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LUNENBURG TOWN
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Town of Lunenburg

Finance Committee:
Terri Burchfield, Chair
Peter Beardmore, Vice-Chair
Heather Sroka, Secretary
John Henshaw
Christopher Menard
David Passios
Jay Simeone



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Lunenburg Finance Committee
September 24, 2020 Meeting

Location: Zoom Virtual Meeting
Present: Peter Beardmore, Dave Passios, John Henshaw, Jay Simeone, Chris Menard, Heather Sroka
Absent: Terri, Burchfield

1. Call to Order

Peter Beardmore, Vice -Chair, called the meeting to order at 7:00 PM and read the COVID-19 / Zoom meeting advisory statement.

This meeting was recorded and is viewable on YouTube:

<https://www.youtube.com/watch?v=jSOVTrqv66U>

2. Public Comment

Dave Passios raised by a village sad to announce that another member passed away. Joyce Downey Fitchburg State College Faculty Member. Active parent. Condolences to the Downey Family at this time.

3. Town Manager Report:

Heather has updates on Grants –

Community Compact – remote learning instruction up to \$200,000 Steve Malindrinos – Due Date October 15th.

Interim Police Chief – JAG Grant/Justice Assistance Grant for body cameras \$46,400 would outfit the department.

Heather applied for a Brownfields Free Development Fund Grant – 95 Mass Ave \$250,000 Contamination Remediation of the gas station site.

Warrant Articles she has received to date –

Heather shared her file for viewing.

Proposed Budget Changes –

New Growth from \$173,400 to \$250,00

Expenditures reductions of July Premium of \$50,000 on Town

\$118,000 on School Side

Add on the Police Officer start date of Jan. 1 - \$30,161

Add on Fire Fighter start date of Jan. 1 - \$ 38,928

BOH – additional hours deferred at ATM – Jan. 1 \$3,816

Deferred Capital minus the trackless is \$494,333

Deferred ADA Public Rights of Way Improvements - \$27, 000

OPEB - \$110,000

School has a plugged in number - \$ to offset the health insurance

State Assessments and charges – based on what we used estimates at the ATM reduction on expenditures side of \$44,931

Leaves an available amount to raise and appropriate the amount of \$524,718.

Peter – on the School Department Line \$118,000 plugged in number – where would it bring them in relation to the 2.5% increase.

Heather - \$192,000 was what it was with most in salary reserve.

Peter – Resolved contract with nominal increase.

Heather S. – School based increase on the funds they had.

Peter – does there need to be some sort of flag on that with another negotiation next year. Can't pretend 2020 didn't happen there has to be some accounting for that in the 2021 fiscal year.

Heather – we have to take into account all of the funds we have gotten because of COVID – both on the Town and the School side.

Peter - another topic in more detail in reports. Tremendous amount of changes in personnel in the School Department. Mr. Cassidy – indicated he was going to bring a budget line transfer soon. Thorough look at budget transfers for the School Department. Peter feels FinCom has a duty of oversight on this.

Heather S. – How their moving their monies from one line item to another in the School Department?

Peter – yes – just so we understand it.

Heather – I think that would be more appropriate for the Superintendent to come to a meeting.

Peter – Agreed. Laydown the groundwork.

Heather – Recommends that they attend the next FinCom meeting prior to the STM and Public Meeting.

Chris – Grants on PD Body Cameras. How much is video storage? Storage cost is more than the actual cameras.

Heather – to inquire with the interim Chief.

Chris – Breakdown of the Capital Requests - \$494,000. How much for each project.

Heather – can we come back to that later – send it after the meeting.

Peter – Can you comment on the body camera? Should it be funded in advance of a grant?

Heather – no necessary to have it done prior to STM. Will probably be mandatory in the coming future.

Peter – doesn't view this as a compliance event. Risk management investment – current social conditions on a national level. What's really happening on the record should we need it. Speaking as a citizen.

Heather S. – I agree this is in the best interest of the Police Officers. It's a protection a safety for them to have the body cam on them - it's very important. I agree 100%. Possible provocation what would the camera show.

Peter – more to it than buying cameras. Policy implemented.

