

Westborough Advisory Finance Committee
Minutes of Meeting No. 28, FY2010
April 29, 2010

Approved
June 28, 2010

Members Present: Jo Lown, Chair, Brigitte Casemyr, Ian Johnson, John E. Arnold, Michael Meachen, Kevin Cronin. Absent: F. Robert Brown, Bill Linnane, Judy Lucas.

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

Call to Order/Open Forum

There were no requests to address the Committee.

Approval of Minutes – Meeting No. 22, April 1, 2010

Mr. Johnson moved to accept the minutes. The vote to approve the minutes is unanimous, 6 in favor with 6 being present.

Approval of Minutes – Meeting No. 25, April 12, 2010

Mr. Arnold requested a correction to the minutes of Meeting No. 25. Mr. Johnson moved to accept the minutes as amended. The vote to approve the minutes is unanimous, 6 in favor with 6 being present.

Approval of Minutes – Meeting No. 26, April 15, 2010 - Deferred to the next meeting.

FY11 Budgets (Article 6) – AFC Deliberation/Voting

Selectmen: Town Clerk & Elections (Salary/Wages Elected)

Mr. Johnson moved to recommend Selectmen Salaries/Wages Elected of \$2,500, Salaries/Wages of \$312,282, and Expenses of \$43,100 (total of \$357,882). The motion is for the budget, without the 1.8% cut. Ms. Casemyr supports the original budgets recommended by the Town Manager with the 1.8% cut. Mr. Arnold noted that the line "Moving Expenses" should be "Out of State Travel." The Committee discussed the bonus, moving expenses/travel and prior expenditures.

Vote to approve the motion is 4 in favor, 2 opposed (Casemyr, Cronin), with 6 being present

Town Clerk

Mr. Johnson moved to recommend Salaries/Wages Elected of \$83,781, Salaries/Wages of \$99,572, and Expenses of \$4,350 (total of \$187,703). Vote to approve the budget recommendation is 5 in favor, 1 opposed (Casemyr), with 6 being present.

Elections

Mr. Johnson moved to recommend Salaries/Wages Elected of \$2,000, Salaries/Wages of \$14,910, and Expenses of \$19,655 (total of \$36,565). There was a reduction in Salary/Wages of one person. Vote to approve the budget recommendation is unanimous, 6 in favor, 6 being present.

Police Department

Chief Gordon was asked to speak on the reduction in Salary/Wages. There was a reduction of a dispatcher and a school liaison position - the latter was funded by the community policing grant – and funding for training that will not be needed. He may seek to address the positions at the Fall Town Meeting. The 1.8% budget also included a reduction for out of state travel.

Mr. Johnson moved to recommend Salaries/Wages of \$2,526,062 and Expenses of \$104,734 (total of \$2,630,796). Vote to approve the budget recommendation is unanimous, 6 in favor with 6 being present.

Fire/EMS

Mr. Arnold noted a \$5,250 difference between the prior revised Town Manager recommendation (\$3,291,175) and the new number recommended by the Town Manager (\$3,296,425). Chief Perron thought expenses were \$306,714. This reflected an increase from prior years. Monies were used from other line items to cover deficits in others. The newest budget amount would still retain the third ambulance.

Mr. Johnson moved Salaries/Wages of \$2,989,711 and Expenses of \$306,714 (total of \$3,296,425). Fire Chief Perron will ask Jim Malloy to explain the discrepancy in his recommendations. The Committee may re-visit this budget. Vote to approve the budget recommendation is unanimous, 6 in favor with 6 being present.

Public Library

The Library budget was voted on April 26. Mr. Arnold reported that the budget is \$886,623. By reducing that figure by the amount of Local Aid, \$20,684, and further by Library Trust Funds, \$23,000, leaves a Raise and Appropriate amount of \$842,939. The amount that the Town is required to Raise and Appropriate is \$847,935, so there is a shortfall of \$4,996. This means the Library will have to apply for a waiver. There is a good case for a waiver, but it is not a sure thing. The Trustees will be prepared to answer questions at Town Meeting. If the money is raised to meet the difference, they would spend it on repair projects needed. Ms. Lown noted that a decrease in the amount of Library Trust Funds or Local Aid applied to the budget would increase the amount of the Raise and Appropriate to the needed level and avoid having to apply for a waiver. No motion was made, the original vote stands.

School Department

Mr. Johnson moved to recommend \$39,282,335. This amount is above the amount proposed in the 1.8% reduction but below the level funded amount; it is a 2.6% increase over the prior year, mainly due to a reduction in State aid. Vote to approve the budget recommendation is 4 in favor, 2 abstentions (Lown, Meachen), with 6 being present.

Voting on recommendations for all budgets is complete.

ATM Warrant Articles – AFC Deliberation/Voting

Article 5: Facilities Study.

