

 \_\_\_\_\_ 

**BOARD OF SELECTMEN  
MINUTES  
FEBRUARY 2, 2016**

The Board of Selectmen met in the Lunenburg Town Hall, Joseph F. Bilotta Meeting Room, as scheduled with Jamie Toale, Chairman; Robert Ebersole, Vice Chairman; Tom Alonzo, Clerk; Phyllis Luck, Member and Kerry Lafleur, Town Manager. Paula Bertram, Member was not present. The meeting opened at 7:00 P.M. with the Pledge of Allegiance.

**Public Comment:**

Ms. Luck stated she had received an email from a resident regarding the Middle/High School project contingency fund. This person strongly voiced the opinion that any excess money not be spent. They added that taxes are way too high, middle class folks do not have unlimited funds and it is the Board's job to make decisions that help the greatest good of the people of the town, not select groups. They thanked the Board for their hard work.

Ms. Luck attended a Mass DEP grant session last Tuesday at the Worcester office. The 604B (Water Quality Management) grant program has \$180,000 to award to three or four applications. She also attended a meeting of the Northern Middlesex Stormwater Collaborative last week.

Mr. Ebersole reported the Board of Health voted last night to adopt the policies and procedures for the septic system repair program. It is now available for income eligible residents whose septic systems have failed. It can be used for septic system repair or for connecting to the sewer system. Applications can be found at the Board of Health office.

**Appointments:**

1. David Eisenthal – Review/Approve General Obligation Bond Issue

- Series A- \$2,350,000 (Refunding G.O. Issue 2004)
- Series B- \$3,295,000 (School)

Mr. Eisenthal, Vice President, Unibank Fiscal Advisory Services, reported the Town took bids on January 28<sup>th</sup> on two series of bonds totaling \$5.61 million. \$4.55 million was for the school construction project and the remainder refunded bonds issued in 2004. The Town received five bids for each of these series. R. W. Barrett and Co. of Milwaukee, Wisconsin was awarded the bids on both series. The Series A was bid at 1.4048% and the Series B was bid at 3.1732%. The total amount now financed on the school project is \$33.7 million, covering the project budget, approximately \$67 million, less the maximum MSBA grant, plus known contingencies to this point. We assumed upon bond counsel's direction, use of the maximum grant amount to avoid over-borrowing. There may a need for one additional financing once the audit is complete, regardless of what the disposition of the remaining contingencies is. The refunding piece of the issue will redeem \$1.655 million paramount of bonds on March 15, 2016. The town saved \$161,000, which is about 10 % of the paramount of the refunded bonds. The average annual savings on debt service will be about \$20,000; about \$17,000 on the exempt rate which is a reduction of about one or two cents on the tax rate and around \$3,000 on other debt service.

Mr. Eisenthal directed the Board to the handout showing tax rate impacts. For the long run on the payment of the loans on the school project which would be FY 2018 – FY 2044, the impact of the school project should be \$1.60 per thousand of assessed valuation based on FY2016 assessed valuation of \$1.2 billion dollars. This translates into a single family house value of about \$257,000 at about \$410 per year. Excluded debt service will peak in FY2019 at about \$2.71 per thousand dollars. This will come to around \$700 on the average single family home, but then will reduce around FY2026 to \$1.60 per thousand dollars.

Mr. Eisenthal directed the Board to the Standard & Poor's Credit Score. He reviewed the history of the credit criteria. The Town's AA+ rating was affirmed in October and December 2014 and in January of 2016. He then reviewed the seven credit categories for indicative rating as well as institutional factors. In scoring the economy (30 % of the indicative rating) of a local government, tax base and per capita effective buying income are examined. Other factors can increase or decrease the economy score. Management (20 % of the indicative rating) looks at seven areas; revenue/expenditure estimation, regularity of financial reporting, multi-year revenue and expenditure forecasting, capital improvement planning, debt policies, investment policies, and reserve and liquidity policies. Budgetary flexibility (10 %) is based on available reserves as a percent of expenditures. Budgetary performance (10 %) measures the results both in the general fund and in all governmental funds as a percent of expenditures. The score can be increased or decreased based on expected structural improvement or deterioration. Liquidity (10 %) measures total governmental available cash as a percent of both total governmental expenditures and total governmental debt service. This does not include enterprise funds. Debt and contingent liabilities (10 %) evaluate in the first instance based on two factors; net direct debt as a percent of governmental revenues and governmental debt service as a percent of the expenditures. The score for the Town of Lunenburg was unchanged from December 2014 (AA+).

