



FINANCIAL PLANNING COMMITTEE

MEETING MINUTES

Thursday, January 12, 2017

Selectmen's Meeting Room

7:00 p.m.

MEMBERS PRESENT: David DeVries, Chair
Michael Hodge, Vice Chair
Richard Smith
Thomas Spataro

ABSENT: Heidi Bourque-Gleason
Roger Leland

ALSO PRESENT: John Coderre, Town Administrator

REORGANIZATION – ELECTION OF OFFICERS

Mr. Coderre opened nominations for committee chair. Mr. Smith nominated Mr. DeVries for chair, seconded by Mr. Hodge. Mr. DeVries was unanimously approved as committee chair.

Mr. Coderre opened nominations for vice chair. Mr. DeVries nominated Mr. Hodge for vice chair, seconded by Mr. Smith. Mr. Hodge unanimously approved as vice chair.

APPROVAL OF MINUTES – APRIL 25, 2016 MEETING

Mr. Smith moved the committee vote to approve the meeting minutes of the April 25, 2016 meeting as submitted. Mr. Hodge seconded the motion. Minutes approved as submitted.

REVIEW OF CIP INSTRUCTION MANUAL

Mr. Coderre reported that all departments were provided with the CIP Instruction Manual for upcoming Fiscal Years 2018-2023. Departments were instructed to review, update and resubmit all existing requests for FY2018-2022 and add any new requests for FY2023. All CIP requests were to be returned to the Town Administrator by October 11, 2016. At this time, preliminary requests have been submitted; however, numbers are still being firmed up by some departments.

The committee discussed the possibility of simplifying the project priority criteria. This topic will be placed on a future agenda.

DISCUSSION OF PRELIMINARY FREE CASH PLAN

Mr. Coderre presented the preliminary FY2018 Free Cash Plan for consideration and use during the upcoming budget process. The FY2018 year-end Free Cash was certified at approximately \$3.1 million. This substantial Free Cash is a result of positive actual performance in both appropriations not spent as well as revenues realized in excess of the budget.

DISCUSSION OF PRELIMINARY FREE CASH PLAN CONT. . .

Mr. Coderre reviewed the preliminary Free Cash plan in conjunction with the draft FY2018 Capital Budget which is still being formulated by the Financial Planning Committee. It is anticipated that the Free Cash Plan will allow for approximately \$1.7 million in FY2018 pay-as-you-go capital investment with no additional tax impact.

REVIEW OF POLICE CAPITAL REQUESTS

Chief Lyver informed the committee that the Dispatch Console Replacement should be completed by the end of next week. He also provided an update on the Police Station Roof Replacement, which is scheduled for work to begin in the Spring. Chief Lyver then reviewed the FY2018 capital request for two new Police Cruiser replacements.

Police Cruiser Replacement

The Police Department has 13 vehicles in total— Eight patrol vehicles, three detective vehicles and two administrative vehicles (Chief & Lieutenant). This request seeks to replace police vehicles on the following schedule: two patrol vehicles each in FY2018, FY2019, FY2021 and FY2023; one patrol vehicle and two administrative vehicles in FY2020; two patrol vehicles and one detective vehicle FY2022.

Patrol vehicles are typically used for four years / 100,000 miles, while detective and administrative vehicles have about an eight year/ 100,000 expected useful life. Funding sought in FY2018 will provide for the purchase of two new patrol vehicles (Ford Expedition & Dodge Charger) off the regional bid list and will replace a 2013 Ford Sedan Interceptor and a 2014 Ford Expedition SUV Interceptor. Included in the funding request is the cost of outfitting the vehicles with ancillary equipment and mobile data terminals.

UPDATE REGARDING LINCOLN STREET SCHOOL BUILDING PROJECT

Mr. Coderre reported that the Lincoln Street School project is winding down to a punch list valued at approximately \$240,000. The interior work should be completed within the month with the final site work to be done in the Spring. Final project close out is scheduled in July following MSBA's commissioning process, which ensures all systems are built to specification. At this point, it is estimated that approximately \$800,000 will be returned to the Town as its share of the remaining budget surplus. It will be up to Town Meeting to repurpose the remaining bond proceeds toward another capital project of similar useful life.

UPDATE REGARDING WHITE CLIFF'S AND DOWNTOWN COMMON PROJECTS

Mr. Coderre reported that the Town continues to monitor the underground storage tank remediation, which is the responsibility of the seller. Although the tank itself and any contaminated soils have been removed, test wells indicate possible groundwater contamination, the impact of which is still unknown. The closing date has been pushed off pending the final outcome of the remediation work.

Mr. Coderre reminded the Committee that the Community Preservation Fund (CPF) provided resources at the 2016 ATM to purchase land, raze structures, and prepare design and bidding documents for the creation of a Town Common at 39-45 West Main Street. The Town was awarded a \$215,000 grant from the State for a 50% reimbursement of costs associated with site preparation, design, and construction.

Mr. Coderre informed the Committee that the remediation of the asbestos containing exterior building siding is complete. A contract for building demolition has been awarded with an expected completion date in March. The Town is in the process of selecting a landscape design firm and will then proceed to develop conceptual design alternatives. Lastly, a warrant article for construction funding through the CPF will be placed on the 2017 Annual Town Meeting Warrant, pending completion of design documents.

REVIEW OF TOWN MEETING CALENDAR

Mr. Coderre reviewed the Town Meeting Calendar and noted that all warrant articles are due to the Town Administrator by February 6, 2017. Annual Town Meeting will be held on April 24, 2017.

OTHER BUSINESS

GFOA Distinguished Budget Award

Mr. Coderre was pleased to announce that the Town has received its seventh consecutive GFOA Distinguished Budget Award. Committee members extended their appreciation and congratulations to the Financial Team.

Formation of a Fire Station Feasibility Study Committee

Mr. Coderre indicated that the formation of a Fire Station Feasibility Committee is underway. The Financial Planning Committee is being asked through its Chair to designate a representative to serve on the Study Committee. After a brief discussion, Chairman DeVries designated Richard Smith to serve on the Fire Station Feasibility Study Committee.

Conflict of Interest Law Requirements

Mr. Coderre reminded the Financial Planning Committee members of the January 11th email regarding the Conflict of Interest Law requirements. All committee members must respond to the Town Clerk's email confirming receipt of the COI Summary and undergo the on-line training again by April 2017. Links to the required training were included in the email.

NEXT MEETING DATE AND COMMITTEE SCHEDULE

The next committee meeting will be held on January 26, 2017 at 7 p.m. The DPW project requests will be reviewed at that time along with an update on all ongoing public works projects.

ADJOURNMENT

Meeting adjourned at 8:40 p.m.

Respectfully submitted,

John W. Coderre
Town Administrator

Documents used during meeting:

1. January 12, 2017 Meeting Agenda.
2. April 25, 2016 Meeting Minutes.
3. FY 2018-2023 Capital Improvement Plan Instructions.
4. Preliminary FY2018 Free Cash Plan.
5. Police Department Capital Request Packet
6. Information packet – Lincoln Street School Building Project.
7. Fire Feasibility Study Committee Press Release.
8. 2017 Town Meeting Calendar.