Westborough Advisory Finance Committee Minutes of Meeting No. 24, FY2014 February 27, 2014 Approved: April 7, 2014

Members Present: Ed Behn, Chair, Gary Wells, Lisa Blazejewski, Sharon Kaiser, Peter Allen. Hank Rauch, Kathy Rosenblum Senie, John E. Arnold. Absent: Jim Tepper.

At 7:02 p.m. Mr. Behn called the meeting to order in Room 23 of the Forbes Building.

## Call to Order/Open Forum

There were no requests to address the Committee.

### **Approval of Minutes**

There were no minutes to approve.

## **Discussion of FY15 Budget/Articles and Voting Recommendations**

John E. Arnold noted that he will be abstaining from voting since he is up for election for Town Moderator. Mr. Behn will add a footnote as to why there may be an abstention on most votes. Mr. Arnold said he would write something up as well.

## Voting on FY15 Budgets

Mr. Wells moved that the Committee recommends that the Town so votes the following amounts for FY15 budgets: Moderator - Salary & Wages of \$250 Selectmen – Salary & Wages Elected of \$2,500, Salary & Wages of \$334,136, and Expenses of \$45,725 Finance Committee - Salary & Wages of \$3,028 and Expenses of \$2,117 Accountant - Salary & Wages of \$140,892 and Expenses of \$1,135 Assessors – Salary & Wages of \$225,922 and Expenses of \$25.099 Treasurer/Collector - Salary & Wages of \$233,833 and Expenses of \$49,435 Legal – Salary & Wages of \$131,544 and Expenses of \$41,622 Personnel Board – Expenses of \$14,120 MIS/GIS - Salary & Wages of \$163,202 and Expenses of \$221,405 Communications - Expenses of \$45,300 Central Purchasing – Expenses of \$84,820 Town Clerk - Salary & Wages Elected of \$88,949, Salary & Wages of \$125,709, and Expenses of \$4,200 Elections & Registration - Salary & Wages Elected of \$2,000, Salary & Wages of \$16,480, and Expenses of \$20,600 Conservation Commission - Salary & Wages of \$18,832 and Expenses of \$1,850 Planning Board – Salary & Wages of \$221,987 and Expenses of \$6,313 Zoning Board of Appeals – Salary & Wages of \$12,940 and Expenses of \$1,540 Buildings & Grounds – Salary & Wages of \$154,421 and Expenses of \$201,161 less trust funds of (\$600) Town Insurances - Expenses of \$10,080,000 Police Department - Salary and Wages of \$2,788,775 and Expenses of \$107,300 Fire & Ambulance Department - Salary & Wages of \$3,224,549 and Expenses of \$297,665 Building Dept. - Salary & Wages of \$300,494 and Expenses of \$52,689 Weights & Measures - Expenses of \$2,250 Animal Control - Salary & Wages of \$52,096 and Expenses of \$18,830 Assabet Valley Vocational – Expenses of \$657,183 Department of Public Works – Salary & Wages of \$1,602,767 and Expenses of \$697,956 less trust funds of (\$10,000) Street Light Account – Expenses of \$75,470 Health Department - Salary & Wages of \$302,635 and Expenses of \$13,700 less trust funds of (\$200) Youth & Family Services – Salary & Wages of \$172,517 and Expenses of \$6,750 Veterans Services – Expenses of \$130,976 Trustees Soldiers Memorials - Expenses of \$2,800

Library – Salary & Wages of \$736,137 and Expenses of \$251,691 Recreation Department – Salary & Wages of \$196,311 Cultural Council – Expenses of \$2,000 Debt – Expenses of \$8,986,375 Sewer Enterprise – Salary & Wages of \$729,178, Expenses of \$283,680, and Debt of \$766,845 Wastewater Treatment Plant – Salary & Wages of \$15,264 and Expenses of \$3,941,040 Water Enterprise – Salary & Wages of \$571,265, Expenses of \$1,798,131, and Debt of \$1,755,922 Country Club Enterprise – Salary & Wages of \$5,081 and Expenses of \$388,226

The vote to approve Mr. Wells' motion is 7 in favor, 1 abstention (Arnold), with 8 being present.