Areas of Focus:

Management: S & P comments that "financial practices exist in most areas, but officials might not formalize or monitor them on a regular basis." The Town has conservative budgeting assumptions, multi-year trend analysis, quarterly budget reports to the Board of Selectmen, a capital improvement plan, multi-year revenue and expenditure forecasts, an investment policy, and a reserve policy. The Town does not have a formal debt policy.

Areas of Focus: the FY2015 audit showed available reserves at \$2,538,910 and general fund expenditures at \$32,109,269 (7.9 %). If the Town expenditures in FY2016 are 3 percent higher than FY2015, an increase in reserves would change the score from adequate to strong.

Debt: the Town had a "weak" score in the debt category due to total governmental debt service, not including enterprise funds, at 6.1% of expenditures. The debt score will likely remain at "weak" for a number of years.

Motion: T. Alonzo

2<sup>nd</sup>:R. Ebersole

**In order to remove interest costs, the Treasurer is authorized to issue refunding bonds at one time or from time to time pursuant to Chapter 44, § 21A of the General Laws or pursuant to any other enabling authority to refund all of the Town's \$3,978,000 general obligation municipal purpose loan of 2004 loans dated September 1, 2004, maturing on or after September 1, 2016 collectively, the refunded bonds and that the proceeds of any refunding bonds issued pursuant to this vote shall be used to pay any principal redemption premium if any if interest on the refunding bonds, and to pay costs of insurance of issuance of the refunding bonds. Further, that the sale of the \$2,395,000 general obligation municipal purpose loan of 2016 bonds, Series A, of the Town dated February 9, 2016, the "Series A Bonds", to Robert W. Baird and Co., Inc. at the price of \$2,524,693.19 and accrued interest if any, is hereby approved and confirmed. The Series A bonds shall be payable on September 1<sup>st</sup> of the years and the principal amounts and bear interest of the respective rates as follows: 2016: \$295,000 at 3%; 2017: \$285,000 at 3%; 2018: \$290,000 at 2.5%; 2019: \$290,000 at 2%; 2020: \$290,000 at 3%; 2021: \$285,000 at 2.25%; 2022: \$285,00 at 3%; 2023: \$275,000 at 3% and 2024: \$100,000 at 3%.**

**Further, that the sale of the \$3,215,000 general obligation school bond, Series B of the Town dated February 9, 2016, "the Series B bonds," and together with the Series A bonds known as "the bonds" to Robert W. Baird and Co., Inc., at the price of \$3,260,926.98 and accrued interest, if any, is hereby approved and confirmed. The Series B bond shall be payable on May 15<sup>th</sup> of the years and the principal amounts and bear interest of the respective rates as follows: 2025: \$110,000 at 4%; 2027: \$235,000 at 3%; 2029: \$245,000 at 3%; 2031: \$260,000 at 3%; 2033: \$270,000 at 3%; 2036: \$450,000 at 3.25%; 2039: \$495,000 at 3.5%; 2042: \$545,000 at 3.25%; 2045: \$600,000 at 3.3%. Further, that the Series B bonds maturing on May 15<sup>th</sup> in each of the years 2027, 2029, 2031, 2033, 2036, 2039, 2042 and 2045 each of Series B term bond shall be subject to mandatory redemption or mature as follows; 2026: \$115,000; 2027: \$120,000; 2028: \$120,000; 2029: \$125,000; 2030: \$130,000; 2031: \$130,000; 2032: \$135,000; 2033: \$140,000; 2034: \$145,000; 2035: \$150,000; 2036: \$155,000; 2037: \$160,00; 2038: \$165,000; 2039: \$170,000; 2040: \$175,000; 2041: \$180,000; 2042: \$190,000; 2043: \$195,000; 2044: \$200,000; 2045:**

