

Members Present: John E. Arnold, Chair, Brigitte Casemyr, Peter Allen, Bill Linnane, Ian Johnson (8:10 p.m.), Kevin Cronin, Jim Tepper. Absent: Tara Howard (resigned), Jo Lown.

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

### **Call to Order/Open Forum**

There were no requests to address the Committee.

Mr. Arnold announced with regret that a serious and unforeseen personal circumstance had led Ms. Howard to resign from the Committee. Mr. Arnold read a letter from Ms. Howard expressing her regret that she would not be able to serve her community. The Committee wishes Ms. Howard and her family all the best. Joe Harrington, Town Moderator, also expressed his regret that Ms. Howard is withdrawing from the Committee. Mr. Harrington will be looking for another candidate to fill the vacancy left by Ms. Howard and welcomed feedback from Town residents in this regard.

### **Approval of Minutes – Meeting No. 03, September 13, 2010**

Mr. Allen had emailed a correction to the minutes, to include the phrase "Committee-wide emails" in the amendments to the previous minutes. Ms. Casemyr also emailed amendments: in the last paragraph under Survey, "dump" should read, "Harvey's Transfer and Recycling Station (pending funding)"; under Comments & Concerns, it should read, "Mr. Linnane will not be able to attend the Treatment Plant meeting on Wednesday, but Ms. Casemyr will do so." Ms. Casemyr moved to accept the minutes as amended. The vote to approve the minutes was 6 in favor, with 6 being present.

### **Review Warrant Articles – Special Town Meeting**

#### **Green Technology Advisory Group: Mike Farina**

#### **Article 12 – Stretch Energy Code Bylaw**

Mike Farina, member of the Westborough Green Technology Advisory Group (GTAG), and Don Moquin, Assistant Building Inspector, appeared before the Committee to present this Article. Mr. Farina explained that Article 12 involves the adoption of the Stretch Energy Code (SEC), which is one of five criteria to be met if Westborough is to qualify as a Green Community as recommended by the Green Technology Advisory Group. The Massachusetts Department of Energy Resources oversees this program. Thirty-five Massachusetts cities have already been designated Green Communities, among them Hopkinton, Natick, Newton, Sudbury, and Worcester. Being so designated makes towns eligible for grants to help pay for improvements in energy efficiency. Mr. Farina noted that in order to apply for Green Community status by the next deadline of November 19, the Town needs to vote approval of the SEC at the October 12 Town Meeting.

The Stretch Energy Code requires new residential and commercial buildings to be 20% more energy efficient than at present. This code would apply only to new residential and commercial construction, or a complete gut-out of existing construction. Other small remodeling projects (bathroom, kitchen, window replacement, basement finishing, etc.) would still fall under the current code. Mr. Farina added that it was possible that the higher requirements of the SEC would be included in the next update of the standard commercial code coming up in 2012, and then adherence to the stricter code would be required anyway.

Mr. Linnane asked Mr. Farina to clarify the benefit to Westborough of doing this now, as opposed to waiting for the next code update. Mr. Farina noted the energy savings which could be enjoyed right

away. He added that if Westborough was slow to act, it would end up being surrounded by other towns which had already become Green Communities and were therefore more attractive to companies looking to locate in the area. Mr. Moquin noted that there were substantial energy savings in becoming more energy efficient, so why not enjoy those savings now, especially in light of increasing home heating costs.

Mr. Allen queried whether the grant money available is the main reason for moving in this direction. Mr. Farina responded that not only would the Town benefit from reduced energy costs, but energy-efficient homes, along with the excellent school system, would make Westborough more competitive in the real estate market. Mr. Allen further noted that at Town Meeting it should be made clear that the eventual adoption of the SEC as part of the next building code update in 2012 was not a certainty. Mr. Moquin felt sure that as the State pushes toward more energy efficiency, these codes will be adopted. Ms. Casemyr asked why market forces could not drive the move toward energy efficiency, and was not convinced of the need to rush to adopt the stricter code. Mr. Moquin added that the State had already taken responsibility for training Town employees involved in implementing the new code, and said that the Zoning Board and Planning Board did not see a down side to adopting this code.

