

# FINANCE COMMITTEE

**MEETING MINUTES OF March 28, 2017**

With a quorum present, Chairman Mike White called the meeting to order at 7:00PM, at Town Hall.

*Members Present:* Mike White, Christopher Wakeman, Kathy Trull, Joe Callahan, Jeff Yespy, Peter Bernardin

*Others Present:* Director of Finance Kathy Benevento, David Rivers, Carol Hubbard, Elizabeth Palmer, Terri Teleen, Steve Clifford, Scott Morrison, Steve Greenberg, Courtney Dillon, Tom Kondel (NETCO), Andy Barr (Russo Barr Assoc), Town Administrator Alan Benson, Ross Povenmire

**7:00PM Meet with School Committee in Meeting Room 1**

* **Spofford Pond School Building Enclosure Project Overview:** The Finance Committee joined the Elementary School Committee in Meeting Room 1 for a joint meeting/public forum to discuss the roof and window project at the Spofford Pond Elementary School. Steve Clifford, Director of Facilities, introduced the project team. Andy Barr of Russo Barr Associates, provided attendees with handouts on the project’s timeline, noting that the roof and HVAC work would be completed over the summer and bid requests for the windows would go out in the fall to be ready for the windows installation in 2018. Barr also reviewed the costs, including contingencies and any grants that would be used to complete the projects. $4,981,379, minus the amount excluded by the Massachusetts School Building Authority (MSBA) grant in the amount of $1,692,780. Tom Kondel, senior project manager at NETCO, contributed to the discussion on costs and MSBA grants. Mike White, chair of the Finance Committee, requested clarification on some of the costs discussed. Barr continued with the presentation, providing information on the scope of work for roof, HVAC and window projects.

**7:24PM Reconvene in Conference Room 2:** After the presentation on the Spofford Pond School Roof/HVAC and Window projects, the Finance Committee reconvened upstairs in Town Hall, in Conference Room 2 to continue their meeting. Town Administrator Alan Benson advised the FinCom that the MSBA is extremely regulated, adding that the town’s Permanent Building Committee has also weighed in on the project.

**7:30PM Review and Vote Proposed Operating Budgets:**

* **Fire Department:** Benevento advised the FinCom that the Fire Chief tried to go back with the intention of shaving more off his budget to get it more in line with the guideline, but it didn’t change much. She added that the Board of Selectmen voted to support the Fire Department budget as amended. After a brief discussion:

On a **MOTION** made by **Yespy,** second by **Wakeman,** the Finance Committee **VOTED** 4-2 to support the Fire Department budget for $655,913.

* **Legal Budget:** Town Administrator Alan Benson advised the Varsity vs. ZBA case is going to take up much of 2018, hence the need to increase the legal budget. He added that there are also two AFSCME contracts that are not settled yet. After a brief discussion:

On a **MOTION** made by **Wakeman,** second by **Yespy,** the Finance Committee **VOTED** unanimously to support the FY18 Legal budget for $108,361.

* **All Other Town Department Budgets:** After briefly reviewing the remaining town department operating budgets, the FinCom took the following action:

On a **MOTION** made by **Bernardin,** second by **Wakeman,** the Finance Committee **VOTED** 4-2 to support the fiscal 18 non-school operating budget at $8,177,869.

* **Masconomet School Budget:** After briefly reviewing the Masconomet operating budget proposed for FY18, the FinCom took the following action:

On a **MOTION** made by **Bernardin,** second by **Yespy,** the Finance Committee **VOTED** unanimously to support the Masconomet budget at $9,784,970.

* **Elementary School Budget:** After a lengthy review of the elementary school operating budget proposed for FY18, the FinCom took the following action:

On a **MOTION** made by **Yespy,** second by **Wakeman,** the Finance Committee **VOTED** unanimously to support the elementary school budget at $11,735,077.

* **Potential Override Question**

On a **MOTION** made by **Wakeman,** second by **Callahan,** the Finance Committee **VOTED** unanimously to support the elementary school override at $197,318, and recommend it to the Board of Selectmen.

**8:20PM Review and Vote Recommendation Warrant Articles**

* **Special Education Revolving Account**

On a **MOTION** made by **Wakeman,** second by **Yespy,** the Finance Committee **VOTED** unanimously to support the Special Education revolving account at $145,000.

* **East Fire Station Paint Ceiling**

On a **MOTION** made by **Wakeman,** second by **Yespy,** the Finance Committee **VOTED** unanimously to support the East Fire Station ceiling painting project.

* **Non-Benefit Eligible Classification Plan Employee Rates**

On a **MOTION** made by **Bernardin,** second by **Callahan,** the Finance Committee **VOTED** unanimously to support the non-benefit eligible classification plan employee rates for FY18.