**\$205,000. Further, that in connection with the marketing sale of the bonds, the preparation and distribution of the notice of sale and preliminary official statement dated January 20, 2016, and the final official statement dated January 28, 2016, known as “the official statement”; each and such form as may be approved by the Town Treasurer be and are hereby ratified, confirmed, approved, and adopted. Further, that the Series B bonds shall be subject to redemption at the option of the Town on such terms and conditions as set forth in the official statement. Further, that the Town Treasurer and the Board of Selectmen be and hereby are authorized to execute and deliver a continuing disclosure undertaking in compliance with SCC rule 15C2-12 in such form as may be approved by bond counsel to the Town which undertaking shall be incorporated by reference in the bonds for the benefit of the holders of the bonds from time to time. Further, that we authorize and direct the Treasurer to review and update the Town’s post issuance federal tax compliance procedures with such exchanges if any as the Treasurer and bond counsel deem sufficient in order to monitor and maintain the tax exempt status of the bonds. Further, that each member of the Board of Selectmen, Town Clerk and Town Treasurer be and hereby are authorized to take any and all such actions to execute and deliver such certificates, receipts or other documents that may be determined by them or any of them to be necessary or convenient to carry into effect the provisions of the foregoing vote.**

**Vote: All in Favor**

Ms. Luck thanked Ms. Lafleur and the financial team for their prudent fiscal management. Mr. Toale concurred.

Mr. Toale requested Vice Chairman Ebersole step in while he presented on behalf of the Building Reuse Committee.

**Building Reuse Committee Report on Building Assessment and Space Needs Feasibility Study**

Mr. Toale stated he would be referring to the study done by Tappe Associates on Lunenburg Building Assessment and Space Needs and referred those watching from home to the website link to it;

[http://www.lunenburgma.gov/filestorage/202/238/~Lunenburg\\_Municipal\\_Study.pdf](http://www.lunenburgma.gov/filestorage/202/238/~Lunenburg_Municipal_Study.pdf)

as well as the PowerPoint presentation he was giving on behalf of the Building Reuse Committee tonight.

[http://www.lunenburgma.gov/filestorage/204/216/BOS\\_Feb\\_2\\_-\\_draft\\_version\\_REV\\_3\\_-\\_1\\_25\\_16.pdf](http://www.lunenburgma.gov/filestorage/204/216/BOS_Feb_2_-_draft_version_REV_3_-_1_25_16.pdf)

He reviewed five goals for the task force:

- 1) Identify space requirements for potential combined municipal operations
- 2) Identify costs and financing options to convert municipal space
- 3) Identify 5 and 10 year capital costs to retain existing/remaining buildings, including Town Hall, Ritter Memorial, TC Passios School, Old Primary School and Brooks House
- 4) Identify appropriate options for sale or lease of facilities
- 5) Identify potential reuse or market for any buildings deemed surplus as a result of consolidation.

Tonight the discussion focuses on **Space Program, Existing Building Profiles** and a **Preferred Option**.

**Space Program:** Approximately 20,000 square feet is the starting point for space needs based on research and input from Department Managers and Town Manager review. This could easily expand to 23,000 - 24,000 square feet to meet the PACC wish list and allows for reasonable growth over time.

**Existing Conditions:** Covers an evaluation of each building from an engineering and structural view. The advantages and disadvantages of each building or combination of buildings are outlined in the report.

Mr. Toale stated he would be providing a conceptual cost for each option, noting in order for discussion these costs are based on rules of thumb and architectural assumptions of “x” dollars per square foot. It allows for comparison of several options.

**Options:**

**Option 1** presents a comprehensive renovation/addition to the Primary School for municipal use. The conceptual cost would be \$8,340,000.

