

Members Present: Jo Lown, Chair, Bill Linnane, Cliff Watts, Ian Johnson, John E. Arnold, Brigitte Casemyr, Michael Meachen. Absent: Judy Lucas.

At 7:00 p.m. Ms. Lown called the meeting to order in the Selectmen's Meeting Room.

### **Open Forum**

There were no requests to address the committee.

### **Approval of minutes – Meetings No. 24 and 25, April 9 and 13, 2009.**

Mr. Watts moved to approve the minutes of meeting No. 24, April 9, 2009 as amended. The vote to approve the minutes was 7 in favor, with 7 being present.

Mr. Watts moved to approve the minutes of meeting No. 25, April 13, 2009. The vote to approve the minutes was 7 in favor, with 7 being present.

### **Financial Update**

Ms. Lown has prepared an updated recap sheet using confirmed estimates for new growth and overlay account, and the budget that is proposed by the House Ways & Means. At this time, there is a \$225,000 shortfall. These figures are likely to change when the state budget figures are finalized. The House had not voted on a budget by the time of this meeting.

American Recovery and Reinvestment Act (ARRA) funds are incorporated into the School Department budget and so should not be included as income for the town. The School Committee will not ask for increased funds from the town if ARRA funding decreases.

### **Discussion and votes on various FY2009 Articles and budgets**

A table of votes taken is attached to these minutes.

#### **ARTICLE 8. Regularly Recurring Articles (Town Manager)**

**A. (Fire Department)** Ms. Casemyr questioned whether the amount of the revolving fund is adequate to give the fire department more room to raise and accept fees, in light of budget cuts. Ms. Lown and Mr. Johnson explained that the amount will cover the costs of the program. Mr. Watts noted that the program will be cut, not expanded. The liaison to this Department will track it next year.

#### **ARTICLE 29. Amendment to Assabet Valley Regional Vocation H.S. District Agreement (Board of Selectmen)**

Mr. Watts reported that Assabet Valley Regional Vocation High School Administration is in favor of this Article. Mr. Arnold recommended defeat of this Article, as passage would allow a Westborough representative to be elected without any votes from Westborough residents. He noted this has been tried once before and was defeated by Marlborough. Mr. Arnold would rather have Marlborough approve one of the five available options, and then have Westborough vote on that. The option to allow an appointed Board has also been tried once and defeated by Marlborough. Mr. Arnold also noted that the court decision was handed down 22 years ago, and at this time no penalties have been threatened against the district. The AFC will defer voting on this Article. Mr. Watts will obtain additional information.

#### **Article 33. Accept Gift of Land (Board of Selectmen)**

Mr. Arnold would like to defer vote on this Article until restriction language is finalized. Mr. Linnane would also like to defer AFC vote until the Park Committee has discussed the agreement. The AFC will defer voting on this Article.

#### **Legal Department**

Ms. Lown will request clarification on costs for legal books. The AFC will defer voting on this Article.

#### **Personnel Board**

Mr. Watts expressed concern about the number of hours allocated for the Administrative Assistant. Mr. Linnane recommended review of this after the new Town Manager begins. Mr. Arnold noted the reduction proposed by the Personnel Board in a memo dated 4/20/09, and proposed amending the budget to reflect 15 hours per month for this position.

#### **Warrant Article 31 – Liquor License**

Marshall Gould, Attorney, and Kevin Giblin, Brendan Properties, presented their request for a site-specific liquor license. Mr. Giblin is the owner of the property at 183-185 Turnpike Road, Route 9 (former Green Thumb Nursery) and would like to develop a new restaurant on this site. Mr. Giblin has been working with Chef Michael Schlow (Radius and Via Matta) on plans to open an 18,000 to 24,000 square foot facility. Chef Schlow's participation in this project is contingent on Mr. Giblin acquiring a liquor license. Mr. Gould has surveyed the current owners of liquor licenses in the area and none are for sale for a reasonable cost. The license requested is site specific, and will be returned if the restaurant is not built. Mr. Giblin has owned this property for four years. A restaurant on this site would increase the property value, and therefore the property taxes, considerably. Mr. Gould and Mr. Giblin agree that it is unusual to request a license prior to requesting a building permit, but timing is an issue as waiting until next Annual Town Meeting could delay the restaurant opening. The estimated approval process for building permits is six to eight months.

