

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

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.

Joe Harrington, Town Moderator, introduced Peter Allen, and welcomed him as a new member of the Advisory Finance Committee. The Board of Selectmen have set a date for Special Town Meeting, October 12, with a back-up date of October 13. The unusual date is due to Jim Malloy's being out of town on the third Monday of October. Leigh Emery, Chair of the Green Technology Advisory Committee, added that if the Town wishes to apply to become a Green Community, a warrant article would have to be passed by the Town before the deadline of mid-October. Ms. Lown noted that the Finance Committee would announce this unusual date at subsequent meetings.

Approval of Minutes – Meetings No. 28, 29, 30, and 31

Ms. Lown explained that Open Meeting Law changes take effect July 1st. The main change is that minutes should include a list of documents used in the meeting. Ms. Lown moved to amend the minutes of Meetings No. 30 and 31 to include a list of documents reviewed at those meetings.

Mr. Johnson moved to accept the minutes of Meetings No. 28 (April 29, 2010), No. 29 (May 3, 2010), and No. 30 (May 6, 2010). The vote to approve the minutes is 7 in favor, 1 abstention (Allen), with 8 being present.

Mr. Arnold requested an amendment to the minutes of Meeting No. 31 (May 15, 2010) to reflect which members were present at the Saturday and Monday sessions of Town Meeting. Mr. Johnson moved to accept the minutes as amended. The vote to approve the minutes is 6 in favor, 2 abstentions (Casemyr, Allen), with 8 being present.

Green Community Designation Presentation (Green Technology Advisory Group)

Leigh Emery appeared before the Committee to make this presentation. She explained that the Green Technology Advisory Group advises the Town on the use of Green Technology. Their first recommendation would be that Westborough become a Green Community. This program provides a framework for the Town to "go green," and gives the Town access to grants to help with energy reduction projects. Ms. Emery noted that a May deadline for applying to be a Green Community had already passed. In order to meet the criteria required to become a Green Community in time for the next deadline of mid-October, the Town would need to adopt an energy code at the Fall Town Meeting. This code allows cities and towns to choose more energy-efficient options. The Town could stay with the current code; however, the State plans to adopt the stricter code by 2012 anyway. Ms. Emery explained that adopting this code would have no effect on the planned school renovations, as school and other municipal buildings are exempt (except for additions).

Santiago Lopez Mora, Green Technology Advisory Committee member, explained the impact this code would have on homeowners, who would be required to have a HERS rating assessment done on any new construction. Don Moquin of the Building Department explained the HERS rating system to the

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Committee. This rating system requires a certified rater to go through the house before construction is complete to make an assessment—the lower the HERS rating the more energy efficient the house is.

Ms. Emery agreed to come back to the Committee with more detail before the next Town Meeting. She explained that if the new code is voted in at Fall Town Meeting, adoption could be deferred until July, and again until January, for 18 months of flexibility. She noted again that if the Town does not become a Green Community, it would not be eligible for any grants provided by the State.

AFC Policies, Procedures & Transfer Requests

Fire Department. Chief Perron appeared before the Committee to present his transfer request. This department has a shortfall in Building & Grounds due to unforeseen expenses totaling \$13,000. Most are due to the advanced age of the town buildings: replacement parts for obsolete air-conditioning units, overhead door repairs, plumbing repairs, etc. Mr. Johnson moved to transfer from the Finance Committee Reserve Fund the amount of \$10,000 to Budget No. 12203-5202 Building & Grounds. Vote to approve the transfer request is unanimous, 8 in favor with 8 being present.

Planning Board. Jim Malloy, Town Manager, is requesting a transfer of \$300 due to an overage in Out-of-State Travel. The Board of Selectmen approved this on June 22. Mr. Johnson moved to transfer from Insurance Medical Budget No. 11933-5706 the sum of \$300 to Planning Board Travel Budget No. 11723-5210. Vote to approve the transfer request is unanimous, 8 in favor with 8 being present.

Street lights. There was some discussion by the Committee concerning the amount requested. Mr. Cronin noted that the rates had gone up, and urged residents to report any street lights not working properly, as payment is made assuming all lights are functioning. Ms. Lown added that this budget was increased in the fall but still came up short. Mr. Johnson pointed out that other towns are looking at cutting this budget item, turning off non-essential streetlights, etc. Mr. Arnold noted that this procedure should not be more than 3% of the budget and felt the Committee should verify that the 3% refers to the “from” account (health insurance budget), not the “to” account (streetlights budget). Ms. Lown will send an email to Ms. Talbot to follow up. Mr. Johnson moved to transfer the sum of \$7,500 from Health Insurance Budget No. 11933-5706 to Street Lights Budget No. 14243-5212. Vote to approve the transfer request is unanimous, 8 in favor with 8 being present.

Finance Committee. Ms. Lown explained that two issues were involved here: the normal stipend amount transferred from expenses to wages, and an invoice from Curry printer with a charge of \$360 for LaserText which was not anticipated. Ms. Casemyr noted that the invoice, which has to do with the cover of the Town Meeting booklet, would go down by \$180. Mr. Johnson moved to transfer the sum of \$680 from Insurance Health Insurance Budget No. 11933-5706 to Finance Committee Wages Budget No. 11312-5103. Vote to approve the transfer request is unanimous, 8 in favor with 8 being present.