Chris Egan, President of Carruth Capital, a real estate investment company, appeared as a member of the public to speak against this Article being approved by the Town. Mr. Egan felt that adoption of the SEC would increase the cost of new construction, causing tenants to go to other towns where costs are cheaper. He added that the companies themselves should decide whether to move toward energy efficiency. Mr. Egan felt that, with a 30% vacancy rate due to the recession, it was not the time to implement this program.

#### **Personnel Board: Kathy Wilfert**

##### **Article 6 – General Bylaw, Article 13 Amendment**

Kathy Wilfert, Chair of the Personnel Board, appeared before the Committee to present this Article, along with Sue Abladian and Christine Gundling. Ms. Wilfert explained that Article 6 defines the job of the Personnel Board, and incorporates the comments and feedback received during the May 2010 Annual Town Meeting. All personnel policy and handbook changes will be recommended by the Personnel Board to the Town Manager, subject to the approval of the Board of Selectmen. All changes relating to the Classification System and the Non-Union Salary and Wage Schedule require the approval of the Personnel Board, and also the approval of Town Meeting. The Chair is to call meetings as necessary (as opposed to every month). Unchanged from the May Town Meeting proposal was the Town Manager as appointing authority, with confirmation by the Board of Selectmen. Ms. Wilfert thanked Mr. Arnold for his input and help with this article.

Mr. Arnold thanked the Personnel Board and Town Manager Jim Malloy for their work on the article. He noted the changes of adding Town Meeting approval for substantive changes and the inclusion of Appointing Authority approval for job descriptions. He felt these changes greatly improved the function of the Personnel Board while providing for continued oversight by Town Meeting. Joe Harrington, Town Moderator, also endorsed the article.

Ms. Wilfert asked for the Committee's guidance regarding a sick-leave buyback for which there were no funds, in the amount of \$2,500. Mr. Johnson noted that Committee practice is to wait until the end of the year to transfer funds, but thanked Ms. Wilfert for the heads up.

#### **Library Trustees: Pat Fontes**

##### **Article 2 – FY2011 Library Budget Transfer**

Pat Fontes, Chair of Library Trustees, appeared before the Committee to present this Article. Maureen Ambrosino, Library Director, was also in attendance and was introduced to the Committee. This Article is to request a transfer of \$13,220 from the Salary Account of the Library Director into the Library

Maintenance Account. Ms. Fontes explained that this amount represented a surplus left in the Salary Account due to the lower pay rate of the new Library Director. There are pressing maintenance issues at the library to which these funds could be applied. They are already applying for a waiver to the Massachusetts Board of Library Commissioners to remain eligible for State Aid to Public Libraries since the library budget voted at Town Meeting does not meet the municipal appropriation requirement. Ms. Ambrosino noted that the library building was overdue on maintenance, with an aging heating system. The Committee suggested that though repairs to the Library were not part of the Municipal Building Committee's responsibility, the Building Committee had a lot of experience which could assist the library in its assessment of needed repairs to the building.

### **Municipal Building Committee: Dexter Blois**

#### **Article 5 – Facilities Study**

Dexter Blois of the Municipal Building Committee, and John R. Arnold, Chair of the Municipal Building Committee, appeared before the Committee to present this Article. Mr. Blois explained that the Article is a request to change slightly the wording of the Facilities Study Article previously acted upon at Town Meeting. Mr. John R. Arnold added that the change would allow funding for a person to take minutes at their meetings. Mr. Blois assured the Committee that the funding for the actual study was still sufficient. He added that this would involve no new hire, and no extra benefits.

Mr. Harrington asked to be moved to the Monday 27<sup>th</sup> September agenda. He confirmed that the Zero quorum Article was the only article he would speak to, and that the article was very specific.

### **Preparation for Special Town Meeting**

#### **Discuss preparation of Town Meeting booklet**

Mr. Arnold will be preparing a draft of the Town Meeting booklet. Committee members with items to submit should get them to Mr. Arnold so he can have a draft ready by Monday's meeting.