**Option 1A** would demolish the existing Primary School and construct a new Town Office building. The conceptual cost would be \$9,000,000.

**Option 1B** would be to renovate the existing Primary School (12,300 sq. ft.) and Town Hall (6,500 sq. ft.) The conceptual cost for this is \$7,100,000.

**Option 2** would be to renovate the Ritter Building (5,700 sq. ft.) and add an addition (7,000 sq. ft.) and renovate Town Hall (6,500 sq. ft.), totaling 19,200 square feet in both buildings. The conceptual cost would be \$7,475,000.

**Option 3** which does not meet the needs of the Town would be a comprehensive renovation of the existing Town Hall building (5,700 sq. ft.). The conceptual cost would be \$2,770,000.

**Option 4** is to use the TC Passios School building and selectively renovating and demolishing parts of it. This would provide 35,000 square feet which includes the gymnasium and cafeteria areas. The conceptual cost would be \$4,775,000.

**Option 4A** is to maintain the existing TC Passios School building and rent or lease a portion of the building for non-municipal use.

Mr. Toale reviewed the following issues as they relate to each option:

- Accommodates anticipated town office space needs (meets Options 1, 1A, 1B, 2, 4)
- Accommodates anticipated space needs in one building (meets Options 1, 1A, 4)
- Offers additional public amenities (meets Option 4)
- Opportunity to develop additional outdoor recreational/athletic spaces (meets Option 4)
- Limited renovation scope (meets Option 4)
- Limited new construction required (meets Options 1B, 4)
- Readily accommodates multiple size meeting/hearing rooms (meets Options 1, 1A, 1B, 4)
- Limited issues around accessibility (meets Options 1A, 4)
- Single floor to enhance adjacencies (meets Options 1A, 4)
- Existing building easily accommodates space program with limited interior modifications (meets Option 4)
- Existing building is in good condition (meets Options 2, 4)
- Adequate parking on site (meets Options 1, 1A, 1B, 4)
- Could easily accommodate cable tv requirements (meets Option 4)

#### **Preferred Option:**

The Building Reuse Committee's preferred option is Option 4; to use the TC Passios School building by selectively renovating and demolishing parts of it. This would involve demolishing approximately 20,800 square feet of the existing building, removing footings and foundation and restoring the site, selective demolition would include removing some partitions and portions of corridor walls, removing ceilings at classrooms and classroom corridors, removing classroom floor finishes, and removing blackboards, whiteboards and casework in classrooms.

Preferred conceptual furnishings would assume renovation of wc's (4) new finishes and fixtures that are ADA accessible, new ceilings and light fixtures, allowance for miscellaneous upgrades to fixtures, cabinets, and hardware for ADA compliance, partial corridor wall demolition and a new entrance, new transactions counters and secure glass partitions at each department, new paint in all locations and new flooring in the office wing.

#### **Next Steps:**

- Evaluate the real estate market for surplus properties
- Make decisions on Town Hall- not on critical path of preferred option
- Determine financing (including any revenue available from surplus properties)
- Market the surplus properties
- Develop detailed plans for the preferred option –Passios with/without demolition

Ms. Luck asked the committee if they had considered demolishing the cafeteria and gymnasium at the Passios building. Dave MacDonald stated it was discussed and the cafeteria seemed like a good place for community organizations as well as others to hold functions as there was a kitchen there and there is not a place available to

hold large functions in town. Ms. Luck stated there were already other gyms and cafeterias that could be used. Mr. Toale stated part of the space/need requirements was for a small, medium and large conference room. The gym could serve the purpose of the large conference room and the cafeteria could serve as the medium meeting/conference room.

Mr. Ebersole congratulated the committee for their depth of work. He stated this is a good direction to go forward with the understanding that they still have some things to identify. It makes sense to dispose of the Ritter Building and Primary School. Some decisions have to be made about Town Hall. The process makes sense with the idea that we need to have additional information. Ms. Luck agreed. Mr. Alonzo also thanked the committee and all the third party people who did pro bono work. He wanted to hear more about the positive and negative effects of not demolishing part of the Passios School and leaving the existing tenants there or having future rental space for another private company. He questioned how easy it would be to sell the surplus buildings.

