>	<b>\$ 17,422,920.00</b>	Protection	\$ 2,150,667.00	\$ 2,293,638.00	\$ 2,300,487.00	\$ 2,300,487.00
				Health & Sanitation	\$ 63,580.00	\$ 67,366.00	\$ 64,869.00	\$ 64,869.00
<b>STATE PROVIDED FUNDS</b>				Public Assistance	\$ 93,081.00	\$ 127,385.00	\$ 103,452.00	\$ 103,452.00
Cherry Sheet/State Aid	\$ 6,236,109.00	\$ 6,574,321.00	\$ 6,084,048.00	Department of Public Works	\$ 1,123,101.00	\$ 1,203,937.00	\$ 1,194,867.00	\$ 1,194,867.00
Police Career Incentive	\$ 60,063.00	\$ 64,065.00	\$ 48,732.00	Schools	\$ 14,843,711.00	\$ 15,318,628.00	\$ 15,222,347.00	\$ 15,222,347.00
<b>Subtotal State Aid</b>	<b>\$ 6,296,172.00</b>	<b>\$ 6,638,386.00</b>	<b>\$ 6,132,780.00</b>	Library	\$ 299,767.00	\$ 329,867.00	\$ 330,201.00	\$ 330,201.00
				Recreation	\$ -	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00
				<i>Omnibus Total</i>	\$ 24,740,097.00	\$ 25,307,326.00	\$ 25,297,755.00	\$ 25,297,455.00
<b>PROJECTED LOCAL RECEIPTS</b>				<b>CHERRY SHEET CHARGES</b>				
Local Receipts	\$ 2,403,600.00	\$ 2,506,600.00	\$ 2,215,343.00	Cherry Sheet Offset	\$ 488,308.00	\$ 466,295.00	\$ 401,855.00	\$ 401,855.00
	<b>2,403,600.00</b>	<b>2,506,600.00</b>	<b>2,215,343.00</b>	State & County	\$ 140,677.00	\$ 145,071.00	\$ 134,869.00	\$ 134,869.00
				Voting Machines	\$ -	\$ -	\$ -	\$ -
<b>OTHER REVENUES</b>				Choice/Charter Assessments	\$ 541,677.00	\$ 655,725.00	\$ 485,034.00	\$ 485,034.00
Overlay Surplus	\$ -	\$ 23,109.38	\$ -	<i>Subtotal CS Charges</i>	\$ 1,170,662.00	\$ 1,267,091.00	\$ 1,021,758.00	\$ 1,021,758.00
Free Cash	\$ 303,810.00	\$ 406,074.00	\$ 27,602.00	Allow for Abate/Exemptions	\$ 129,270.48	\$ 97,988.20	\$ 145,000.00	\$ 145,000.00
Unexpended Articles	\$ 22,358.00	\$ 84,779.57	\$ -	Worc City Retirement Assessment	\$ 438,971.00	\$ 493,121.00	\$ 528,137.00	\$ 528,137.00
Borrowing	\$ 835,000.00	\$ 249,960.00	\$ -	Tax Title	\$ 10,000.00	\$ 6,500.00	\$ 3,500.00	\$ 3,500.00
Stabilization Fund	\$ 250,000.00	\$ -	\$ -					
MSBA Reimbursements	\$ 828,314.00	\$ 586,560.88	\$ 559,058.00	Capital Articles	\$ 1,112,088.00	\$ 607,710.00	\$ 233,950.00	\$ 233,950.00
AARA Funding - School	\$ -	\$ -	\$ -	General Fund Articles	\$ 25,700.00	\$ 40,500.00	\$ -	\$ -
				Teachers Deferral	\$ 18,108.00	\$ 18,108.00	\$ 18,108.00	\$ 18,108.00
<b>Trust &amp; Special Revenue Funds</b>								
Sewer Enterprise	\$ 680,080.00	\$ 732,849.00	\$ 726,968.00	Capital Program	\$ -	\$ -	\$ -	\$ -
Sewer Betterments	\$ -	\$ 83,755.00	\$ -	May 2008 STM Appropriations	\$ -	\$ 219,736.33	\$ -	\$ -
Sale of Real Estate Revolving Account	\$ 2,919,582.00	\$ 2,197,802.83	\$ 1,466,293.00	Transfer to Stabilization Fund	\$ -	\$ -	\$ -	\$ -
				Legal Expenses Deficit	\$ -	\$ -	\$ -	\$ -
				Snow & Ice Deficit	\$ -	\$ -	\$ -	\$ -
				Sanitary Landfill Repair	\$ 150,000.00	\$ -	\$ -	\$ -
				Capital Improvement Fund	\$ -	\$ -	\$ -	\$ -
				Prior Year Expense	\$ -	\$ 5,323.00	\$ -	\$ -
				Dispatcher's Contract Settlement	\$ -	\$ 5,441.00	\$ -	\$ -
				Nov 2005 STM Appropriations	\$ -	\$ -	\$ -	\$ -
				FY04 Allowance Abate/Exempt	\$ -	\$ -	\$ -	\$ -
				Transfer to Stabilization Fund 11/15	\$ -	\$ -	\$ -	\$ -
				Recycling Enterprise Deficit	\$ 11,686.12	\$ -	\$ -	\$ -
<b>TOTAL REVENUE</b>	<b>\$27,806,502.60</b>	<b>\$28,268,844.53</b>	<b>\$27,248,208.00</b>	<b>TOTAL EXPENDITURES</b>	<b>\$ 27,806,502.60</b>	<b>\$ 28,268,844.53</b>	<b>\$ 27,248,208.00</b>	<b>\$ 27,247,908.00</b>
				<b>Credit/(Debit)</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$300.00</b>

