



Fairhaven Board of Selectmen

October 17, 2016 Meeting Minutes

Present: Select Board Chairman Charles K. Murphy, Sr., Vice Chairman Robert J. Espindola, Clerk Daniel Freitas, Town Administrator Mark Rees and Administrative Assistant Anne O'Brien.

Mr. Murphy called the meeting to order in the Town Hall Banquet Room at 6:33 p.m. The meeting was audio recorded by the Selectmen's Office and video recorded by the Government Access channel.

MINUTES

- Mr. Espindola motioned to approve the minutes of the **October 3, 2016** meeting, **open** session. Mr. Murphy seconded. Vote carried with one abstention from Mr. Freitas. (2-0-1).
- Mr. Espindola motioned to approve the minutes of the **October 3, 2016** meeting, **executive** session. Mr. Murphy seconded. Vote carried with one abstention from Mr. Freitas. (2-0-1).

TOWN ADMINISTRATOR'S REPORT

In his report to the Selectmen, Mr. Rees said:

- Moody's has removed its negative outlook to the Town's bond rating
- Fire Chief Timothy Francis procured a forklift for the BPW at no cost to the Town through a grant
- He has conducted his first meeting with Rogers School consultant Kirk and Company, along with Director of Planning Bill Roth, and an informational public meeting regarding the consultant's efforts is expected soon
- Laurie Wilczek was hired as the Assistant Animal Control Officer
- A meeting of the Capital Planning Committee in the previous week outlined changes in the capital request process, and outlined the rationale that will be used in selecting and prioritizing projects
- Planet Fitness has its grand opening that week
- Fairhaven hosted the Massachusetts Municipal Association (MMA) legislative breakfast the previous Friday and it was well-attended by local officials
- The Town has received a letter from the EPA, indicating the PCB test results from Oxford Street show levels well below acceptable limits.

CDBG – ENGINEERING DESIGN SERVICES

Director of Planning Bill Roth was present. He requested that the Board consider awarding the engineering design services for the CDBG16 contract to GCG Associates. He said that GCG was the most experienced, and lowest, bidder, and the contract would be for \$60,000.

Mr. Espindola motioned to approve and sign the contract. Mr. Freitas seconded. Vote was unanimous. (3-0).

NOVEMBER 8, 2016 STATE ELECTION

The Board reviewed the ballot for the November 8, 2016 State Election (see Attachment A). Mr. Espindola motioned to approve and sign the warrant. Mr. Freitas seconded. Vote was unanimous. (3-0).

DECLARE POLICE VEHICLES SURPLUS

The Board reviewed a memo from the Police Chief requesting that two (2) 2009 police cruisers, both Crown Victorias, be declared surplus. Mr. Espindola motioned to declare the two vehicles surplus, as requested. Mr. Freitas seconded. Vote was unanimous. (3-0).

USED CAR SITE PLAN – JR’S AUTO

The Board reviewed the site plans submitted by JR’s Auto. Both the Building Commissioner and the Director of Planning indicated that the submitted plans met the requirements set forth by the Board’s site plan policy for auto repair and sales. Mr. Espindola motioned to accept and approve the site plans for JR’s Auto. Mr. Freitas seconded. Vote was unanimous. (3-0).

USED CAR SITE PLAN – MANNY’S SERVICE

The Board reviewed the site plans submitted by Manny’s Service. Both the Building Commissioner and the Director of Planning indicated that the submitted plans met the requirements set forth by the Board’s site plan policy for auto repair and sales. Mr. Espindola motioned to accept and approve the site plans for Manny’s Service. Mr. Freitas seconded. Vote was unanimous. (3-0).

USED CAR SITE REVIEWS

Mr. Rees supplied the Board with a memo regarding other car repair/dealer license holders in Town, who are in various stages of complying with the site plan order. See Attachment B, containing Mr. Rees’ recommendations.