### Continued Review & Discussion of FY15 Budget & Voting

Snow & Ice Removal – It was noted that there is a \$100,000 increase to this budget. Originally Snow & Ice Removal was budgeted at \$454,211, now it is at \$554,211. There was discussion over the proposal of reducing the AFC Reserve Fund by \$50,000 and increasing Snow & Ice Removal by \$100,000. Mr. Behn was concerned with the decrease to the AFC Reserve Fund since there would be less money to transfer to other budgets that may have a need for additional funds. Mr. Behn felt there were two items that are difficult to budget for - Snow & Ice Removal and Special Education. Mr. Behn would like the School Department to budget as accurately as they can, and if they need additional funds, they can come to the AFC. Mr. Allen said that he viewed the change as now having an additional \$50,000 in the AFC Reserve Fund since Snow & Ice would increase by \$100,000 but the AFC Reserve Fund would only decrease by \$50,000. Mr. Allen felt this change would provide more flexibility for the AFC to continue to fund any shortfalls to Snow & Ice Removal and also help other departments that may have a need. Mr. Behn clarified that he would like to see an increase of \$50,000 to the Snow & Ice budget and \$300,000 stay in the AFC Reserve Fund. Mr. Wells pointed out that, using historical data, if the Snow & Ice budget was increased by \$100,000 then they should only come to the AFC for approximately \$50,000 in additional funds. Mr. Wells felt that the Snow & Ice budget was more realistic with the \$100,000 increase, and that the decrease of \$50,000 to the AFC Reserve Fund provided some relief to the tax payers, while still leaving funds available to support the schools if needed. Mr. Allen mentioned Town Manager, Jim Malloy's figure of \$73,000 as an increase to the Snow & Ice budget, and a decrease to the AFC Reserve Fund of \$23,000, and said he was comfortable with either one of these combinations. Ms. Rosenblum Senie felt the increase of \$100,000 to the Snow & Ice budget seemed reasonable. Ms. Blazejewski agreed and felt the budget was more balanced. Mr. Behn said he would support the increase to Snow & Ice of \$100,000 and a decrease to the AFC Reserve Fund of \$50,000 since there are other options available for obtaining funds either through a Town Meeting article in the fall or by requesting an inter-departmental transfer. Mr. Wells moved that the Committee recommends that the Town so votes Salary & Wages of \$172,396 and Expenses of \$381,815 for the FY15 Snow & Ice Removal budget. The vote to approve Mr. Wells' motion is 7 in favor, 1 abstention (Arnold), with 8 being present.

**Sanitary Landfill** – Mr. Wells moved that the Committee recommends that the Town so votes Expenses of \$762,564 for the FY15 Sanitary Landfill budget. The vote to approve Mr. Wells' motion is 7 in favor, 1 abstention (Arnold), with 8 being present.

**Council on Aging (COA)** – There was discussion by Committee members over the COA's request for an Asian outreach worker that would increase their Expenses line item by \$6,336, and an additional part time bus driver that would increase their Salary & Wages by \$15,849. It was noted that the Selectmen voted against adding these items to the COA's budget for FY15. Ms. Rosenblum Senie was in favor of the COA's request. Mr. Wells was also in favor of the COA's request for an Asian outreach worker and felt there should be more equality between what is spent in the schools for bilingual staff and what is offered to seniors, since both groups represent a similar number of the population in town. Mr. Rauch was concerned with paying for more staff when there was a need to replace the buses and felt the COA should develop a plan to identify future needs. Mr. Rauch wondered if the COA would come back with requests for other outreach workers. Mr. Allen felt that the COA showed the need for an Asian outreach worker through their pilot program and he supports their request for an Asian outreach worker, but not the COA's request for an additional bus driver. Ms. Rosenblum Senie felt that if the COA recognized the need for outreach workers for other groups that are feeling isolated, that they should bring forth requests as the need arises. Ms. Blazejewski agreed and said that the composition of the town will change as the population changes and the COA will need to assess and recommend