# FY 2010 Cherry Sheet Projections

Category - Revenues	FY10 CAFO ESTIMATES 4/24/2009	FY10 ACTUAL CHERRY SHEET	VARIANCE CAFO/ACTUAL
Chapter 70	\$ 4,620,790.00	\$ 4,528,374.00	\$ (92,416.00)
Charter School Tuition Reimbursement	\$ -	\$ 42,461.00	\$ 42,461.00
Charter School Capital Facility Reimbursement	\$ -	\$ 28,576.00	\$ 28,576.00
School Lunch	\$ 10,219.00	\$ 10,219.00	\$ -
School Choice Receiving Tuition	\$ 376,104.00	\$ 337,673.00	\$ (38,431.00)
Lottery, Beano & Charity Games	\$ 940,670.00	\$ 931,718.00	\$ (8,952.00)
Police Career Incentive	\$ 48,732.00	\$ 11,495.00	\$ (37,237.00)
Veterans Benefits	\$ 14,121.00	\$ 9,994.00	\$ (4,127.00)
Exemptions: Vets, Blind and Surviving Spouses	\$ 27,025.00	\$ 27,025.00	\$ -
Exemptions: Elderly	\$ 31,835.00	\$ 31,835.00	\$ -
State Owned Land	\$ 47,752.00	\$ 43,048.00	\$ (4,704.00)
Revenues from Meals Tax Increase	\$ -	\$ -	\$ -
Revenues from Rooms Tax Increase	\$ -	\$ -	\$ -
Public Libraries	\$ 15,532.00	\$ 13,502.00	\$ (2,030.00)
<b>Total</b>	\$ 6,132,780.00	\$ 6,015,920.00	\$ (116,860.00)
<b>Category - Assessments</b>			
County Tax	\$ 6,974.00	\$ 6,974.00	\$ -
Mosquito Control Projects	\$ 53,461.00	\$ 54,318.00	\$ (857.00)
Air Pollution Districts	\$ 2,711.00	\$ 2,711.00	\$ -
RMV Non-Renewal Surcharge	\$ 7,740.00	\$ 7,740.00	\$ -
MBTA	\$ 34,855.00	\$ 34,855.00	\$ -
Regional Transit	\$ 28,501.00	\$ 28,501.00	\$ -
Special Education	\$ 627.00	\$ 619.00	\$ 8.00
Subtotal	\$ 134,869.00	\$ 135,718.00	\$ (849.00)
School Choice Sending Tuition	\$ 253,167.00	\$ 240,565.00	\$ 12,602.00
Charter School Sending Tuition	\$ 231,867.00	\$ 327,126.00	\$ (95,259.00)
Subtotal	\$ 485,034.00	\$ 567,691.00	\$ (82,657.00)
<b>Grand Total</b>	\$ 619,903.00	\$ 703,409.00	\$ (83,506.00)
<b>Category - Offsets</b>			
School Lunch	\$ 10,219.00	\$ 10,219.00	\$ -
Choice Receiving Tuition	\$ 376,104.00	\$ 337,673.00	\$ 38,431.00
Public Libraries	\$ 15,532.00	\$ 13,502.00	\$ 2,030.00
	\$ 401,855.00	\$ 361,394.00	\$ 40,461.00
			\$ (159,905.00)

## Budget Update

Kerry A. Speidel, CAFO  
September 22, 2009

## What's happened since May?

- State finalized FY2010 Budget- State Aid
- FY2009 Close Out
- Preliminary Estimate of New Growth
- Notice of Court Judgment