The Committee discussed adding an explanation of the reasoning behind the majority votes to the Town Meeting booklet. Mr. Johnson felt there was no need to provide this for every article, only for the ones with a reasonable need for it. Mr. Arnold noted it would not be a requirement, but if Committee members would like to draft a statement, a vote would then be taken as to whether to include it in the booklet.

### **AFC Survey Project**

Ms. Casemyr reviewed the new candidate final survey. Once the survey is approved, she will work with Mark Stockman to get the survey online. The Committee discussed testing the survey online before it goes live. The first question of the survey is to be deleted, and "Snow & Ice" added as M. in question #3 (now question #2). Question #4 is to be moved to the demographic section of the survey, between questions #9 and #10. The reference to "May 2011" is to be replaced with "Town Meeting." The Committee will look over the final draft and be ready to vote on it at Thursday's meeting.

### **Liaison Assignments and Related Business**

#### **Election of Advisory Finance Committee representative to the Capital Expenditures Planning Committee**

Mr. Arnold agreed to act as temporary liaison for Historical Commission and Youth & Family Services. Ms. Casemyr will handle the School Department alone until the ninth member of the Committee is appointed. Mr. Arnold explained the liaison procedure to the new members. He will send a memo informing department heads who the AFC liaison is, with a cc: to the liaison, explaining that the liaison will be in touch. At a convenient time, the AFC liaison should contact the department head to schedule a meeting, establish communication, and become familiar with the department. When the budget book comes out, further meetings should be scheduled with the department head to ask questions and get preliminary answers to bring back to the Committee. Mr. Linnane felt it was a good idea to attend

department meetings regularly if possible to get a feel for the issues involved. Mr. Johnson noted that being a liaison was not the same as being an advocate for the department. Committee members are entitled to have their own opinions apart from the interests of their assigned department.

Mr. Arnold explained that the Town Charter requires that one member of the Capital Expenditure Planning Committee be chosen by the AFC from its members, by election of the Committee. Mr. Arnold opened the floor for nominations. Mr. Cronin nominated Mr. Linnane for the position. The vote to approve Mr. Linnane as the elected AFC member of the Capital Expenditure Planning Committee is 6 in favor, 1 abstention (Linnane), with 7 being present.

### **Chair and Committee Liaison Reports**

Mr. Arnold reminded Committee members to decide by next Monday whether they will attend the Association of Town Finance Committees meeting in Franklin on October 23. Mr. Allen will attend. Ms. Casemyr, Mr. Linnane, and Mr. Johnson will not attend. Mr. Tepper was uncertain.

Mr. Linnane received an email from Jim Malloy explaining his position on the DPW article—he will bring it Thursday.

Ms. Casemyr noted that the Wastewater Plant did not meet last week but would meet on Wednesday. She also noted that Judy Lucas was commended by the School Committee for her service as liaison to the School Department. The Advisory Finance Committee members noted that they, too, commend and thank Ms. Lucas for her terms of service to the Town, the Committee, and her liaison work.

### **Comments & Concerns of Committee Members**

Mr. Johnson will start on the financial recap sheet and copy Ms. Lown. The recap should show what was recommended at May's Town Meeting, what was voted in by the Town, what has changed, and what the excess levy is. Regarding the request for additional funds of \$800,000, Ms. Casemyr would like to see a statement of what the full financial impact will be on town residents.

### **Adjournment**

Ms. Casemyr moved to adjourn the meeting at 9:20 p.m. The motion was approved 7-0 with 7 members present.

### **Document List**

Updated liaison request list, dated September 20, 2010.  
FinCom Presentation (Green Technology Advisory Group), dated September 20, 2010.  
South Street Project, Excel worksheet, dated September 20, 2010.  
Final Fall Warrant, Oct 12, dated September 17, 2010.  
Advisory Finance Committee Survey Candidate Final, dated September 16, 2010.  
FY2011 Department Totals, Excel spreadsheet, September 21, 2010.  
FY2011 Revenue & Expenditure Estimates, Excel spreadsheet, September 21, 2010.