Carol and Nicole Dussault were present on behalf of Dussault Auto Sales/Spring Street Auto. They were present to dispute the projected change on their license that would reduce their allotted car total by 6 (see “Plan A” in Attachment B). Carol Dussault said that this change in the license was due to a “misinterpretation” of the plans. She requested that the Board consider

approving “Plan B” (Attachment B). The Board agreed that it would be willing to approve the number of cars contained in the current license (38): 26 for repair, six for sale, three for customer and three for employee parking. Mr. Rees said that he would work with Mr. Fostin and Mr. Roth to adjust the plan to allow for the previous number of cars on the lot, and will advise at a later meeting.

BOARD OF SELECTMEN POLICY SETTING GOALS

Mr. Rees distributed a draft document to the Board of Selectmen: “Policy Setting Goals”. This document was drafted based on the October 1, 2016 Board of Selectmen workshop.

Mr. Espindola motioned to approve with an amendment on goal #3. (See Attachment C). Mr. Freitas seconded. Vote was unanimous. (3-0).

BUDGET POLICY STATEMENT

Mr. Rees read the Budget Policy Statement – see Attachment D.

Mr. Espindola asked that “Capital Budget Committee” be referred to in the document as the “Capital Planning Committee”. The Board also recommended the addition of a bullet point that would clarify the Town’s upcoming effort to avoid Special Town Meeting within the Annual Town Meeting. With those changes, Mr. Espindola motioned to approve the document. Mr. Freitas seconded. Vote was unanimous. (3-0).

REMOTE PARTICIPATION

The Board of Public Works (BPW) met with the Board of Selectmen to discuss the possibility of accepting remote participation for Town boards and committees. Present were: Michael Ristuccia, Kathleen Sturtevant, Jarrod Lussier, Robert Hobson, Brian Wotton, and Vincent Furtado, BPW Superintendent. The discussion was held per request of the BPW, which would like to enact remote participation so member Kathy Sturtevant may continue to participate in meetings remotely from her seasonal location in Florida.

BPW Chairman Michael Ristuccia spoke in favor of remote participation, and stated that the BPW took a vote to support it. He said that the BPW would make their own rules and limitations in the application of remote participation as it pertains to their board.

BPW member Robert Hobson stated that he did not vote in favor of supporting remote participation. He said that he finds the calls from member Ms. Sturtevant to be “disruptive” to the meeting and that a member who is gone for months at a time is not suitable to fill the seat.

BPW member Brian Wotton said that the BPW should be able to set its own restrictions and that it should not be the Board of Selectmen setting the restrictions and rules. He stated that the proposed restrictions would be to allow only one member at a time to participate remotely.

Frank Coelho was recognized. Mr. Coelho spoke in opposition to remote participation.

Wayne Hayward was recognized. Mr. Hayward also spoke out in opposition to adopting remote participation, saying that if the Board of Selectmen voted to adopt remote participation, they should accept it for the BPW only and “leave the rest of us out of this”.

Jim Leal was recognized. He said that he opposed remote participation and that someone who volunteers for a board should be physically present at the meetings.

Mr. Freitas said that remote participation is used at his company’s meetings and it can be successfully used.

Discussion ensued on the possibility of putting the matter of remote participation to a Town Meeting or referendum vote.

Mr. Espindola said that the vote to accept remote participation could affect a lot of people and that he would like to see it put to a referendum vote.

Mr. Rees will research the matter further and consult with Town Counsel regarding how to proceed with a vote on remote participation.