#### **Discussion and votes on various FY2009 Articles and budgets**

A table of votes taken is attached to these minutes.

#### **MIS/GIS Department**

Ms. Lown would like to cut \$10,000 of the \$20,000 request for purchase of computer equipment (budget line 5203) until Fall Town Meeting. Mr. Johnson notes these funds are for upkeep and maintenance that is ongoing, not a one-time expense. Mr. Watts feels the new full-time manager should have the budget he needs this year.

#### **Conservation Commission**

Committee discussed the fish-stocking program, which costs \$3,000. This program is very popular in town, but falls into the category of "nice to have" in the consensus opinion of the committee. Mr. Arnold suggested discussing all the "nice to have" items in budgets at one time. The AFC will defer voting on this Article.

#### **Planning Board**

Mr. Meachen feels training and travel to conferences is important to this Board being able to do their job effectively, and would like to reinstate some of this if possible. The AFC will defer voting on this Article. Ms. Casemyr will request more information on how additional expense funds could be spent in this budget.

#### **Buildings and Grounds**

Ms. Lown would like to decrease amount budgeted for Electric and Fuel/Oil if possible. Mr. Johnson requested information on the Repair & Maintenance. The AFC will defer voting on this Article. Ms. Lown will request information on Electric and Fuel/Oil expenses and repairs with Maryanne Bilodeau to see if a reduction may be possible. Mr. Watts asked about the addition of Spur House.

**Town Insurance**

The AFC is waiting for updated numbers. Ms. Lown will ask Maryanne Bilodeau. The AFC will defer voting on this Article.

**FIRE/EMS**

Ms. Lown is concerned about the loss of the Senior Smoke Detector Battery Exchange Program. The AFC will defer voting on this Article so Mr. Johnson can request more information from Chief Perron.

**Building Commission**

Ms. Lown notes the decrease in Notice of Intents and current and pending developments may mean future budgets for this department could also decrease. Mr. Arnold would like the Wastewater Treatment Plant to pay permit fees, which would then be split by the three member towns. This would increase the revenues for the Westborough Building Commission and distribute the true costs of the Treatment Plant construction more fairly amongst all rate payers.

**DPW Snow and Ice**

The committee discussed the rolling 5-year average used previously for Snow & Ice budget estimates, but which would result in a budget request of an additional \$43,000 if used this year. The FY10 budget request is level-funded. The committee will add a note to the booklet stating that the rolling 5-year average was not used for this budget request.

**Historical Commission**

Committee discussed use of the commission services and how many hours these services required. Ms. Lown questioned whether the cut in hours would prohibit the Administrative Assistant from putting information on the web site. Mr. Watts proposed cutting the Administrative Assistant position to 9 hours per week, and only opening the office three days per week. Ms. Casemyr noted that the MIS/GIS Department may now have sufficient staff time to assist with posting information.

**Town Meeting Booklet**

Mr. Watts will review the list of available transfers.

Ms. Lown asked for suggestions on how to note stimulus funding. Mr. Watts suggesting being less specific as numbers are not exact and come in several forms for specific areas.

Mr. Meachen will prepare sample charts with headings and labels for committee review, and forward these to Ms. Lown to include in draft booklet.

**Town Meeting Preparation**

Ms. Lown reminded committee members that each will be assigned to speak to ATM, in preparation for requests for information on split votes and on Article 2 if needed.