changes as they see fit. Ms. Blazejewski was in support of the additional driver as well, since she thought the COA was getting to a point where they couldn't get everyone where they needed to go. Ms. Kaiser agreed with Ms. Blazejewski and supports the full budget request of the COA. She mentioned that she hopes the COA can come up with a plan to identify future needs since the Town may be different in 5 years. Mr. Behn mentioned that he supports the Asian outreach worker, but not the additional driver. He felt it would be worthwhile to have the COA back for more discussion during the course of the year to figure out what needs to be done to serve our senior population and plans for coming to the town for funding. Mr. Wells moved that the Committee recommends that the Town so votes Salary & Wages of \$278,671 for the FY15 Council on Aging budget. The vote to approve Mr. Wells' motion is 4 in favor (Wells, Rosenblum Senie, Blazejewski, Kaiser), 3 opposed (Allen, Behn, Rauch), and 1 abstention (Arnold), with 8 being present. Mr. Wells moved that the Committee recommends that the Town so votes Expenses of \$54,088 for the FY15 Council on Aging budget. The vote to approve Mr. Wells, Rosenblum Senie, Blazejewski, Kaiser), and 1 abstention (Arnold), with 8 being present. Mr. Wells moved (Rauch), and 1 abstention (Arnold), with 8 being present. Name and the town of the approve Mr. Wells' motion is 6 in favor (Behn, Allen, Wells, Rosenblum Senie, Blazejewski, Kaiser), 1 opposed (Rauch), and 1 abstention (Arnold), with 8 being present.

Historical Commission - Mr. Behn noted that the Selectmen voted for the recommendation by Tim Dodd to fund the Historical Commission's Administrative Assistant's job at 15 hours per month instead of the 10 hours per month that was recommended by Town Manager, Jim Malloy. There was discussion over the process taken in reducing the Historical Commission's budget and whether proper channels and procedures were followed. Ms. Blazejewski didn't think it was the role of the AFC liaison to inform a department of budget cuts and felt there should be a better process. Ms. Blazejewski said that she received an email from the Historical Commission Chair, Hazel Nourse, proposing three different scenarios for reducing the hours for their Administrative Assistant and she would support either fully funding their request or one of the proposals put forth by Ms. Nourse. Mr. Rauch thought that the Historical Commission had expanded their role and needed to scale back to what was essential. He supported reducing both the scope of work and pay. Mr. Wells felt that this budget reduction wasn't handled properly and wanted to fully fund the Historical Commission's request for their Administrative Assistant to remain at the same salary and hours for FY15. Ms. Rosenblum Senie said she would support either Mr. Wells proposal or one of the scenarios of reducing the Admin's hours as Ms. Nourse outlined in her email. Ms. Rosenblum Senie said she reviewed the documentation and felt that the duties handled by the Administrative Assistant were more than just displaying archeological artifacts. Since the Administrative Assistant helped with permits and signage, Ms. Rosenblum Senie thought it was reasonable to give them a year to transition so they could train volunteers and make changes before drastically reducing their budget. Mr. Behn felt the reduction to the Administrative Assistant's hours from 19 hours per week to 15 hours per month was extreme and would support something in the middle such as 6 hours per week. Mr. Behn also mentioned that a memo should be written to the Selectmen with the concerns brought up by Mr. Wells and Ms. Blazejewski. Mr. Allen didn't want to confuse voters, since there were many different proposals from \$3,000 to \$15,000, and thought the number given by Mr. Malloy should be supported. It was mentioned that there are three scenarios to consider - the budget figure put forth by the Town Manager, the Historical Commission's request, or a motion for a third recommendation. Mr. Wells moved that the Committee recommends that the Town so votes Salary & Wages of \$19,461 for the Historical Commission's FY15 budget. The vote to approve Mr. Wells' motion is 3 in favor (Wells, Rosenblum Senie, Blazejewski), 3 opposed (Allen, Rauch, Kaiser), 2 abstentions (Arnold, Behn), with 8 being present. Mr. Allen moved that the Committee recommends that the Town so votes Salary & Wages of \$2,975 as recommended by the Town Manager for the Historical Commission's FY15 budget. The vote to approve Mr. Allen's motion is 2 in favor (Allen, Rauch), 3 opposed (Wells, Rosenblum Senie, Blazejewski), 3 abstentions (Arnold, Behn, Kaiser), with 8 being present. Ms. Rosenblum Senie suggested an alternate motion of reducing the Administrative Assistant's hours to 9 hours per week, which was the minimum number of hours requested by the Historical Commission in their three alternate proposals. This would represent a total salary of \$11,677/year at the current rate of \$24.95/hour. Mr. Wells moved that the Committee recommends that the Town so votes Salary & Wages of \$11,677 for the Historical Commission's FY15 budget. The vote to approve Mr. Wells' motion is 5 in favor (Behn, Wells, Rosenblum Senie, Kaiser, Blazejewski), 2 opposed (Rauch, Allen), 1 abstention (Arnold), with 8 being present. Mr. Behn said he would include in the footnotes that this represents a 40% reduction in the Historical Commission's budget. Mr. Wells moved that the Committee recommends that the Town so votes Expenses of \$5,725 for the Historical Commission's FY15 budget. The vote to approve Mr. Wells' motion is 7 in favor, 1 abstention (Arnold), with 8 being present.