Heather L. – Review of Articles for Town Meeting
Screen Shared a DRAFT – Dated September 24, 2020

Articles A – N Brief Summaries

Article O- Brighthouse purchase and TIF Agreements reviewed

Articles P – S Brief Summaries

Dave – What's going to happen with the Street Light Article that was passed over at Town Meeting. I expected that would come up for STM but so far I don't see it.

Heather – Dave Blatt emailed her that he was looking for the deadline to submit an article.

Chris- Has PACC any IT needs based on all the zooming we're doing do they need any additional budget?

Heather – within the PACC Enterprise budget? Any cost associated with COVID we have been able to pay for with the CARES Act – that's until December 31st. Beyond that there may be potential costs nothing that's been brought to her attention besides the position for the Remote Meeting Coordinator that was just approved. \$8,000 - \$10,000.

Budgeted for the remainder of the year as part of the School Budget – in the \$118,000.

Dave – Short term – the needs for zoom and the schools are we also still exploring and developing meeting going forwards – in person and remote. Foresees this is going to be the new normal if not forever at least a very long time. Prepare for this and not to scramble prior to returning.

Heather – Town Hall Meeting room infrastructure in place. School grant could go toward that cost.

Discussion amongst Dave, Peter and Chris as to what new normal meetings will look like and want to ensure the Town is capable and prepared for this long term.

Open Meeting Law is going to be driven by what the State does. We have been given a reprieve because there is this executive order due to the state of emergency.

Peter - More discussion that this should be the new norm and that there is a plan. He moved on to IT spending - his concerns about live instruction from classrooms being streamed to students operating remotely. Superintendent told him it was a work in progress. Important right now - because there are 3 months left in the calendar year to apply CARES Act money which is available. Wants the School to be able to use available funds for livestreaming classes to remote students.

Heather - Screen shared the Fiscal 2021 Capital Plan to review what hasn't been funded at ATM.

Dave - Capital Planning will be looking at this and voting to make a recommendation for STM. Policies will also be discussed at that meeting.

Peter - Excess funds from CP - is your intention to leave monies as unallocated or to move it into a future year Free Cash.

Heather - more inclined to put monies into stabilization. No figures plugged into stabilization.

4. Minutes -

6/11 Minutes redistributed by Peter
7/23 and 8/13 submitted by Heather
All on the OneDrive Minutes to be approved folder created by Chris today

Dave 8/13 minutes a word issue - change TCP committee - Chair entertained a motion and no motion was made. He stated that he could not bring anything unless there was a vote and no motion was put on the floor.

Dave would move to approve 8/13 as amended. John seconded. Roll call vote all in favor.

Minutes from June 11th and July 23rd?

Chris motion to approve July 23rd, Dave seconded but has comments.
Committee Appointments - Parks disconnect in words and verbage.

Makes sense to Peter. Roll call vote all in favor.

June 11th – Chris and Heather not on the Committee at that time.
Deferring.

Peter – using this OneDrive and inform everyone when they are posted and it will be easier for editing purposes.

We overdue requirements for minutes. Bar is low and all meetings are recording. No necessity to go well beyond. Necessary to get them done.

Jay – the minutes are the official record.

Heather -overdoing it because the official record. Will drop the minutes in the OneDrive and then send out an email letting everyone know.

OneDrive will document comments and changes on the minutes.

5. Budget History/Discussion

Defer on this to next agenda for Terri's return.

One note from Heather TM discussion – does not require a vote – Peter is going to reach out to invite the School Department to discuss Fiscal Year 2021 budget to the FinCom next meeting.

6. Committee Reports

Heather S.

Senior Center Sue –doing well financially

\$5,000 budget in program lines

August – restarted their community engagement – limited to 10 people in the facility

COVID Grants for Community Foundation \$1,000

Agency for Aging CARES Act for \$1,000 which they have used for Drive through lunches on Wednesdays and Hannaford Gift Cards to be Grief Support is monthly, yoga chair and bingo.

Long stretch for seniors who may have been isolated.

Purchased all new vinyl chairs and donated all the cloth ones to Habitat for Humanity.

Fitness in the TCP gym with pickleball.