Mr. Arnold reported that the Municipal Building Committee has not yet taken a position on this. The Committee felt it was a good idea. Mr. Cronin confirmed it would be put out to bid.

Mr. Johnson moved to recommend the Town vote to transfer from Free Cash the sum of \$100,000 for the purpose of this Article. Vote to approve the article recommendation is unanimous, 6 in favor with 6 being present.

Article 7F: Hazardous Waste Collection Day

Mr. Johnson moved to recommend the Town vote to raise and appropriate the sum of \$17,000 for the purpose of this article. Ms. Casemyr feels that Town residents have other options to handle hazardous waste and noted that Latex paint is not a hazardous waste. Vote to approve the article recommendation is 3 in favor, 3 opposed (Arnold, Meachen, Casemyr). There is no recommendation.

Article 8: Capital Plan Articles

The Committee noted that the Capital Expense Planning Committee did not vote on Article 8.

Article 8A: Defibrillator

Mr. Johnson moved to recommend the Town vote to transfer from free cash the sum of \$30,000 for the purpose of this article. Vote to approve the article recommendation is unanimous, 6 in favor with 6 being present.

Article 8B: Police Cruisers

There was discussion on deferring the purchase of one vehicle to the Fall Town Meeting. The additional vehicle was added this year because only one was purchased the year before. The vehicle replacement plan calls for two each year. It was noted that the new Capital Plan proposed replacing 3 vehicles each year.

Mr. Johnson moved to recommend the Town vote to transfer from Free Cash the sum of \$119,595 for the purpose of this Article. Vote to approve the article recommendation is unanimous, 6 in favor with 6 being present.

Article 8-C: New Ambulance

Mr. Johnson moved to recommend the Town vote to transfer from Free Cash the sum of \$70,000 and transfer from the Ambulance Reserve Fund the sum of \$120,000 for the purpose of this article, and that the size of the town's vehicle fleet will not increase as a result of this purchase. Vote to approve the article recommendation is unanimous, 6 in favor with 6 being present.

Article 8-D: DPW Dump Sander

Mr. Johnson moved to recommend the Town vote to transfer from Free Cash the sum of \$60,000 for the purpose of this Article, and that the size of the town's vehicle fleet will not increase because of this purchase. Discussion included the condition of the current vehicle. Vote to approve the article recommendation is unanimous, 6 in favor with 6 being present.

Article 12: Gibbons Middle School Renovations

(This article was taken out of order so Mr. Hendricks could go home). Ms. Casemyr reported that in order for the Town to receive available grants, it needs to have an OPM and this will ensure the funds are available when needed.

Ms. Casemyr moved to recommend the Town vote to transfer from Free Cash the sum of \$175,000 for the purpose of this article. Vote to approve the article recommendation is unanimous, 6 in favor with 6 being present.

Article 9: Country Club Improvements

Mr. Johnson moved to recommend the Town vote to transfer from Country Club retained earnings the sum of \$53,000 for the purpose of this article. Vote to approve the article recommendation is unanimous, 6 in favor with 6 being present.

The Committee agreed to consider the Sewer articles before the Water articles. Ms. Lown noted that the Committee has requested information on the water and sewer rates. There is a great deal of money requested in this year's Warrant; some money is transferred from Retained Earnings and some of it is borrowed. The Committee discussed the need to evaluate the overall impact on ratepayer/taxpayers and agreed it should seek the information and report on it in the future.

Article 11A: Sewer Repair/Replacement

Mr. Johnson moved to recommend the Town vote to transfer from Sewer Retained Earnings the sum of \$55,000 for the purpose of this article. Vote to approve the article recommendation is unanimous, 6 in favor with 6 being present.

Article 11B: Sewer Extension

Mr. Johnson moved to recommend the Town vote to transfer from Sewer Retained Earnings the sum of \$50,000 for the purpose of this article. Vote to approve the article recommendation is unanimous, 6 in favor with 6 being present.

Article 11C: GIS Update

Mr. Johnson moved to recommend the Town vote to transfer from Sewer Retained Earnings the sum of \$30,000 for the purpose of this article. Vote to approve the article recommendation is unanimous, 6 in favor with 6 being present.

Article 11D: Sewer Extension

Mr. Johnson moved to recommend the Town vote to borrow under the Sewer Enterprise Fund the sum of \$1,600,000 for the purpose of this article. Vote to approve the article recommendation is unanimous, 6 in favor with 6 being present.

Article 11E: Lease/Purchase

Mr. Johnson moved to recommend the Town vote to transfer from Water Retained Earnings the sum of \$10,714 and transfer from Sewer Retained Earnings the sum of \$42,857 for the purpose of this article. Vote to approve the article recommendation is unanimous, 6 in favor with 6 being present.

Article 10A: Service Vans

Mr. Johnson moved to recommend the Town vote to transfer from Water Retained Earnings the sum of \$50,000 for the purpose of this article and that the size of the town's vehicle fleet will not increase as a result of this purchase. Vote to approve the article recommendation is unanimous, 6 in favor with 6 being present.