OTHER BUSINESS

In other business:

- Mr. Furtado informed the public that water main work on the West Island causeway would be ongoing in the following week. He anticipated one hour of complete causeway closure on October 28 – he said he would work to make sure the public was informed of the closure and an emergency vehicle would be stationed on the island for that one hour.
- Mr. Murphy recused himself at 8:51 pm, and Mr. Espindola resumed the meeting. Mr. Espindola announced that the MOLIFE annual cocktail party fundraiser would be held on November 4, 2016. Mr. Murphy rejoined the meeting at 8:52 pm.
- Mr. Espindola said that he recently attended the grand opening of Planet Fitness and wishes the new business success.
- Mr. Espindola encouraged the Board and the public to attend the annual fall show at Bristol Agricultural High School on October 28, 29 and 30.
- Mr. Murphy thanked Mr. Rees for having Fairhaven host the October 14 MMA legislative breakfast.
- Mr. Murphy informed the Board that they have been invited by Allen Days to attend a Council on Aging event on November 6, when the proceeds of the Father’s Day Road Race are distributed to students.
- Mr. Murphy said that he would be heading to Japan at the end of the month to represent the Town of Fairhaven in the Manjiro Festival.
- Mr. Murphy thanked the Pokemon GO players of Fort Phoenix for donating \$302 to the upkeep of Fort Phoenix via player Danny Silvia.

At 8:59 p.m. Mr. Espindola motioned to adjourn. Mr. Freitas seconded. Vote was unanimous. (3-0).

Respectfully,

Anne O'Brien
Administrative Assistant
Minutes approved 11/07/2016

**COMMONWEALTH OF MASSACHUSETTS
WILLIAM FRANCIS GALVIN
SECRETARY OF THE COMMONWEALTH**

SS.

To the Constables of the Town of FAIRHAVEN

GREETINGS:

In the name of the Commonwealth, you are hereby required to notify and warn the inhabitants of said city or town who are qualified to vote in the State Election to vote at

- Precinct 1 – Town Hall, 40 Center Street
- Precinct 2 – Hastings Middle School, Ash Street entrance
- Precinct 3 – Hastings Middle School, Ash Street entrance
- Precinct 4 – Fire station meeting room , 146 Washington Street
- Precinct 5 – Recreation Center, 227 Huttleston Avenue
- Precinct 6 – Recreation Center, 227 Huttleston Avenue

on **TUESDAY, THE EIGHTH DAY OF NOVEMBER, 2016**, from 7:00 A.M. to 8:00 P.M. for the following purpose:

To cast their votes in the State Election for the candidates for the following offices and questions:

ELECTORS OF PRESIDENT & V. PRESFOR THIS COMMONWEALTH
REPRESENTATIVE IN CONGRESS. NINTH CONGRESSIONAL DISTRICT
COUNCILLOR FIRST COUNCILLOR.DISTRICT
SENATOR IN GENERAL COURTSECOND BRISTOL & PLYMOUTH DIST
REPRESENTATIVE IN GENERAL COURT . . TENTH BRISTOL DISTRICT
SHERIFF. BRISTOL COUNTY
DISTRICT ATTORNEYBRISTOL DISTRICT
COUNTY COMMISSIONERSBRISTOL COUNTY

QUESTION 1: LAW PROPOSED BY INITIATIVE PETITION

Do you approve of a law summarized below, on which no vote was taken by the Senate or the House of Representatives on or before May 3, 2016?

SUMMARY

This proposed law would allow the state Gaming Commission to issue one additional category 2 license, which would permit operation of a gaming establishment with no table games and not more than 1,250 slot machines.

The proposed law would authorize the Commission to request applications for the additional license to be granted to a gaming establishment located on property that is (i) at least four acres in size; (ii) adjacent to and within 1,500 feet of a race track, including the track's additional facilities, such as the track, grounds, paddocks, barns, auditorium, amphitheatre, and bleachers; (iii) where a horse racing meeting may physically be held; (iv) where a horse racing meeting shall have been hosted; and (v) not separated from the race track by a highway or railway.

A YES VOTE would permit the state Gaming Commission to license one additional slot-machine gaming establishment at a location that meets certain conditions specified in the law.

A NO VOTE would make no change in current laws regarding gaming.

QUESTION 2: LAW PROPOSED BY INITIATIVE PETITION

Do you approve of a law summarized below, on which no vote was taken by the Senate or the House of Representatives on or before May 3, 2016?