**Comments and Concerns of Committee Members**

Ms. Casemyr expressed concern about most recent recap sheet. Ms. Lown explained that the numbers are not finalized from the State, so the deficit is not definite. Mr. Johnson pointed out that the deficit, currently over \$200,000, includes funding for all possible Articles. Ms. Lown also noted the Insurance budget may change.

Mr. Arnold has worked on an explanation of the gap between levy limit and expenses. Mr. Arnold also reported that the Government Study II reports are final and will be presented to the Board of Selectmen tomorrow.

**Adjournment**

At 10:10 p.m. Mr. Watts moved to adjourn the meeting. The vote to adjourn was unanimous, 7 in favor with 7 being present.

## **Votes taken at the Finance Committee meeting on April 27, 2009**

### **1) Article votes**

#### **ARTICLE 8. Regularly Recurring Articles (Town Manager)**

##### **A. (Fire Department)**

Mr. Watts moved to recommend the town vote to approve this article.

Vote to approve the article recommendation is unanimous, 7 in favor with 7 being present.

##### **B. (Youth and Family Services)**

Mr. Watts moved to recommend the town vote to approve this article.

Vote to approve the article recommendation is unanimous, 7 in favor with 7 being present.

##### **C. (Board of Assessors)**

Mr. Watts moved to recommend the town vote to approve this article.

Vote to approve the article recommendation is unanimous, 7 in favor with 7 being present.

Mr. Arnold recommended a note explaining the qualifications to be met for this exemption.

##### **D. (Finance Committee)**

Mr. Watts moved to recommend the town vote to approve this article.

Vote to approve the article recommendation is unanimous, 7 in favor with 7 being present.

##### **H. (Local Emergency Planning Committee)**

Mr. Watts moved to recommend the town vote to approve this article.

Vote to approve the article recommendation is unanimous, 7 in favor with 7 being present.

#### **ARTICLE 24. Reconstruction and Improvement of Town Roads (DPW Manager)**

Mr. Watts moved to recommend the town vote to approve this article.

Vote to approve the article recommendation is unanimous, 7 in favor with 7 being present.

#### **ARTICLE 28. Zoning Bylaw Amendment (Planning Board)**

Mr. Watts moved to recommend the town vote to approve this article.

Vote to approve the article recommendation is unanimous, 7 in favor with 7 being present.

#### **ARTICLE 4. Prior Year's Bills (Town Manager)**

Mr. Johnson moved to recommend the town vote to transfer \$125 from Country Club Retained Earnings for the purposes of this article.

Vote to approve the article recommendation is unanimous, 7 in favor 7 being present.

#### **ARTICLE: 31. Request for an Additional License for the sale of All Alcoholic Beverages To Be Drunk on The Premises (Citizens' Petition)**

Mr. Watts moved to recommend the town vote to approve this article.

Vote to approve the article recommendation is unanimous, 7 in favor with 7 being present.

### **2) Budget votes**

Budgets are voted on using figures current as of 4/27/09.

**Advisory Finance Committee, Dept. No. 11312, 11313** Salary \$2,113, Expenses \$2,719, Total \$4,832

Mr. Watts moved to accept the \$2,113 salary and \$2,719 expenses.

Vote to approve the budget recommendation is unanimous, 7 in favor with 7 being present.

**Personnel Board, Dept. No. 11522, 11523**

Salary \$4,569, Expenses \$54,157, Total \$58,726

Mr. Arnold moved to accept the \$4,569 salary and \$54,157 expenses.

Vote to approve the budget recommendation is 6 in favor and 1 opposed (Watts), with 7 being present.

**MIS/GIS, Dept. No. 11541, 11543** Salary \$141,111, Expenses \$173,730, Total \$314,841  
Mr. Watts moved to accept the \$141,111 salary and \$173,730 expenses.  
Vote to approve the revised budget recommendation is unanimous, 7 in favor with 7 being present.