* **Animal Control Officer Replacement Vehicle:** Benevento advised the updated quote came in at about $43,000, adding that they have been looking at used Suburbans, but they have not found any stripped down Suburbans and are recommending a new vehicle for the ACO at $43,000. After a lengthy discussion, the FinCom took the following action:

On a **MOTION** made by **Bernardin,** second by **Wakeman,** the Finance Committee **VOTED** 4-2 to support the purchase of an ACO replacement vehicle at $43,000.

* **Additional Funding for Building/Facility Study:** Bernardin advised that at their last meeting, Harriman requested an additional $10,000 to continue working on the project, given the new direction they are going, after the informational forum they held. Bernardin advised they do not have a firm number yet for the additional funding, but will have firm numbers after their next meeting.
* **Spofford Pond School Building Enclosure Project**

**MOTION** by **Bernardin,** second by **Yespy,** to support the warrant article for the Spofford Pond School building enclosure project at $4,981,000, with $900,000 from free cash and $4,000,000 from a debt exclusion override. **The MOTION was defeated 1-5.**

On a **MOTION** made by **Wakeman**, second by **Callahan,** the Finance Committee **VOTED** unanimously to support the warrant article for the Spofford Pond School building enclosure project at $4,981,000, with $500,000 from free cash and $4,500,000 on a bond.

**8:54PM Reserve Fund Transfer Request**

* **Communications Dept. request to train two new dispatchers - $16,114:** Benevento provided the committee members with information on the request of the Communications Director for a Reserve Fund transfer request in the amount of $16,114, the amount he has spent to train two new emergency dispatchers. After a brief discussion:

On a **MOTION** made by **Bernardin**, second by **Wakeman,** the Finance Committee **VOTED** unanimously to approve the request for a reserve fund transfer of $16,114: $9,120 to the Communications Training line item, $6,994 to Communications Stipends line item.

**9:04PM Approve 3/21/17 Minutes:** After a brief discussion:

On a **MOTION** made by **Bernardin**, second by **Trull,** the Finance Committee **VOTED** unanimously to approve the minutes of March 21, 12017, as submitted.

**9:07PM** **Review and Vote Recommendation Warrant Articles (continued):** The Finance Committee continued to review the remaining warrant articles and voted as follows:

* **Ackerman Playground (CPA Request)**

On a **MOTION** made by **Bernardin,** second by **Trull,** the Finance Committee **VOTED** unanimously to support the Ackerman Playground warrant article at $45,000.

* **Hemlock/Kelsey, Signage for Trails: $1,581.00**

On a **MOTION** made by **Wakeman,** second by **Yespy,** the Finance Committee **VOTED** unanimously to support the Hemlock/Kelsey trail signs for $1,581.00 from CPC funds.

* **Other Potential CPA Projects – Holmes Pond Hydrology Study, Trail Steps: $4,800.00:** Ross Povenmire, agent for the Community Preservation Committee, provided information to the FinCom on the hydrology study of Holmes Pond, on Wildmeadow Road. After a brief discussion:

On a **MOTION** made by **Bernardin,** second by **Wakeman,** the Finance Committee **VOTED** unanimously to support the Holmes Pond hydrology study in the amount of $4,800.00 from CPC funds.

**9:24PM Any Other Business to Come Before Committee**

* **Senior Tax Work-Off Program Increase:** Benevento explained that the State has approved an increase in the maximum the seniors can write-off their real estate taxes, from $1,000 to $1,500.

On a **MOTION** made by **Bernardin,** second by **Yespy,** the Finance Committee **VOTED** unanimously to support the increase in the senior tax work-off program maximum to $1,500.

**9:29PM Adjourn**

On a **MOTION** made by **Bernardin,** second by **Yespy,** the Finance Committee **VOTED** unanimously to adjourn at 9:29PM

Respectfully submitted,



Judith A. Stickney

Minutes Secretary

**Minutes transcribed from the public video, viewable online at** https://objects-us-west-1.dream.io/castus-vod-boxford/f/f/5/f/9/8/ff5f9811-1ee5-4db2-b1e9-10bb242eaaa71490758600.687%2B110108.070%40castus4-boxford%2B14907630791490758837724922.vod.480p.GMFIN170328.mpg.mp4

Documents either distributed to the Board of Selectmen before the meeting in a packet or at the meeting:

1. Agenda: March 28, 2017
2. Town of Boxford Draft Budget FY2018, updated 3/24/17
3. Proposed Elementary School Budget FY2018
4. Draft Revenue/Expense Projection, updated 3/24/17
5. Town Budget as Printed in Draft Town Meeting Warrant
6. Letter from Aulson Company to Department of Public Works, Re: Painting of Community Center and Shed, Police and East Boxford Fire Station, revised, 3/23/17
7. Town of Boxford Compensation Plan Non-Benefit Eligible Classification Plan Employees, FY2018
8. Finance Committee Transfer Request: Communications Department: $16,114, 3/28/17
9. E-Mail from Communications Director to Finance Director, Re: Boxford Communications Request for Funds for New Hires, 3/20/17