SUMMARY

This proposed law would allow the state Board of Elementary and Secondary Education to approve up to 12 new charter schools or enrollment expansions in existing charter schools each year. Approvals under this law could expand statewide charter school enrollment by up to 1% of the total statewide public school enrollment each year. New charters and enrollment expansions approved under this law would be exempt from existing limits on the number of charter schools, the number of students enrolled in them, and the amount of local school districts' spending allocated to them.

If the Board received more than 12 applications in a single year from qualified applicants, then the proposed law would require it to give priority to proposed charter schools or enrollment expansions in districts where student performance on statewide assessments is in the bottom 25% of all districts in the previous two years and where demonstrated parent demand for additional public school options is greatest.

New charter schools and enrollment expansions approved under this proposed law would be subject to the same approval standards as other charter schools, and to recruitment, retention, and multilingual outreach requirements that currently apply to some charter schools. Schools authorized under this law would be subject to annual performance reviews according to standards established by the Board.

The proposed law would take effect on January 1, 2017.

A YES VOTE would allow for up to 12 approvals each year of either new charter schools or expanded enrollments in existing charter schools, but not to exceed 1% of the statewide public school enrollment.

A NO VOTE would make no change in current laws relative to charter schools.

QUESTION 3: LAW PROPOSED BY INITIATIVE PETITION

Do you approve of a law summarized below, on which no vote was taken by the Senate or the House of Representatives on or before May 3, 2016?

SUMMARY

This proposed law would prohibit any farm owner or operator from knowingly confining any breeding pig, calf raised for veal, or egg-laying hen in a way that prevents the animal from lying down, standing up, fully extending its limbs, or turning around freely. The proposed law would also prohibit any business owner or operator in Massachusetts from selling whole eggs intended for human consumption or any uncooked cut of veal or pork if the business owner or operator knows or should know that the hen, breeding pig, or veal calf that produced these products was confined in a manner prohibited by the proposed law. The proposed law would exempt sales of food products that combine veal or pork with other products, including soups, sandwiches, pizzas, hotdogs, or similar processed or prepared food items.

The proposed law's confinement prohibitions would not apply during transportation; state and county fair exhibitions; 4-H programs; slaughter in compliance with applicable laws and regulations; medical research; veterinary exams, testing, treatment and operation if performed under the direct supervision of a licensed veterinarian; five days prior to a pregnant pig's expected date of giving birth; any day that pig is nursing piglets; and for temporary periods for animal husbandry purposes not to exceed six hours in any twenty-four hour period.

The proposed law would create a civil penalty of up to \$1,000 for each violation and would give the Attorney General the exclusive authority to enforce the law, and to issue regulations to implement it. As a

defense to enforcement proceedings, the proposed law would allow a business owner or operator to rely in good faith upon a written certification or guarantee of compliance by a supplier.

The proposed law would be in addition to any other animal welfare laws and would not prohibit stricter local laws.

The proposed law would take effect on January 1, 2022. The proposed law states that if any of its parts were declared invalid, the other parts would stay in effect.

A YES VOTE would prohibit any confinement of pigs, calves, and hens that prevents them from lying down, standing up, fully extending their limbs, or turning around freely.

A NO VOTE would make no change in current laws relative to the keeping of farm animals.

QUESTION 4: LAW PROPOSED BY INITIATIVE PETITION

Do you approve of a law summarized below, on which no vote was taken by the Senate or the House of Representatives on or before May 3, 2016?

SUMMARY

The proposed law would permit the possession, use, distribution, and cultivation of marijuana in limited amounts by persons age 21 and older and would remove criminal penalties for such activities. It would provide for the regulation of commerce in marijuana, marijuana accessories, and marijuana products and for the taxation of proceeds from sales of these items.

The proposed law would authorize persons at least 21 years old to possess up to one ounce of marijuana outside of their residences; possess up to ten ounces of marijuana inside their residences; grow up to six marijuana plants in their residences; give one ounce or less of marijuana to a person at least 21 years old without payment; possess, produce or transfer hemp; or make or transfer items related to marijuana use, storage, cultivation, or processing.