Mr. MacDonald stated the economy is good right now and some of these buildings are in good locations.

Mr. Ebersole asked about Option 4A, would the committee be renovating the portion of the Passios that would not be demolished? Mr. Toale stated somewhat for the integrity of the building.

Mr. Alonzo asked about the division of the properties (school vs town property). Mr. Toale stated if we kept that portion of the building there would be a need for more parking space. The question is who would own that space? The current property lines don't provide enough space. There is a lot of space behind the building. He added the Brooks House being located on Route 2A makes it a marketable property and we should explore that further. Further discussion ensued about school and town property lines and how to address delineating them.

Mr. Ebersole stated he was open to demolishing the Passios wing rather than being a landlord and having to maintain the property. Mr. Alonzo asked Town Manager Lafleur and Land Use Director Burney for their thoughts on the proposal. Ms. Lafleur stated she was in favor of either Option 4 or 4A. She liked the adjacencies as mentioned and having the School Superintendent in the same building. This would be a good opportunity to combine some positions that otherwise could not have been done before. She liked the increased parking. She also liked having a tenant in there paying ongoing costs associated with the building while we are going through the evaluation process.

Adam Burney agreed that putting everyone together in the same building makes communication and day to day operations easier. Also from a customer perspective it is a huge benefit. He added expanding space for PACC is a good opportunity for Lunenburg as well. He stated having a cafeteria, with a kitchen and a gymnasium that are not school related, especially if it is needed during school hours, is a benefit.

Dave Passios, 56 Whiting Street, asked if the present tenant situation might be a benefit to the Town by saving on transportation costs for Lunenburg special needs students. Mike Mackin, 26 Cortland Circle, reported there is some savings, not a significant amount, due to the cost of special education transportation. He added as a school committee member, he was pleased with the compatible use of campus space. He thought it would help redefine the Town Center in a positive way.

Mr. Ebersole asked the committee if they would be willing to stay on a little longer to answer some of the additional questions during this process. Mr. MacDonald stated he would like to see it through to the end.

Mr. Erickson, Mr. Albert and Mr. McQuaid also expressed they wanted to stay on and tie up any loose ends.

Mr. Ebersole stated Ms. Bertram couldn't attend tonight but wanted to submit some comments sent via email: "Many thanks to the Building Reuse Committee for all of their hard work. I have reviewed the reuse study and believe that the recommendation to utilize the Passios School for municipal offices make sense, I do have a couple of comments. Before proceeding with further plans for reuse of the Passios School, I believe it is vital that we understand the marketability of the Primary School, Ritter Building and Town Hall. It is my understanding that the Building Reuse Committee is investigating the cost of a real estate appraisal for these properties which will be beneficial. In addition to the appraisal it would be helpful to have some type of market analysis to determine potential uses and salability. The parking for Passios after reconfiguration is extremely limited. The Planning Board should be consulted to determine parking requirements which I believe is based on square footage. If the decision is made to leave the wing currently occupied by FLACC to help offset costs, additional parking would most likely be required which will trigger stormwater compliance. There are a number of permeable paving options available which would help to achieve compliance. I would fully support

moving forward with a real estate appraisal/market analysis on the Old Primary School, Ritter and Town Hall. While I understand that some citizens may be averse to selling the Town Hall, I believe with the new Village District Zoning the historical character of the building will be protected for any future use of the building. “

Mr. Ebersole stated the next step would be for the Board to authorize the committee to start the real estate appraisal/market analysis process. The question remaining is whether there needs to be a town meeting article to make that go forward. Mr. Toale stated they do need to allocate some funding but added there is a difference between a real estate appraisal and a market assessment. He stated the next step is for the committee to return to the Board with a request but he requested further direction from the Board this evening.