Board of Selectmen. This request is due to cover for an additional meeting while the Board’s Assistant was on vacation. Mr. Johnson moved to transfer the sum of \$94 from Health Insurance Budget No. 11933-5706 to Selectmen-Wages-Clerical Budget No. 11222-5103. Vote to approve the transfer request is unanimous, 8 in favor with 8 being present.

Annual Town Meeting Discussion/AFC

The Committee discussed changing the date of the spring Town Meeting as May is a bad time with many scheduling conflicts. Ms. Lown noted that Town Manager was sending out a survey with the Tax bills in the hope it would provide town feedback on changing the timing of Town Meeting. There was some discussion about improving communication between town departments, and having that communication at the beginning of the budget process rather than after the fact. The idea was put forward of a bi-annual meeting of key executive branches and other departments, with an independent moderator, giving

opportunity for dialogue. Ms. Lown also noted the need for objective criteria to provide more consistency in how various departments should make reductions in their budgets. Mr. Arnold felt the Committee's recommendation process was unduly complicated by the bulky and out-of-date budget book.

AFC Survey Project

Ms. Casemyr reviewed the AFC Survey Project and asked the Committee if they still wanted to move forward with it. The survey would be fairly comprehensive, and the Committee should be clear on what they hope to learn from the survey. The Town now has an online survey system. Though not everyone has a computer, it would take too long to manage the paperwork otherwise. The Committee should think about it over the summer. The survey would not be ready in time for Fall Town Meeting.

Election of Chair & Vice Chair for FY11

Mr. Linnane nominated Ms. Casemyr for Chairman. Ms. Casemyr nominated Mr. Arnold for Chairman. Mr. Arnold said he was willing to take on the responsibility. Ms. Casemyr was concerned about the workload, and expressed willingness to serve the Committee in a different capacity. Ms. Lown seconded the nomination of Mr. Arnold for Chair and nominated Ms. Casemyr for Vice-Chair. Mr. Brown moved that a unanimous vote be cast for the two nominations made. Vote to approve the nominations is unanimous, 8 in favor with 8 being present. Mr. Brown thanked Ms. Lown for her hard work as Chair of the Committee. Thanks also went to Ms. Lucas and Mr. Meachen, no longer serving on the Committee.

Comments & Concerns of Committee Members

Mr. Arnold suggested meeting July 12 to discuss the Committee's process and structure moving forward. He felt that managing and discussing budgets line item by line item is unsustainable. He would like the Committee to consider other ways to return to its core mission, streamlining to achieve the same level of recommendation with having to meet twice a week. Mr. Linnane added that, with a new Town Manager, it was a good time to have this discussion. Mr. Johnson mentioned the Snow & Ice transfer request which had not been received, and Mr. Arnold agreed to check on it.

Mr. Brown announced, with regret, that he would be leaving the Finance Committee to join the Building Committee, where he feels he has more to contribute. The Committee thanked him for his time on the Committee, and his valuable contribution. Mr. Cronin added that he would be missed.

Ms. Lown thanked the Committee for their support during her tenure as Chair. She also thanked Ms. Talbot, Ms. Sauvignon and Ms. Swadel for their time and assistance.

Adjournment

Ms. Casemyr moved to adjourn the meeting at 9:10 p.m.

Document List

Memorandum from Joe Harrington, Moderator, to Board of Selectmen, FinCom, and other town departments, of June 1, 2010, regarding "Post Town Meeting Review."

OML Record Management Tips, document dated June 25, 2010.

Open Meeting Law, document dated July 1, 2010.

OpenMeetingLaw, "Top Ten Changes to Watch for in the New Open Meeting Law," document dated June 28, 2010.

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Green Communities GTAG Information Packet, Presentation by Westborough's Green Technology Advisory Group on June 28, 2010.

Green Technology Designation Form and Guidance, dated June 25, 2010.

Template Green Community May 12, Powerpoint Presentation by GTAG, dated June 25, 2010.

Timeline to Fall Town Meeting Update May 12, Spreadsheet presented by GTAG, dated June 25, 2010.

Handout, Summary of "Stretch" Appendix to Mass. Energy Code, Single Family home comparison sheets, etc.

Handout, Fidelity Bank Corporate Office and Branch Case Study.

Memorandum from Leah Talbot, Town Accountant, to All Departments, of June 9, 2010, regarding "End of Year Procedures."

Westborough Advisory Finance Committee Proposed Written Policy for General Reserve Fund and Interdepartmental Transfer Requests.

Packet including expense sheets for departments requesting budget transfers.

Transfer request forms for Fire Department Building & Grounds, Planning Board, Street Lights, Finance Committee, and Selectmen Wages.

Letter from Fire Chief Perron to the Finance Committee and Town Manager Jim Malloy, regarding his department's budget transfer request, with attached budget information, dated June 27, 2010.