The measure would create a Cannabis Control Commission of three members appointed by the state Treasurer which would generally administer the law governing marijuana use and distribution, promulgate regulations, and be responsible for the licensing of marijuana commercial establishments. The proposed law would also create a Cannabis Advisory Board of fifteen members appointed by the Governor. The Cannabis Control Commission would adopt regulations governing licensing qualifications; security; record keeping; health and safety standards; packaging and labeling; testing; advertising and displays; required inspections; and such other matters as the Commission considers appropriate. The records of the Commission would be public records.

The proposed law would authorize cities and towns to adopt reasonable restrictions on the time, place, and manner of operating marijuana businesses and to limit the number of marijuana establishments in their communities. A city or town could hold a local vote to determine whether to permit the selling of marijuana and marijuana products for consumption on the premises at commercial establishments.

The proceeds of retail sales of marijuana and marijuana products would be subject to the state sales tax and an additional excise tax of 3.75%. A city or town could impose a separate tax of up to 2%. Revenue received from the additional state excise tax or from license application fees and civil penalties for violations of this law would be deposited in a Marijuana Regulation Fund and would be used subject to appropriation for administration of the proposed law.

Marijuana-related activities authorized under this proposed law could not be a basis for adverse orders in child welfare cases absent clear and convincing evidence that such activities had created an unreasonable danger to the safety of a minor child.

The proposed law would not affect existing law regarding medical marijuana treatment centers or the operation of motor vehicles while under the influence. It would permit property owners to prohibit the use, sale, or production of marijuana on their premises (with an exception that landlords cannot prohibit consumption by tenants of marijuana by means other than by smoking); and would permit employers to prohibit the consumption of marijuana by employees in the workplace. State and local governments could continue to restrict uses in public buildings or at or near schools. Supplying marijuana to persons under age 21 would be unlawful.

The proposed law would take effect on December 15, 2016.

A YES VOTE would allow persons 21 and older to possess, use, and transfer marijuana and products containing marijuana concentrate (including edible products) and to cultivate marijuana, all in limited amounts, and would provide for the regulation and taxation of commercial sale of marijuana and marijuana products.

A NO VOTE would make no change in current laws relative to marijuana.

Hereof fail not and make return of this warrant with your doings thereon at the time and place of said voting.

Given under our hands this _____ day of _____, 2016.

Selectmen of Fairhaven: _____

I, Eileen M. Lowney, Constable of the Town of Fairhaven, do hereby certify that I have duly served this Warrant as required by the General Laws of Massachusetts and the by-laws of Town of Fairhaven by posting an attested copy thereof in the six precincts and/or polling locations on _____.

Eileen M. Lowney - Constable



Town of Fairhaven

Town Hall • 40 Center Street • Fairhaven, MA 02719

Telephone (508) 979-4023 • FAX (508)-979-4079

Memorandum

Date: October 14, 2016

To: Mark Rees, Town Administrator
Board of Selectmen

From: William D. Roth, Jr., AICP
Planning and Economic Development Director

Wayne Fostin
Building Commissioner

RE: Auto Dealer/Repair -2016 Site Plans – Status Update

Per your request the following is a status update on the outstanding Auto Dealer/Repair - Site Plans.

Alden Buick GMC (Dealer/Repair):

The Engineer called Mr. Roth on 10/7/2016 and reviewed some questions about layout and presentation we were asking for. The Engineer felt that they would have a draft plan for review by the end of October.

Town Administrator Recommendation: Grant Extension until November 3, 2016

Auto Diagnostic (Repair Only):

The owner has been non-responsive to Town Staff regarding the required site plan. It is recommended that the owner be brought before the Board of Selectmen to start the process of revoking the repair license.

Town Administrator Recommendation: Schedule License Revocation hearing for the November 7, 2016 Board of Selectmen Meeting.