**Motion: T. Alonzo**

**2<sup>nd</sup>: P. Luck**

**To accept the proposal of going forward with either Option 4 or Option 4A**

**Vote: All in Favor**

Discussion ensued about funding for the real estate appraisal/market analysis. Ms. Lafleur reported there is no funding available in the FY2016 budget. Any appropriations would have to be made at ATM and would not be available until May. Mr. Ebersole thanked the committee for their past and future work. He turned the Chair back to Mr. Toale.

### **CURRENT BUSINESS**

1. **Traffic Rules/Orders:** Ms. Lafleur reported Town Counsel is still in the process of reviewing the entire traffic rules and orders. She stated hopefully it will be ready within the next month.

2. **DPU Public Hearing (Unitil Rate Case):** Mr. Toale stated the Board had a conflict with the hearing date of April 5, 2016 which is the same night they are scheduled to vote on the ATM warrant. The Board decided to wait on making any decision until they get closer to the date.

3. **\$200.00 Ambulance Fee Abatement Request:** Ms. Lafleur stated this request follows the Board’s policy on requests and was reviewed by the Fire Chief for eligibility before being presented to the Board.

**Motion: R. Ebersole**

**2<sup>nd</sup>:T. Alonzo**

**To approve the \$200.00 abatement request as submitted**

**Vote: All in Favor**

### **4. School Construction Budget Revision Requests #8 & #9**

School Committee member Mackin presented on behalf of Supt. Loxi Calmes. The first is BRR is for a transfer from Construction Contingency to Construction Change Orders in the amount of \$6,613 for a domestic and tempered water return loop piping change. The thermostatic mixing valve manufacturer requires separate recirculation loops for domestic water piping for 120 versus 140 degrees water in order to eliminate potential temperature spikes in the water being sent out to the building; requiring additional piping, circulation pump and power.

The second is for a transfer from Owner’s Contingency to Testing Services in the amount of \$25,000. This is to pay for various testing of systems throughout the construction process.

**Motion: R. Ebersole**

**2<sup>nd</sup>:T. Alonzo**

**To approve the school construction budget revision requests #8 & #9 as presented**

**Vote: All in Favor**

### **5. MPO Representative/Alternate Nomination**

Ms. Lafleur reported at their last meeting that Ms. Bertram volunteered to be the Subregion 3 Representative to the Montachusett Planning Organization. She asked for a formal vote from the Board.

**Motion: R. Ebersole**

**2<sup>nd</sup>:T. Alonzo**

**To nominate Paula Bertram to be the primary representative for Lunenburg at MPO**

**Vote: All in Favor**

**Motion: R. Ebersole**

**2<sup>nd</sup>:T. Alonzo**

**To nominate Phyllis Luck as the alternate to MPO**

**Vote: All in Favor**

### **6. Minutes/Warrants/Action File Issues**

The Board approved minutes of December 8, 2015, December 15, 2015 and January 5, 2016 and January 12, 2016. The Board signed an Accounts Payable warrant in the amount of \$436,994.92.

**Action File Issue:** Ms. Luck stated she had researched Community Compacts online. The Community Compact is a voluntary, mutual agreement between the Baker-Polito Administration and individual cities and towns of the Commonwealth. In a Community Compact, a community will agree to implement at least one best practice that they select from across a variety of areas. The community's chosen best practice(s) will be reviewed between the Commonwealth and the municipality to ensure that the best practice(s) chosen are unique to the municipality and reflect needed areas of improvement. Once approved, the written agreement will be generated and signed by both the municipality and the Commonwealth. The Compact also articulates the commitments the Commonwealth will make on behalf of all communities. Ms. Luck stated this is something we should consider becoming involved with. Mr. Toale remembered a previous discussion about this when it was first announced and wasn't sure how the Town could be involved. Discussion ensued on how to proceed. Ms. Lafleur stated she could put something together for the Board within the next couple of weeks. Mr. Toale stated he would like to have the Memorial Day Committee placed on an upcoming agenda.