### **Voting on Articles**

Article 2 – Town Reports: Mr. Wells moved to recommend the Town vote to receive the reports of the various officers and committees and that the report of the Advisory Finance Committee be acted upon item by item under the various articles of the warrant. The vote to approve the article recommendation is 7 in favor, 1 abstaining (Arnold), with 8 being present.

**Article 3 – FY14 Budget Transfers:** Mr. Wells moved that the Town vote to transfer \$10,000 from the Insurance Account to the Legal Expense Account, transfer \$2,500 from the Insurance Account to the Personnel Board Expense Account, and transfer \$1,700 from the Insurance Account to the Board of Selectmen/Town Manager's Expense Account. The vote to approve the article recommendation is 7 in favor, 1 abstaining (Arnold), with 8 being present. Mr. Arnold suggested having a table in the R&R book to provide more clarification.

Article 4 – Prior Year (FY13) Bill: Mr. Wells moved to recommend the Town vote to approve this article as printed in the warrant. The vote to approve the article recommendation is 7 in favor, 1 abstaining (Arnold), with 8 being present.

Article 5 – Amend Classification Plan: Mr. Wells moved to recommend the Town vote to approve this article as printed in the warrant. The vote to approve the article recommendation is 7 in favor, 1 abstaining (Arnold), with 8 being present.

Article 6 – Amend Wage and Salary Schedule: Mr. Wells moved to recommend the Town vote to approve this article as printed in the warrant. The vote to approve the article recommendation is 7 in favor, 1 abstaining (Arnold), with 8 being present.

Article 7 – Fiscal Year 2015 Operating Budget: Since the FY15 budget hasn't been completed yet, there was no vote taken.

**Article 8 – Regularly Recurring Articles:** Mr. Wells moved that the Town vote to approve Article 8, Sections A & B and that the Town vote to raise and appropriate the sum of \$250,000, transfer and appropriate \$50,000 from Water Retained Earnings, transfer and appropriate \$50,000 from Sewer Retained Earnings and transfer and appropriate \$20,000 from Country Club Retained Earnings for the purpose of Article 8C; raise and appropriate \$2,500 for the purpose of Article 8D; transfer from available funds the sum of \$797,253 for the purpose of Article 8E; and raise and appropriate the sum of \$12,000 for the purpose of Article 8F as printed in the warrant. The vote to approve the article recommendation is 7 in favor, 1 abstaining (Arnold), with 8 being present.

**Article 9** – **Capital Improvement Plan:** Mr. Wells moved that the Town vote to transfer from Free Cash and appropriate the sum of \$206,000 for the purposes of Article 9A; transfer from Sewer Retained Earnings and appropriate the sum of \$60,000 for the purposes of Article 9B: transfer from Free Cash and appropriate the sum of \$20,000 for the purpose of Article 9B: transfer from Free Cash and appropriate the sum of \$25,000 for the purpose of Article 9E; transfer from Free Cash and appropriate the sum of \$55,000 for the purpose of Article 9E; transfer from Free Cash and appropriate the sum of \$63,000 for the purpose of Article 9F; transfer from Free Cash and appropriate the sum of \$63,000 for the purpose of Article 9F; transfer from Free Cash and appropriate the sum of \$17,000 for the purpose of Article 9H; transfer from Free Cash and appropriate the sum of \$45,000 for the purpose of Article 9I; transfer from Free Cash and appropriate the sum of \$12,863 for the purpose of Article 9K as printed in the warrant and further moved that the size of the Town's fleet does not increase due to any purchases related to this Article. The vote to approve the article recommendation is 7 in favor, 1 abstaining (Arnold), with 8 being present.