RRR Auto Sales (Dealer/Repair):

The owner met with the Board of Selectmen on October 3, 2016 and was told that he needed a current site plan showing how the site was being used. The discussion was primarily about the use of “Copeland Street” a paper street and the Special Permit Plans. The owner was instructed to work with Town Staff and a site visit will be scheduled.

Ray's FHN Repair (Repair Only):

The owner of Ray's injured his shoulder and has been unable to work on a full time basis which has impacted his ability to generate revenue to pay for the site plan preparation. He stated that he intends to comply when he can pay for the plan.

Town Administrator's Recommendation: Grant Extension until November 3, 2016

Sarkis Enterprises (A&A Auto) (Dealer/Repair):

The license holder's engineer has stated that they anticipate being able to submit a site plan by October 27, 2016.

Town Administrator's Recommendation: Grant Extension until November 3, 2016

Fairhaven Getty (Dealer/Repair):

We have met several times with the engineer the license holder has hired to draft the site plan and agreement between the town, the engineer and license holder regarding the elements to be included in the plan has been reached. The actual site plan is anticipated to be received by November 14th.

Town Administrator's Recommendations: Grant Extension until November 15, 2016

Spring Street Garage:

Two revised plans have been submitted.

Plan "A" shows the 2016 license:

- 6 used for sale cars in the front (Used Car License)
- 7 repair cars inside building (Repair License)
- 15 repair cars in the rear of the building (Repair License)
- 3 customer spaces in the front of building
- 3 employee spaces in the rear of the building

This plan reflects the 28 cars allowed under the 2016 licenses plus an allowance of 3 customer spaces and 3 employee spaces for a **total of 34 spaces**. (Attachment A)

Plan "B" shows the following:

- 6 used for sale cars in the front (Used Car License)
- 7 repair cars inside building (Repair License)
- 15 repair cars in rear of building (Repair License)
- 3 repair cars in rear of building
- 3 customer spaces in front of building
- 4 employee spaces in the rear of building

This plan reflects a **total of 38 spaces** which is the number of cars authorized in the 2015 licenses, although spaces are labeled differently from the licenses. (Attachment B)

The License holder is of the belief that Plan B should be the approved site plan.

Town Administrator's Recommendation: Accept Plan A as the approved site plan and modify the licenses to reflect the addition of 3 customer spaces in front of the building and the 3 employee spaces in the rear of the building.

Board of Selectmen

Policy Goals

Goal 1: Human Resources Improvements

To strengthen the Town's Human Resources operation in ways that will enhance employee productivity, create an atmosphere of mutual respect and team work, develop an equitable and competitive compensation and benefits plan, and foster employee accountability for job performance.

Goal 2: Town Committees Collaboration

Recognizing that volunteers, both elected and appointed, play an integral part in improving Town government and enhancing civic engagement, establish methods and practices that will enhance collaboration and coordination between various boards, improve interaction with the public, and provide educational resources to ensure compliance with applicable federal, state and local laws and regulations.

Goal 3: Inter and Intra Governmental Cooperation

Identify and advance opportunities for cooperation between Town departments, neighboring municipalities, non-profit organizations and regional governments as ways to improve services and reduce costs.

Goal 4: Financial Sustainability

Establish long term financial sustainability for the Town by adherence to approved financial policies regarding reserve levels, balanced budgets and capital financing, financial forecasting, controlling fixed costs (pension, OPEB, Health Insurance) and augmenting revenues (tax base expansion, grants, user fees).

Goal 5: Economic Development

Diversify and expand the Town's property tax base by implementing strategies and programs that will help existing businesses and industries grow and make Fairhaven an attractive place for new businesses and industries to locate within the town. Included in this goal is the redevelopment of underutilized commercial properties along the Route 6 retail corridor and the Atlas Tack property.