Dave –

Parks – Brief discussion of beach season. Closed on 9/13 overview of numbers and participation. Cost for this year – still need more numbers. Knew it would be a deficit year. Not sure how much. Marshall Park review. Made goals.

Capital Planning –

Reviewed the Packets – going out to Department Heads by October 1st to be returned to TM by the end of October. Next meeting will review deferred Capital Projects and provide recommendation for STM. Policy review.

TCP Building Design Committee –

Space and dedicated space review. School Department – has more needs than was expressed when setting up Administrative Offices. Superintendent stated if needs cannot be fulfilled at TCP they might consider moving to another location. Only IF they cannot be worked out at TCP. Discussion with specialist from architectural and engineering groups – gave things town would like to see traffic flow of LMHS and TCP.

Peter – has timeline and numbers on TCP been discussed or updated.

Dave – October we should start to see some of the numbers. By STM seeing substantially dependable numbers for major pieces of the project. During the winter want to have public input in the project so that by ATM we can get a yay or nay.

Chris – CP Committee – Complete list of Town Property - when will it be done? Not just buildings.

John – Hasn't been done for at least 5 years.

Dave – voiced his opinion last year – without a system of tracking the cost of repairs of an asset cannot really look at comprehensive data collection other than the basic services.

Heather TM – there was an inventory list done within her tenure. She would have to look at when it was last updated. This falls under Capital Planning.

Chris -

Open Meeting –

They spoke about properties on the Warrant. All municipal lands and looking at it from all committees and to see if it could be reallocated within the town or recommended to be sold off.

Peter –

School Committee –

Wednesday - Reopening of School – Building Principal Reports Reports about Curriculum and PD that occurred during the 10 day opening delay. Good overview of technologies being leveraged.

Mr. Cassidy did a close out report for FY 2020 as well as a Personnel Update. He is preparing a closer look of this year and the line item transfers due to changes.

Open meeting issue with something not posted properly

Saturday meeting – took up the Zoom meeting coordinator.

Custodial Shortage reported at meeting, on social media and in the Ledger.

Chris – outsourcing?

Peter – word on the street – is that they had applicants.

John – new school hiring – replacements or additions?

Peter – Both – shared screen of Mr. Cassidy's personnel report.

6 resignations

8 new hires and/or replacements

Temporary positions created

Districtwide Covid Coordinator – Promoted Nurse

A lot of that will snap back after the current crisis ends.

Always try to replace retirees with replacements that cost less. Imagines that some of that is going on. Hopefully they can report on that.

Jay – regarding **Capital Planning** – do you know why the 9/10 meeting was not recorded. Asked Jo at PACC – only 6 minutes recorded.

Heather TM – Pacc is looking into it. Unsure what happened. It was being recorded.

Peter – Maybe it's on FB.

Minutes – Chair kept track of minutes.

Jay – one more the documents sending out to departments for Capital Requests. Are they going to be available for people to look at.

Heather TM – Google Sheets - can be shared.

Jay would like to review the projects.

7. **Public Comment** –

Dave Rodgers – Highland Ave

Grants – Police and Fire – could see a whole operating presentation would have to be made about the body cameras. Need to have an idea of the total cost –and who would be responsible.

FinCom – analysis of maximum debt limit – what's the status.

Peter – Debt Project – going slower than anticipated. Delay on TCP \$Figure. That is a big part. Expect that on the next agenda and get it back on track. Will have something to circulate for comment and discussion and report at ATM.

Dave Rodgers – need some sort of a number – realistically expect to fund in terms of debt and backfill it. When you get qualified for a house the bank tells you what you can afford – that's what he is looking for. The Passios and THES – what happens to the buildings that are vacated. How much??

Peter- looking for anticipated costs and spending capacity. We will pursue both.

Heather TM – in addition body cameras part of the grant is to pay for the storage unit for the data.

Peter – there is clearly a need for policy around this.

Chris – do the police department vehicles have cameras?

Heather TM -yes

Jay – is there training requirement for body cameras? How is it being paid for?

Heather TM - TBD

Next meetings October 8 and Public Hearing October 15th

Adjournment

8:38 Dave seconded John roll call unanimous.