

Members Present: Gary Wells, Chair, Beth Blumberg, Ed Behn, Sharon Kaiser, Lisa Blazejewski, Peter Allen, Tara Howard. Absent: Jim Tepper, Hank Rauch.

At 7:00 p.m. Mr. Wells called the meeting to order in Room 23 of the Forbes Municipal Building.

Approval of Past Minutes
Meeting No. 29, May 4, 2015

Mr. Behn made a motion to approve the amended minutes from 5-4-15. Voted: 6-0-0. Ms. Howard was not present for this vote.

End of Year Financial Transfers

Fire Chief, Nick Perron, met with the AFC to discuss an end of year transfer request within his department. He provided a handout indicating that he would like to transfer \$15,000 from his Fire Department wages account to his expenses account. He has incurred additional expenses after moving from the old building to the new one that he didn't anticipate. Chief Perron referenced inspections and licenses for the new furnace, and also an additional cost for their Plymovent system. However, due to vacancies in the department, he can cover these expenses from his wages account. Mr. Behn made a motion that the AFC approve the transfer in the amount of \$15,000 from the Fire Department Wages account #12202 to the Fire Department Expenses account #12203. Voted: 7-0-0. Mr. Wells asked Chief Perron if there was anything relative to the new station that would be relevant to the AFC. Chief Perron said that they are still dealing with some issues such as cracks in the concrete apron, cork flooring in the kitchen, fogged and off-tint glass in the overhead doors and there's also been some leaking. Chief Perron mentioned that the Municipal Building Committee (MBC) is overseeing this project and meets with the Owners Project Manager (OPM) and architect every other Wednesday. Chief Perron also attends those meetings. Mr. Allen noted, as liaison to the MBC, that he is aware these items are still open on the Punch List and should be resolved. Since Mr. Allen has attended many of the MBC meetings as well, he wanted to thank Chief Perron and his staff for assisting the MBC with issues that have come up when moving from the old station to the new station – especially with the technical aspect. Mr. Wells announced to the viewing audience that Chief Perron is retiring at the end of this month. He wanted to thank Chief Perron for his 43 years of service to the Town and the dedication involved with a 24/7 job. The Committee agreed and appreciated all that Chief Perron has done for the Town, and also his professionalism over the years when meeting with the AFC. Chief Perron thanked the AFC for their support.

Mr. Wells mentioned that he also had a request from Town Manager, Jim Malloy, for an inter-departmental transfer from Group Insurance – Medical to the Street Lights account. Mr. Malloy noted that the Town has recently accepted new streets with additional street lights. Mr. Behn made a motion that the AFC approve the transfer in the amount of \$2,071 from the Group Insurance – Medical account #11933-5706 to the Street Lighting Expenses account #14243. Voted 7-0-0

Mr. Wells had another request from Mr. Malloy to transfer funds from the Group Insurance – Medical account to the Police Department wages account to cover a shortfall due to not receiving grant money prior to fiscal year end. Mr. Behn made a motion that the AFC approve the transfer in the amount of \$22,253 from the Group Insurance – Medical account #11933-5706 to the Police Department wages account #12102. Voted 7-0-0.

Mr. Malloy also submitted a request to transfer funds from the Group Insurance – Medical account to the Legal expenses account since changing from in-house to outside legal counsel. Mr. Behn made a motion that the AFC approve the transfer in the amount of \$4,642 from the Group Insurance – Medical account #11933-5706 to the Legal Expenses account #11513. Voted: 7-0-0.

Mr. Wells had a request from Town Accountant, Leah Talbot, for a transfer from the AFC Reserve Fund to cover various Salary & Wage accounts. Since there was one extra Tuesday this year, and that is a 12 hour work day, there was a bit of a shortfall. Mr. Behn made a motion that the AFC approve the transfer in the amount of \$2,101 from the Advisory Finance Committee Reserve Fund to the following Salary and Wages accounts:

Selectmen/Town Manager – Salary – Asst & Agent - \$136 – Account #11221-5102

Selectmen/Town Manager – Wages – Clerical - \$173 – Account #11221-5103

Town Accountant – Salary – Department Head - \$149 – Account #11341-5101

Town Accountant – Wages – Clerical - \$27 – Account #11342-5103

Treasurer/Collector – Salary – Department Head - \$157 – Account #11381-5101

Treasurer/Collector – Wages – Clerical - \$229 – Account #11382-5103

Town Clerk – Salary – Department Head - \$149 – Account #11611-5101

Planning Board – Salary – Department Head - \$149 – Account #11721-5101

Planning Board – Asst & Agent - \$125 – Account #11721-5102

Planning Board – Wages – Clerical - \$97 – Account #11722-5103

Building Commissioner – Salary – Department Head - \$148 – Account #12511-5101

Building Commissioner – Salary – Asst & Agent - \$265 – Account #12511-5102

Building Commissioner – Wages – Clerical - \$92 – Account #12512-5103

Recreation – Salary – Department Head - \$94 – Account #16201-5101

Recreation – Wages – Operations - \$111 – Account #16202-5104

Voted: 7-0-0.

Mr. Wells also had a request from the DPW for a transfer from the AFC Reserve Fund to cover a shortfall in the Snow/Ice Overtime Wages account. Mr. Behn made a motion that the AFC approve the transfer in the amount of \$8,325.72 from the Advisory Finance Committee Reserve Fund to the Snow/Ice Overtime Wages account #14232-5105M. Voted: 7-0-0.

Mr. Wells mentioned that he had another request from Town Accountant, Leah Talbot. If the Board of Selectmen do not have a quorum for their meeting tomorrow night and cannot approve the four inter-departmental transfers, Ms. Talbot asked that the AFC grant her the authority to make these transfers from the AFC Reserve Fund. Mr. Behn noted that whatever is left over in these accounts at fiscal year-end all goes back to Free Cash. Mr. Behn made a motion that in the event that the Board of Selectmen are unable to act upon the following budget transfer items that the Town Accountant is authorized to transfer from the AFC Reserve Fund Account the necessary amounts:

Fire Department Expenses in the amount of \$15,000

Police Department Expenses in the amount of \$22,253

Street Lighting Expenses in the amount of \$2,071

Town Counsel Expenses in the amount of \$4,642

Voted: 7-0-0.

Town Moderator – John Arnold

Town Moderator, John Arnold, met with the AFC. He informed the Committee that two AFC members were resigning. Peter Allen will officially resign tomorrow so he can still vote at tonight's meeting. Mr. Allen wanted to thank the Committee and felt privileged to be a part of the AFC for the past 5 years. Sharon Kaiser is also resigning at the end of her term. Mr. Arnold thanked both Mr. Allen and Ms. Kaiser for their years of service. He will be making new appointments to replace them shortly. Mr. Arnold wanted to let the viewing audience know that he is always looking for individuals to serve on Town Committees, especially those populations that may not be represented. He stressed that you don't need to be an expert in finance but rather learn how Town government works.

Mr. Wells had a question about when the warrant needed to close for the Special Town Meeting, since what was in the Charter had different requirements than what was specified for Mass General Laws. Ms. Blazejewski wanted to mention that the Charter Review Committee did determine that Town Meeting starts at elections. Mr. Arnold informed the AFC that the warrant needs to close 14 days prior to Special Town Meeting. It was noted that the AFC can start talking about articles before the warrant closes due to time constraints. Mr. Wells pointed out that the Special Town Meeting warrant has become almost as big as the warrant for the Annual Town Meeting and he wondered why the requirement couldn't be 30 days like it is for the ATM to give more preparation time. He will remind Town Manager, Jim Malloy, and the BOS to send along a draft of the warrant as soon as possible so discussion can start. Since running out of time was a concern, Mr. Arnold mentioned that he could have proponents speak, and then the AFC could deliberate while he takes questions. Mr. Behn expressed his concern that this approach does not provide the back and forth discussion that is needed in order to understand the intricacies of an article and make an appropriate recommendation for town meeting. Mr. Behn said that he would rather abstain from voting if he doesn't know enough about an article. Mr. Arnold offered to note the AFC's position at Town Meeting.