## Uncertainties at Time of Town Meeting

- Continuously changing information from the State regarding State Aid, which had yet to be firmed up.
- Uncertainties around how much and for what Stimulus Monies could be used for (ARRA)
- Exact costs for December 11, 2008 Storm
- Would FY2009 Revenue estimates hold (would the Spring Construction Season bring anything-Tri-Town)

## State Aid - FY2010

State Aid		
School Aid		
Chapter 70	\$	(52,419)
Charter School Tuition Reimbursement	\$	42,461
Charter School Capital Facility Reimbursement	\$	28,576
School Choice Receiving Tuition	\$	(35,431)
	net: \$	(57,813)
General Government Aid		
Lottery	\$	(6,552)
Civilian Bill	\$	(37,237)
Veteran's Benefits	\$	(4,127)
State Owned Land	\$	(4,704)
Public Libraries	\$	(2,000)
	net: \$	(57,650)
<b>Total Revenue Reduction:</b>	\$	<b>(116,663)</b>

## FY2010 Budget- Appropriated at Town Meeting

Revenue		FY2009
Property Taxes	\$	17,422,920
State Aid	\$	6,132,700
Local Receipts	\$	2,215,243
Other Revenues	\$	1,477,165
<b>total:</b>	\$	<b>27,248,208</b>
Expenditures		
Overhead Total	\$	25,297,755
Charity Sheet Charges	\$	1,021,758
Query	\$	145,000
Retirement Assessment	\$	326,132
Tax Title	\$	3,500
Capital	\$	230,959
Teacher Contract	\$	16,108
<b>total:</b>	\$	<b>27,248,208</b>

## State Aid- FY2010

Assessments & Offsets		
School		
Special Education	\$	0
School Choice Sending Tuition	\$	12,602
Charter School Sending Tuition	\$	(95,259)
Choice Receiving Tuition	\$	36,431
	net: \$	(46,216)
General Government		
Mosquito Control Projects	\$	(857)
Public Libraries	\$	2,030
	net: \$	1,173
<b>Total Assessments &amp; Offsets:</b>	\$	<b>(45,043)</b>



### Recycling Enterprise Fund- Deficit to be covered by General Fund

- No Retained Earnings available to supplement budget - \$40k
- Bag Sales off - \$56.5k
- Overage in Materials - \$10.2k (should be charged to FY2010)
- Annual membership fee previously charged to General Fund - \$6k
- Disposal of Hazardous Items - \$4k

### Court Judgment

- The town settled a long-standing suit at a cost of \$27,500 (Winchester v. TOL)

### Recycling Enterprise Fund-

- \$13k less paid in tipping fees
- Reduction of trash by 28 tons, or about 2.3%
- Determine why bag sales were down 25%
- Going forward, General Fund should pick up true cost of Recycling Program, which is \$165k, rather than \$100k
- Enterprise Fund should cover indirect costs, just like the Sewer Enterprise Fund

### FY2010 Projected Deficit

Surplus/ (Deficit) ATM		
Change from Cherry Sheet Estimate to Actual	\$	(116,860)
Change in Cherry Sheet Offsets	\$	40,481
Change in Cherry Sheet Assessments	\$	(83,506)
Recycling Enterprise Deficit	\$	(115,161)
Court Judgment	\$	(27,500)
Preliminary New Growth Estimate	\$	(26,223)
<b>Net: Surplus/ (Deficit)</b>	<b>\$</b>	<b>(328,789)</b>

### Preliminary Estimate of New Growth

- Original estimate was \$122,375
- Preliminary estimate, not including Personal Property, is \$96,153
- Resulting in a potential shortfall of \$26,222
- Only about \$1.2M of estimated \$2.0M of CVS was captured due to valuation cutoff

### Eliminating the Deficit- State Aid

State Aid		
School Aid		
Chapter 70	\$	(92,410)
Charter School Tuition Reimbursement	\$	22,481
Charter School Capital Facility Reimbursement	\$	28,576
School Choice Receiving Tuition	\$	(38,431)
	net:	\$ (59,810)
Assessments & Offsets		
School		
Special Education	\$	12,802
School Choice Sending Tuition	\$	(85,250)
Charter School Sending Tuition	\$	38,431
Choice Receiving Tuition	\$	
	net:	\$ (44,218)
<b>Total School Aid Reduction:</b>	<b>\$</b>	<b>(104,028)</b>

## Eliminating the Deficit- State Aid

General Government Aid	\$	(8,952)
Lottery	\$	(37,237)
Quinn Bill	\$	(4,127)
Veteran's Benefits	\$	(4,704)
State Owned Land	\$	(2,030)
Public Libraries	\$	
	net: \$	(57,050)
General Government	\$	(857)
Mosquito Control Projects	\$	2,030
Public Libraries	\$	
	net: \$	1,173
<b>total General Government Aid Reduction:</b>	<b>\$</b>	<b>(55,877)</b>

## New Growth

- Wait for the Final Assessed Values from Board of Assessors, due out in October.
- Preliminary list does not include Personal Property.