Article 10B: Upgrade Construction

Mr. Johnson moved to recommend the Town vote to borrow under the Water Enterprise Fund the sum of \$900,000 for the purpose of this article. Vote to approve the article recommendation is unanimous, 6 in favor with 6 being present.

Article 10C: Tank Repair

Mr. Johnson moved to recommend the Town vote to transfer from Water Retained Earnings the sum of \$60,000 for the purpose of this article. Vote to approve the article recommendation is unanimous, 6 in favor with 6 being present.

Article 10D: GIS Software

Mr. Johnson moved to recommend the Town vote to transfer from Water Retained Earnings the sum of \$30,000 for the purpose of this article. Vote to approve the article recommendation is unanimous, 6 in favor with 6 being present.

Article 10E: Extended Pump Test

Mr. Johnson moved to recommend the Town vote to transfer from Water Retained Earnings the sum of \$70,000 for the purpose of this article. Vote to approve the article recommendation is unanimous, 6 in favor with 6 being present.

Article 10F: Water System Upgrade

Mr. Johnson moved to recommend the Town vote to borrow under the Water Enterprise Fund the sum of \$600,000 for the purpose of this article. Vote to approve the article recommendation is unanimous, 6 in favor with 6 being present.

Article 13: Consolidation Study

Mr. Johnson moved to recommend the Town vote to transfer from Free Cash the sum of \$6,000 for the purpose of this article. Vote to approve the article recommendation is unanimous, 6 in favor with 6 being present.

Article 14: The dollar amount will not be available until Town Meeting so the Committee will make its recommendation on Town Meeting Floor.

Article 15: Cemetery Development

Mr. Arnold moved to recommend the Town so vote. Vote to approve the article recommendation is unanimous, 6 in favor with 6 being present.

Article 16: Meals Tax - Vote deferred to the May 3rd meeting.

Article 18: Nathan Fisher House

Mr. Johnson moved to recommend the Town vote to amend the Zoning Bylaws and Zoning Map by changing Map 33, Parcels 26, 44, 53, and 53A from Town Owned (M-1) to Highway Business (BA). Vote to approve the article recommendation is unanimous, 6 in favor with 6 being present.

Article 24: Article 13 Bylaw Change – Vote deferred to the May 3rd meeting.

Article 25: Article 12 Bylaw Amendment – There has been discussion on clarifying the language to match the intent and purpose. It relates specifically to “Arts in Common”. The Committee’s recommendation is “so vote.” The proposed change in language did not change the Committee’s position.

Article 27: Fees – Mr. Brown was asked to find out if this would take the authority for setting Dump Fees from the Board of Health and give it to the Board of Selectmen, as an elected body.

Article 28: Abatements

Mr. Johnson moved to recommend the Town so vote. Vote to approve the article recommendation is unanimous, 6 in favor with 6 being present.

Article 29: Part B Abatements

Mr. Johnson moved to recommend the Town so vote. This was approved by a majority vote of the Board of Selectmen. Vote to approve the article recommendation is unanimous, 6 in favor with 6 being present.

Article 30: Zoning Bylaw Industrial D Overlay

Mr. Johnson moved to recommend the Town so vote. Vote to approve the article recommendation is unanimous, 6 in favor with 6 being present.

Article 31: Senior Housing Overlay District

Mr. Johnson moved to recommend the Town so vote. Vote to approve the article recommendation is unanimous, 6 in favor with 6 being present.

Article 32: MUD Bylaw

Mr. Johnson moved to recommend the Town so vote. Vote to approve the article recommendation is 5 in favor, 1 opposed (Lown), with 6 being present.

Article 33: Liquor License

Mr. Johnson moved to recommend the Town so vote. Mr. Meachen questioned the Town's need for another package store. Ms. Lown felt this business shouldn't be penalized when other businesses have licenses. Vote to approve the article recommendation is 4 in favor, 2 opposed (Meachen, Arnold), with 6 being present.

Report & Recommendation to Town Meeting

Mr. Meachen presented his proposal for graphs in the Town Meeting Booklet to the Committee. The graphs are broken down into Town expenses (year-to-year operations), Insurance, Debt (Enterprise Fund), and Debt (General Fund). Mr. Meachen will bring a mock-up to Monday's meeting. He noted that last year School was broken out from Town Expenses.

Mr. Johnson will prepare an Index with the Summary of Articles and Table of Contents.

The Committee discussed the content of the Letter to Voters. Ms. Casemyr agreed to work up a rough draft for the Committee.

Ms. Lown asked the Committee to look at the revised language of GASB Trust Fund.

Comments and Concerns of Committee Members. None.

Adjournment

Ms. Casemyr moved to adjourn the meeting at 9:45 p.m.