**Article 9C – Police/Fire Radio Tower:** Ms. Rosenblum Senie said she was against Article 9C as she didn't feel there was enough investigation into alternatives for the location of the tower. Mr. Wells mentioned that he would like to appropriate the entire \$307,000 from Free Cash. Mr. Wells pointed out that in recent years the Town has strived to fund all capital improvements from previous years retained earnings. Mr. Allen said that he would like to explore Ms. Rosenblum Senie's vote not to support Article 9C. Mr. Allen asked Ms. Blazejewski, as Capital Expenditures Liaison, if capital items were listed in order of importance. She said she doesn't think the Capital Expenditures are listed in order but she did say that anything to do with public safety is taken seriously. Mr. Rauch said he remembered this discussion and that since we had no lease with the landlord that we had no right to be there. Mr. Arnold looked up the ratings of each of the capital expenditure requests and this was the highest rated by the Capital Expenditures Committee. Ms. Rosenblum Senie mentioned that the tower was located on top of the Bay State Gas building for a number of years and she felt there might be a possibility to enter into an agreement with the new building owner or tenant, or that there might be other suitable buildings in the area that could be explored. There was continued discussion by Mr. Wells on using Free Cash to fully fund the cost of the tower. Mr. Behn said he agreed with Mr. Wells logic but supports leaving \$157,000 as a "raise and appropriate" to bolster reserves. Mr. Wells moved to recommend the Town vote to transfer from Free Cash and appropriate the sum of \$307,000 for the purpose of Article 9C as printed

in the warrant. The vote to approve the article recommendation is 2 in favor (Wells, Blazejewski), 5 opposed (Behn, Allen, Rauch, Rosenblum Senie, Kaiser), 1 abstention (Arnold), with 8 being present. Mr. Wells moved to recommend the Town vote to transfer from Free Cash and appropriate the sum of \$150,000 and raise and appropriate the sum of \$157,000 for the purpose of Article 9C as printed in the warrant. The vote to approve the article recommendation is 6 in favor (Allen, Rauch, Behn, Wells, Blazejewski, Kaiser), 1 opposed (Rosenblum Senie), 1 abstention (Arnold), with 8 being present.

**Article 10 – Fire Department SUV:** Mr. Wells moved that the Town vote to transfer from Free Cash and appropriate the sum of \$40,000 for the purpose of the article as printed in the warrant and further moved that the size of the Town's fleet does not increase due to any purchase related to this Article. The vote to approve the article recommendation is 7 in favor, 1 abstaining (Arnold), with 8 being present.

**Article 11 – Country Club Improvements:** Mr. Wells moved that the Town vote to transfer and appropriate from Country Club Retained Earnings the sum of \$30,000 for the purposes of this article as printed in the warrant. The vote to approve the article recommendation is 7 in favor, 1 abstaining (Arnold), with 8 being present.

Article 12 – Drainage Maintenance & Evaluation: Mr. Wells moved that the Town vote to approve this article as printed in the warrant. The vote to approve the article recommendation is 7 in favor, 1 abstaining (Arnold), with 8 being present.

Article 13 – Town Water System: Mr. Wells moved that the Town vote to approve this article as printed in the warrant. The vote to approve the article recommendation is 7 in favor, 1 abstaining (Arnold), with 8 being present.

Article 14 – Town Sewer System: Mr. Wells moved that the Town vote to approve this article as printed in the warrant. The vote to approve the article recommendation is 7 in favor, 1 abstaining (Arnold), with 8 being present.

Article 15 – Massachusetts Historic Commission Reimbursement: Mr. Wells moved that the Town vote to transfer from Free Cash and appropriate the sum of \$22,000 for the purpose of the article as printed in the warrant. The vote to approve the article recommendation is 7 in favor, 1 abstaining (Arnold), with 8 being present.

Article 16 - Electronic Voting: There was concern by Committee members over the cost of electronic voting. Mr. Behn was asked if \$40,000 would cover an average size Town Meeting and he said the Electronic Voting Committee reviewed the figure and said it would. Mr. Behn mentioned that if more residents attended Town Meeting, costs could go up, and the AFC may be asked for a transfer from their Reserve Fund, but they wouldn't know that until the bill came in after Town Meeting. Mr. Behn said that there could be some sort of sliding scale or a "not to exceed as" and that the Town wouldn't go over a particular amount. There would be a cap to the number of clickers handed out and, when it was exceeded, the Town Clerk would be notified, and the Town Meeting could revert back to using the paper slips since everyone needs to vote the same way. Mr. Allen felt the \$40,000 cost was enough for him to vote "no". Mr. Wells asked if the \$40,000 included the free demo and covered both the Special Town Meeting in October 2014 and the annual Town Meeting in March 2015. Mr. Behn said that the \$40,000 would cover the entire fiscal year. Mr. Wells was inclined to agree with Mr. Allen and felt it was too much money. Mr. Wells said he liked the idea of electronic voting since the technology provided a quicker, more accurate vote count, but still thought the amount was high. Mr. Behn felt the \$40,000 for electronic voting was worth the cost since it provided a secret ballot and eliminated any pressure or bad feelings that could come from voting in front of customers or neighbors that felt differently and could boost attendance at Town Meetings. Ms. Blazejewski liked the idea of electronic voting but she said she doesn't get the sense that the public supports the idea and that some people might not trust technology. Ms. Blazejewski asked if the Electronic Voting Committee had looked at other options like sharing equipment with another town to bring down the cost. Mr. Behn said that option isn't available yet. Mr. Behn addressed the issue of security and reliability and said he has an IT background and doesn't have a concern. This issue was brought up on the Town floor at the STM in October as part of the presentation and they could address that again. Ms. Rosenblum Senie felt that the cost was too high and the benefits were not worth the expense. Mr. Rauch felt the cost of \$40,000 to taxpayers wasn't worth changing the way we vote. Mr. Wells moved that the Town vote to defeat the article as printed in the warrant. The vote to defeat is 6 in favor (Allen, Rauch, Wells, Rosenblum Senie, Blazejewski, Kaiser), 1 opposed (Behn), 1 abstaining (Arnold), with 8 being present.