**Town Clerk, Dept. No. 11611, 11613** Salary \$183,353, Expenses \$4,350, Total \$187,703  
Mr. Johnson moved to accept the \$83,781 salary-elected officials, \$99,572 salary-other, and \$4,350 expenses.  
Vote to approve the budget recommendation is unanimous, 7 in favor with 7 being present.

**Election & Registration, Dept. No. 11621, 11623** Salary \$7,220, Expenses \$17,855, Total \$25,075  
Mr. Johnson moved to accept the \$2,000 salary of elected officials, \$5,220 salary-other, and \$17,855 expenses.  
Vote to approve the budget recommendation is unanimous, 7 in favor with 7 being present.

**Police Department, Dept. No. 12101, 12103** Salary \$2,564,080, Expenses \$104,734, Total \$2,668,814  
Mr. Arnold moved to accept the \$2,564,080 salary and \$104,734 expenses.  
Vote to approve the budget recommendation is unanimous, 7 in favor with 7 being present.  
Mr. Arnold noted that the salary for one dispatcher position is being paid from grant funds and so is not reflected in the budget, although the funds are expended in the operation of the department.

**Building Commissioner, Dept. No. 12511, 12513** Salary \$271,260, Expenses \$36,273, Total \$307,533  
Mr. Watts moved to accept the \$271,260 salary and \$36,273 expenses.  
Vote to approve the budget recommendation is unanimous, 7 in favor with 7 being present.

**Dept. of Public Works, Dept. No. 14201, 14203** Salary \$1,425,528, Expenses \$693,702, Total \$2,119,230  
Mr. Watts moved to accept the \$1,425,528 salary and \$693,702 expenses.  
Vote to approve the budget recommendation is unanimous, 7 in favor with 7 being present.  
Ms. Lown noted a decrease of \$52,378 from the FY09 budget.

**DPW Snow and Ice, Dept. No. 14232, 14233** Salary \$142,396, Expenses \$306,815, Total \$449,211  
Mr. Watts moved to accept the \$142,396 salary and \$306,815 expenses.  
Vote to approve the budget recommendation is 6 in favor and 1 opposed (Arnold), with 7 being present.

**Board of Health, Dept. No. 15121, 15123** Salary \$256,325, Expenses \$7,300, Total \$263,625  
Mr. Watts moved to accept the \$256,325 salary and \$7,300 expenses.  
Vote to approve the budget recommendation is unanimous, 7 in favor with 7 being present.  
Ms. Lown will add footnote explaining that mosquito control costs are included in Article.

**Council on Aging, Dept. No. 15411, 15413** Salary \$209,627, Expenses \$31,130, Total \$240,757  
Mr. Watts moved to accept the \$209,627 salary and \$31,130 expenses.  
Vote to approve the budget recommendation is unanimous, 7 in favor with 7 being present.

**Library, Dept. No. 16101, 16103** Salary \$673,013, Expenses \$221,044, Total \$894,057  
Mr. Watts moved to accept the \$673,013 salary and \$221,044 expenses.  
Vote to approve the budget recommendation is unanimous, 7 in favor with 7 being present.

**Historical Commission, Dept. No. 16502, 16503** Salary \$14,720, Expenses \$7,125, Total \$21,845  
Mr. Watts moved to accept the \$11,040 salary and \$7,125 expenses.  
Vote to approve the budget recommendation is 3 in favor (Watts, Casemyr, Meachen) and 4 opposed, with 7 being present.  
Mr. Johnson moved to accept the \$14,720 salary and \$7,125 expenses.  
Vote to approve the budget recommendation is unanimous, 7 in favor with 7 being present.

**Treatment Plant Board, Dept. No. 64401, 64403**    Salary \$14,880, Expenses \$3,510,500, Total \$3,525,380  
Mr. Johnson moved to accept the \$14,880 salary and \$3,510,500 expenses.  
Vote to approve the budget recommendation is unanimous, 7 in favor with 7 being present.