

Town of Lunenburg



Mark Erickson
12/3/15

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Finance Committee:
Mark Erickson, Chairman
Terri Burchfield, Vice-Chairman
John Henshaw, Secretary
Karin Menard
Jay Simeone

Lunenburg Finance Committee Minutes November 12, 2015 Meeting

Location: Town Hall
Present: Mark Erickson, Terri Burchfield, Karin Menard, Jay Simeone, John Henshaw
Absent: None
Also Present: Kerry Lafleur, Town Manager, Tom Alonzo, BOS liaison

1. Meeting called to order by Mark E. at 7:00 pm.
2. Comments:
 - a. Public--None.
 - b. Committee:
 - Mark said the revised assessment from Monty Tech went down to \$799,478—a reduction of about \$2,500.
 - Mark referenced the Town Senior Tax Work-off Abatement Program where senior citizens who qualify can work off up to \$1,000 of their property taxes.
 - The Lunenburg Planning Board will meet on November 23 to review a request for a site planning review for a patio dining area at One Main Street, a request to construct driveways and an application to cut down some shade trees. Applications and plans are available at the Planning Office.
 - In light of the fact that Veterans' Day was yesterday. Mark expressed gratitude to all veterans for their service.
3. Review and Recommendation of Articles on the November 16, 2015 FY2016 Special Town Meeting Warrant: Please refer to the warrant for more specific details on each article.

#	Explanation	Recommendation & Vote
1	Funding first year of Firefighter's Agreement—will be passed over.	No recommendation or vote.
2	Funding to pay prior year expenses—moot—there are no prior year expenses.	No recommendation or vote.
3	FY 16 Budget Adjustments: As revenues changed after the Annual Town Meeting, Kerry recommends minor changes in the FY16 budget. Note: This routine process is a result of the ATM voting on a budget in early May before next year's revenues are finalized.	John moved to recommend approval of article 3 as written in the warrant. Karin seconded the motion. The motion carried—5-0

4-7	Rescind borrowing authority previously granted.	The committee had voted to recommend approval at the Annual Town Meeting. There was no reason to re-visit this issue.
8	Bylaw to regulate use of vehicles on Whalom Lake	No direct financial effect.
9	Bylaw to regulate public use of marijuana or THC	No direct financial effect.
10	Licensing pawnbrokers in Town	We will await presentation to determine if there is a direct financial effect.
11	Granting Agric. Commission oversight of Farmers' Market.	The committee had voted to recommend approval at the Annual Town Meeting provided there is a direct financial effect.
12	Granting BOS to make agreements w/alt. energy—continuing the authorization from earlier Town Meeting.	The committee had voted to recommend approval at the Annual Town Meeting provided there is a direct financial effect.
13	Updating Art. XV of Salary Admin. Plan Presentation by Cheryl Vallera.	Terri moved to recommend approval of article 13 as presented at the Special Town Meeting. John seconded the motion. The motion carried—5-0
14	Adding funds to the Stabilization fund—to keep the stabilization fund at 5% of the omnibus budget.	Karin moved to recommend approval of article 14 in the amount of \$7,136. Terri seconded the motion. The motion carried—5-0
15	Non-binding resolution opposing the NE direct Energy Project.	No direct financial effect.

4. Town Manager's Report:

- a. Kerry proposed presenting the revenue forecast on Thursday, December 3, 2015. The committee agreed to meet on the first Thursday of December as long as the committee has a quorum.

5. Minutes:

- a. Oct 8 Meeting minutes: Terri made a motion to accept the minutes as corrected and Karin seconded the motion. The committee approved the motion 5-0.

6. Budget Goals and Opportunities:

- a. Mark said that the school committee is welcome to attend our December 10 meeting
- b. John reported that expenditures for Special Services (special education, free and reduced lunches, etc.) expenditures, over the past several years have grown faster by about one percent annually than the school department budget as a whole and exceed the rate of growth of total Town revenues for that period. He suggests we take this up either on our meeting of December 3 or December 10. Mark stated that the meeting on the third would be dedicated to the Town Manager's five year revenue forecast, so the meeting on the tenth would be the more opportune time for this discussion.

7. Committee Updates:

<u>Committee/Department</u>	<u>Update</u>
DPW—John H.	Jack said that increases for salt and sand were much lower than last year's increases.
Capital Planning—John H.	The committee has met with the four departments that account for nearly all capital requests—Fire, DPW, Police, and schools to explain the longer planning horizon and to go over preliminary requests. This led to a spreadsheet that combines vehicle requests from DPW, Police, and Fire Departments that may lead to timing of vehicle requests.
Public Access Cable—John H.	Rhonda Lisio resigned from the PACC and CAC.
Library—Terri B.	No report.
Public Safety—Terri B.	Everything is on target in Fire and Police Depts.
Schools—Karin M.	No report.
Monty Tech—Karin M.	No report.
Council on Aging—Karin M.	Last meeting they announced the senior citizen tax work off program. There also were some building repairs done.
Sewer Commission—Jay S.	No report.
Green Task Force—Jay S.	No report.
School Bldg. Comm.--Mark E.	The project is about 65% complete, on schedule, and on budget. The building is weather tight going into the winter. Permanent power is turned on and the heat is on buildings A & B. The committee may be able to tour the construction site on November 18 th . Change order #5 is to change the grade in the auditorium and for installation of cement filled cylinders called bollards--recommended by the Fire Dept. as extra protection for gas lines entering the building. These two changes cost \$8,203, and change orders now total a little over \$170,000. The budgeted contingency is about \$4 million.
Building Re-Use—Mark E.	The committee met with Charley Hay of Tappé Assoc. who has updated the Town's space requirements, performed a preliminary audit of the buildings, and developed alternatives in terms of cost and suitability. Charley is on schedule. At the next meeting is Nov. 24 and the committee will work on developing a list of FAQs for the public's information.

8. Ongoing Business:

- a. Pavement Management Plan—BOS had a review of the PMP with emphasis on prioritizing funding for the plan.
- b. Rules for retainage and release of funds of the school building project: Every line item has a 5% retainage subject to release upon satisfactory completion, and the retainage is released line item by line item.

9. The next three meetings will be November 16 at 7:00 -- the Special Town Meeting, and December 3, when Kerry presents the five year revenue forecast, and our regularly scheduled meeting on the second Thursday in December—the tenth.

10. Meeting Adjourned: .Karin moved to adjourn the meeting and Terri seconded the motion. The board voted 5-0 in favor; the meeting adjourned at 8:00.

Respectfully submitted by John Henshaw December 1, 2015

Copy: Karen Brochu, Tom Alonzo