## Eliminating the Deficit- Recycling Enterprise Fund

- \$115,161 to be absorbed by Non-School Departments
- Recycling Enterprise Fund to "pay back" General Fund to the extent allowed by MGL.

## Eliminate the Deficit

- School \$104,028
- Non-School \$171,038

## Court Judgment

- Seek approval to fund from the Stabilization Fund.

## Eliminate the Deficit- Town Departments

- Deficit Forward: \$171,038
- Recycling Program: \$ 65,000
- Police IOD: \$ 29,000
- COA Staff \$ 9,000
- Total: \$274,038

## Eliminate the Deficit-Town Departments

- \$20k savings in Liability Insurance
- \$20k savings in Retiree Rx (to be negotiated)
- \$18k savings in Quinn Bill (due to state reduction in percentage)
- \$2.5k EMD Stipend to be paid by grant (new)
- \$10K Indirect costs charged back to Solid Waste Enterprise Fund
- \$34k eliminated from Salary Reserve Account

## A few rays of sunshine

- Local Receipts look good
  - MVX is running about the same as this time last year and we reduced the estimate by 15%
  - Building Permit fees- to date we have already collected about 40% of last year's entire collection.
  - Tri-Town permit fees are expected to be:
    - Building One = \$29,062
    - Building Two = \$30,000
    - Plus \$3k per unit as they come on line
  - Seems to be more opportunities for grants

## Eliminate the Deficit-Town Departments

- \$15k eliminated from Reserve Fund (\$35K)
- In order to eliminate the remaining deficit, the following across-the-board decreases would need to be made- \$160k
  - 5% reduction in General Government & Library
  - 2.5% reduction in Police, Fire & DPW
  - 1.0% reduction in Other Protection & Health

## Conclusion

- Recommendations are based upon most current data
- State is already talking about 9C cuts coming as soon as next month
- CAFO to present firm proposal to eliminate the deficit at 10/06/09 BOS Meeting
- Joint Meeting in 30 days to present update and present 5-year Financial Forecast.

## Eliminate the Deficit-Town Departments

- CAFO, Department Heads, Bylaw employees will not forego salary increases
- Ask each department head to prepare a concrete plan for reduction of the stated amounts by 9/30/09, to be implemented immediately
- Will approach each union for salary concessions

## Chief Administrative & Financial Officer's Goal Progress Sheet

Goal # 1: Website

Date: 9/22/2009

Objective	Completed	Substantive Progress	No Progress	Comments
Independent Website Committee				
Examine, Analyze & Recommend a Municipal Website Package				
Develop Plan to Standardize Town Website				
Decentralize Content Management				
Conformity to State Guidelines (i.e. lunenburg.ma.us.gov)				
Organization of Website: Minutes, budgets, forms, zoning/general by-laws on line				
Procedures for Training				
Policies & Guidelines				

# Chief Administrative & Financial Officer's Goal Progress Sheet

Goal # 2: Departmental Metrics

Date: 9/22/2009

Objective	Completed	Substantive Progress	No Progress	Comments
Perform Operational Review and Analysis				
Establish Method of Metrics upon which to Measure Department Performance				
Investigate Regionalizing Services with other Towns where applicable				
Incorporate "Performance-Based" Budgeting where possible				

## Chief Administrative & Financial Officer's Goal Progress Sheet

**Goal # 3: Miscellaneous Ongoing Project Reports**

**Date: 9/22/2009**

Objective	Completed	Substantive Progress	No Progress	Comments
Provide Quarterly Status of All Ongoing Legal Issues (summary)				
Develop Project Plans for All Projects Including "next steps"				
Provide Periodic Reports on Ongoing Town Projects				
Reinstate "Citizen Newsletter" to be distributed w/Tax Bills				
Investigate Outsourcing Opportunities				

## Chief Administrative & Financial Officer's Goal Progress Sheet

**Goal # 4: Personnel Matters**

**Date: 9/22/2009**

Objective	Completed	Substantive Progress	No Progress	Comments
Revise Salaries & Admin. Plan w/Personnel Board				
Evaluate Personnel Board Need				
Provide Organizational Chart of all Town Depts. (exc. school) w/Job Descriptions & Salary Qualifications				
Full Review of Contract Language				
Consider Personnel Training for Effective Customer Service				
Consider & Recommend Employee Retreat/Seminar for Team Building				