**Article 17 – Conservation Survey:** Mr. Wells moved that the Town vote to transfer from Free Cash and appropriate the sum of \$6,000 for the purpose of the article as printed in the warrant. The vote to approve the article recommendation is 7 in favor, 1 abstaining (Arnold), with 8 being present.

Article 18 – McKinney Vento Homeless Student Transportation: Committee members felt the vote on this article should be skipped until after the School Department meets with the AFC on 3/3.

Article 19 – Lease Authorization: Committee members felt voting should be skipped since there's still some controversy surrounding this article. Mr. Allen mentioned that the AFC could take the same stance as the Selectmen and vote on this article on Town floor.

Article 20 – Dimensional Regulations on Town-Owned Parcel: Committee members felt that voting on this article should be skipped since it is closely related to Article 19.

Article 21 – Amend Zoning Bylaws, Article 2, District Regulations, Section 2300, Use Regulations Schedule, Open Uses and Article 5, Definitions: Mr. Wells moved that the Town vote to approve this article as printed in the warrant. The vote to approve the article recommendation is 6 in favor, 2 abstaining (Arnold, Allen), with 8 being present.

Article 22 – Amend Zoning Bylaws, Article 1, Administration and Procedure, Section 1200, Subsection 1241, Design Requirements: Mr. Wells moved that the Town vote to approve this article as printed in the warrant. The vote to approve the article recommendation is 7 in favor, 1 abstaining (Arnold), with 8 being present.

Article 23 – Amend Zoning Bylaws, by amending Article 2, District Regulations, Section 2500, Dimensional Regulations, Subsection 2540, Multiple Buildings and Article 5, Definitions: Mr. Wells moved that the Town vote to approve this article as printed in the warrant. The vote to approve the article recommendation is 7 in favor, 1 abstaining (Arnold), with 8 being present.

**Article 24** – **General Bylaw, Article 24 Deletion:** Mr. Wells moved that the Town vote to approve this article as printed in the warrant. The vote to approve the article recommendation is 7 in favor, 1 abstaining (Arnold), with 8 being present.

Article 25 – Acceptance of MGL Ch. 40, Subsection 8G: Mr. Wells moved that the Town vote to accept MGL Ch. 40, Subsection 8G as printed in the warrant. The vote to approve the article recommendation is 7 in favor, 1 abstaining (Arnold), with 8 being present.

## Chairman, Committee Liaison, and Department Liaison Reports

Mr. Behn mentioned the possible storm that's forecasted for Monday, 3/3. In the event of inclement weather and possibly having to cancel the meeting with the School Department on March 3<sup>rd</sup>, Mr. Behn would recommend that the meeting be rescheduled to Thursday, 3/6, and then the AFC would meet on Friday, 3/7, to complete voting and review of the R&R book.

Mr. Behn emailed sample pages of the R&R book to Committee members for their comments. He asked the Committee to let him know what columns should be incorporated and the level of detail that should be included in the book. Mr. Behn also mentioned that additional detail could be included on the website.

### Adjournment

Mr. Wells made a motion to adjourn the meeting at 10:33 p.m. The vote to adjourn was 8 in favor, with 8 being present.

### **Document List**

AFC Voting Tally Sheets for FY15 Budgets and Articles

Respectfully submitted, Jessica Thomas AFC Administrative Assistant