### **Committee Reports**

Mr. Ebersole reported on the Board of Health earlier. PACC and Library Trustees meet next week. Sewer Commission is continuing work on their policies. Mr. Alonzo reported Finance Committee met with Capital Planning last week. They are meeting with the School Committee and this Board for a workshop on Chapter 70 funding this Thursday. School Building Committee meets next Wednesday. Cable Advisory Committee will be meeting at the end of this month.

Ms. Luck reported the School Committee met last Thursday. She was unable to attend but Administrative Assistant to the Supt., Liz Petersen, sent her a summary. A proposal for a Summer Enrichment Program was presented. The School Committee voted to approve the Superintendent's FY2017 projected budget which is \$300,000 over target. A posting will be going out for a new principal for the Grade 3-5 School. The ZBA met on January 27<sup>th</sup> and granted a special permit to Michael Bartnowski for a used car dealership with a limit of 35 cars. Gary Lorden presented a 40B for Whalom Luxury Apartments and the hearing was continued to February 10<sup>th</sup>. Storm Water Task Force did not have a quorum at their last meeting. Ms. Luck is planning on attending a DEP information session on March 9<sup>th</sup> on the FFY 2017 Section 319 Nonpoint Source Pollution Competitive Grant Program.

Mr. Toale reported Capital Planning's work is done but they are on standby for any Finance Committee requests between now and annual town meeting.

**Town Manager Report:** Ms. Lafleur reported her FY2107 Recommended Budget will be released on or before Friday, February 5<sup>th</sup>. The presentation will be on February 11 to the Finance Committee. The narrative will be available when it's released on the 11<sup>th</sup>.

She has been working with the Parks Commission on a financing plan for the replacement of the existing turf field and track. She believed they had a solid proposal for funding using non-budgetary funds. They discussed the need for additional fields at the school. The Parks Commission is interested in working with the school administration and the School Committee in coming up with a plan for fields at the school. A tentative model would be to have one school field that would support itself through rentals. The Parks Commission will be attending a School Committee meeting to begin this discussion.

### **Quarterly Financial Report**

Ms. Lafleur referred the Board to the revenue and expenditure reports for the second quarter of FY2016 created by Town Accountant Karen Brochu.

**Revenues:** total collections to date are \$17,404,288.96 or 50.12% of FY2016 estimates through 12/31/2015. Under Local Receipts we have collected 39.66% of the FY16 Local Receipt estimate.

**Taxes:** At this time we have collected \$11,535,337.81 or 49.33% of the levy.

**State Aid:** we have collected \$7,276,353 or 47.95% of our state aid.

**Expenditures:** We have expended/encumbered \$17,881,414.94 or 51.1% of budgeted expenditures as of 12/31/2015.

**Salary Reserve:** to date we have expended 77.6% of the appropriation.

**Wiring Inspector:** to date we have expended \$16,331.70 or 99% of the appropriation due to a significant amount of building in town. We will need an additional appropriation of \$6024 prior to the close of the fiscal year.

Unemployment Compensation: the full appropriation of \$10,000 is available at this time as there are no open claims.

Liability Insurance: there is an unexpended balance of \$10,404.88 in the line as of 12/31/2015.

All other expenditures appear to be at the level they should be at this point in the fiscal year.

### **RESIGNATIONS**

Mr. Toale acknowledged the resignation of Troy Daniels from the Sewer Commission. There is now a vacancy on the commission until the May 2016 election.

Mr. Toale stated a resignation letter dated January 28<sup>th</sup> from Personnel Committee member Cheryl Valera had been received. He encouraged residents to come forward and volunteer on these boards as well as other committees with vacancies. Finance Committee, PACC and Cable Advisory have vacant seats also.

Mr. Toale reviewed the upcoming meeting dates with the Board.

**Motion: R. Ebersole**

**To adjourn the meeting at 9:15 p.m.**

**2<sup>nd</sup>: T. Alonzo**

**Vote: All in Favor**

Respectfully submitted,



Elaine M. Peterson

Executive Assistant to the Town Manager