

Town of Lunenburg

Finance Committee:
Mark Erickson, Chairman
Brian Laffond, Vice-Chairman
Terri Burchfield, Secretary
Jason Smith
John Male
Scott Gile
Steven Raboin



Mark Erickson
1/10/13

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Lunenburg Finance Committee Minutes 12/13/2012

Location: Town Hall
Present: M. Erickson, B. Laffond, J. Male, S. Gile, S. Raboin, T. Burchfield
Absent: J. Smith
Also Present: K. Speidel

1. Meeting called to order at 7:00 pm.
2. Communications
 - No public comment.
 - Latest copy of The Beacon was circulated.
3. Minutes
SG made a motion to accept the minutes of 11/29/2012. SR seconded, motion approved 6-0.
4. Committee Updates
Capital Planning- SR reported that the committee has been meeting with departments regularly, and is working toward preparing recommendations to the Town Manager about the middle of January. The Town Manager said she sets a placeholder in the budget of about \$500,000. Her expectation is that the committee will prioritize requests based on need, and funding recommendations are then based on availability.
Some discussion regarding the capital program as a percent of the total budget ensued. JM brought up whether debt service could be included as a capital expense here. Capital items are generally identified as having a cost in excess of \$10,000 and useful life of 3 years or more.
Sewer Commission- JM distributed the Sewer Enterprise Budget and highlighted the Leominster usage line, which seems to be running high. Infiltration of groundwater into the system may be an issue.
Council on Aging- TB reported on a visit to Eagle House where she saw the new equipment purchased on this year's capital plan, and toured the facility as concerns about the sprinkler system and need for a generator were raised.
Schools-ME said the process for selection of a designer is proceeding and that the feasibility project is on track to possibly have plans to present in the fall for town meeting to commit or not. The School Committee has begun their budget process. TB attended when Nursing and Athletic Departments presented their budget requests. The Principals presented theirs last week during a televised session. ME plans to attend as many School Committee meetings as he can.
5. Meet and Greet
Because everyone felt the first meet and greet was really helpful, and because there will be no service level team in advance of budget preparations, we discussed ways to have the same types of informal discussions with the rest of the town departments. KS and ME will invite Town Hall departments and Land use departments to the meetings we have scheduled in January. KS will have the Tax Rate Recap at the meeting with Town Hall departments.
6. School Building Tour
John Londa and Loxi Jo Calmes hosted a tour of the school properties on December 6th for FinCom and members of the Capital Planning Committee. The High School and Middle School were toured, and school principals were on hand to discuss the effect of the facilities on education.
7. Town Manager Report
1st and 2nd Quarter reports are to come-nothing stands out.
The new IT Director is Steve Malandrinos. He worked in a similar situation in Belchertown and is familiar with the needs of both the schools and town.
A copy of the Lunenburg Fiscal Policies was distributed, along with Littleton Fiscal Policies so we would have something to compare to and perhaps draw ideas from as we review them.

A new Town sewer betterment spreadsheet was distributed; showing the amounts that will be incorporated in the budget over the next 15 years to accommodate the town's remaining obligation of \$930,833.

The health insurance meeting will likely be a Tuesday evening during a Select Board meeting. The target date is January 15th.

8. Budget Opportunities

The potential expansion of sharing access to the lock up was discussed.

SR is going to invite someone to come in and discuss the process he is doing to complete an energy audit in a local municipality and the potential savings to be derived. Date to be determined.

9. Next Meetings and Agenda

January 10th, Town Hall Meet and Greet, Tax Rate Recap

January 15th, Health Insurance review with BoS.

January 24th, Meet and Greet with land use groups at the Ritter building.

10. SG motioned to adjourn at 9:09. SR seconded, approved 6-0.

Minutes respectfully submitted by Terri Burchfield.