Goal 6: Health and Welfare of Town Residents

Since the health and welfare of the Town's residents is of paramount importance to the community and given that the on-going opioid addiction crises is not abating, develop an interdepartmental approach involving the Board of Health, School Department, Fire & EMS department, Police Department and other stakeholders that will develop education, referral, treatment and response protocols that will effectively address this serious public health and quality of life issue. Document this process as a possible template to address future community health and welfare issues.

Goal 7: Civic Engagement

Recognizing that what makes a municipality a community is the degree of civic engagement by its residents, implement methods and programs to improve communication and involvement between the Town government and residents with a focus of volunteer recruitment, transparency of information,

timely response to citizen concerns, and use of modern communication technology, including public access television and social media.

Goal 8: Long Term Planning

There are number of dynamic changes that will be impacting Fairhaven now and into the future, including the condition of the town's aging infrastructure, sea-level rising, community demographics, energy consumption, and federal/state environmental regulations. To begin addressing these matters, an emphasis must be placed on long-term planning, including work on the Town's Master Plan, Hazard Mitigation Plan and Capital Improvement Plan.

Board of Selectmen

FY17-18 Budget Policy Statement

The following policy guidelines are hereby issued to the Town Administrator to provide direction and assistance in developing the Town Administrators recommended FY17-18 operating and capital budgets.

- Adherence to the Financial Management Policies and Guidelines adopted by the Board of Selectmen on September 19, 2016 including:
 - Maintain a Surplus Revenue (Free Cash) balance of at least 3-5% of the General Fund Operating Budget.
 - Maintain a General Fund Stabilization Fund at minimum of 5% of the General Fund Operating Budget.
 - Should the Capital Stabilization Fund be used to fund capital projects, ensure that financial plans are in place to replenish the fund within 3 years to amount equal to a minimum of 2-3% of the General Fund Operating budget.
 - Maintain a balance in the Health Insurance Trust Fund equal to three months of average costs of Health and Dental Assessments including administrative fees or \$1.6 million dollars whichever is greater.
 - With input from the Board of Assessors, fund the Overlay Reserve for tax abatements and exemptions based on an analysis of historical data and specific circumstances such as a property revaluation project.
 - Continuing the on-going effort of addressing the Other Post-Employment Benefits (OPEB) unfunded liability by increasing the appropriation from the current \$100,000 to a minimum of \$150,000.
 - The General Fund Operating Budget shall be “structurally balanced” defined as prudent and reasonable revenues projections should equal or greater than operating budget appropriations.
 - The use of one time revenues and other financing sources including Surplus Revenue (Free Cash) should be limited to one-time, non-recurring expenses such as capital improvements, property acquisitions, and contributions to various reserves and/or single year appropriations.
- After demonstrating compliance with the Financial Management Policies and Guidelines and to the extent that resources are available, the Town Administrator is referred to the Board of Selectmen’s policy goals approved on October 17, 2016 with direction to fund those programs, projects and initiatives that will advance the achievement of those goals. In presenting his budget, the Town Administrator shall specifically identify those recommended expenditures that are intended to promote the achievement of the Board of Selectmen Policy Goals.
- In developing the Five Year Capital Improvement Plan, the Town Administrator, assisted by the Capital Budget Committee, is requested to review the feasibility of dedicating a portion of the town’s operating budget for capital improvements funded either through “pay as you go” projects and/or debt service.
- The Town Administrator is directed to work with the School Superintendent during the budget development process to:

- Discuss a revenue sharing agreement as recommended by the Department of Revenue (DOR) Financial Management Review in their November 2012 report.
 - Negotiate an indirect cost plan for municipal services and expenditures used in support of school operations and used in demonstrating compliance with net school spending requirements.
 - Explore possible areas of collaboration and partnership so as to improve efficiency and effectiveness of support services.
- The May 2016 Town Meeting approved an operating budget for FY16-17 that significantly condensed the number of budget lines in order to improve the efficiency of Town Meeting deliberations and to provide greater flexibility to Town Department Directors to manage their operations. The Town Administrator when presenting his budget for FY17-18 is encouraged to continue further consolidation of budget line items.

DRAFT