FY2016 Meeting Schedule

Mr. Wells noted the new FY16 AFC meeting schedule that was provided as a handout for Committee members. He pointed out that the meeting schedule is subject to change depending on the size of the warrant and number of articles for both Town Meetings. He will post it tomorrow with the Town Clerk unless anyone has any changes. Mr. Wells informed the Committee that the next AFC meeting will be Thursday, 9/17. He hopes to invite Town Manager, Jim Malloy, to the meeting to begin discussion on the Special Town Meeting warrant. Mr. Wells mentioned that in September he will start booking major departments to meet with the AFC beginning in January for Annual Town Meeting preparation. Mr. Wells will reach out to presenters in advance regarding their presentation and time allotted. He'd like to invite designated Departments and Committees to meet with the AFC, have them make their presentation, ask questions, and then terminate the presentation and reserve AFC discussion for later in the meeting. Regarding scheduling departments for ATM preparation, Mr. Behn suggested booking them on a Monday with a snow date on Thursday so discussion isn't delayed due to weather. Mr. Behn also recommended that in preparation for the next AFC meeting that liaisons go through their list and identify those departments that should be invited in. Mr. Wells said he would generate a list and email it out for everyone's review. Mr. Arnold reminded AFC members that the Spurr House Committee should provide a report at Special Town Meeting as to what they recommend, so he suggested reaching out to them in advance to see where they are at with their report.

Chairman, Committee Liaison, and Department Liaison Reports

Mr. Allen provided an update on the Municipal Building Committee (MBC). He circulated the architect's rendering of the Memorial Park which will be located on the corner of Milk and Grove Streets next to the Fire Station. He noted this part of the project is going out to bid and will incorporate a piece of the steel beam from the World Trade Center in the design. The MBC is targeting an Open House on September 11th for the dedication of the new station and Memorial Park. Regarding the Town Hall, Mr. Allen reported that the renovations are rapidly coming together. The front of the Town Hall is starting to become complete and the interior is following along. Furniture is slated to be delivered at the beginning of September. Mr. Allen also noted that a new roof was added to the project but it is still well within budget.

Ms. Blazejewski informed the Committee about recent events with the Charter Review Committee. She said they made a 40 minute presentation to the Board of Selectmen (BOS) in June. Their report was accepted and it is now under consideration with the BOS, but they have not received any feedback yet. Ms. Blazejewski said the BOS are to have an open discussion at their meeting tomorrow night and then hope to come back to the Charter Review Committee with a plan. She said there were about 8 or 9 different suggestions given to the BOS. They are trying not to have too many articles on one warrant. After school starts, Ms. Blazejewski said that there will be two public meetings, and then they will determine what articles should be presented in the fall and what could wait until the spring. They are on a hiatus now until they hear back from the BOS. Mr. Arnold asked if the Charter

Review Committee's report was on the Town website and Ms. Blazejewski thought it was but also mentioned that it was recorded by Westborough TV. Mr. Behn asked what their plan was to break up articles between the multiple Town meetings. Ms. Blazejewski replied that some items were housekeeping and logistical issues, and then there were some more specific items related to the Town budget and who the Town Manager can hire and appoint, along with some items that are inter-dependent. They are looking to get more organized, concise, and efficient.

Comments and Concerns – Committee Members

Mr. Allen wanted to recommend to the viewing audience to volunteer for the Advisory Finance Committee since he has had a good experience and learned a great deal. Mr. Wells thanked Mr. Allen for his years of service and pointed out his informative reports as a liaison to other Committees. Mr. Allen said he will continue on as an Ambassador on the Economic Development Committee.

Ms. Kaiser wanted to second what Mr. Allen said and mentioned she has learned plenty, and appreciates the smart, dedicated members of the Committee that she had the pleasure of serving with over the past few years. Mr. Wells thanked Ms. Kaiser as well.

Mr. Behn mentioned seeing other AFC Committee members present when the school population trends and school needs study results were reported. He thought there were some large capital items coming up for the schools. He noted that the Fire Station came in under budget and currently the Town Hall is as well. Mr. Wells pointed out that \$25,000 was transferred from the AFC reserve fund to the schools for the purpose of this study. He felt the study was necessary and will help guide the Town with future planning since it provided an Independent review of overall town demographics.

Public Reminders for Viewers

None

Adjournment

Mr. Behn made a motion to adjourn the meeting at 8:19 p.m. The vote to adjourn was 7-0-0 in favor, with 7 being present.

Document List

Request for Appropriation Transfers Between or Within Departments – Fire Department
Email and supporting documentation for transfer – handout from Fire Chief Nick Perron
Request for Appropriation Transfer Between or Within Departments – Group Insurance to Street Lighting
Request for Appropriation Transfer Between or Within Departments – Group Insurance to Police Dept. Wages
Request for Appropriation Transfer Between or Within Departments – Group Insurance to Town Counsel Exp.
Request for Transfer from Reserve Fund – Various Salary & Wages Accounts
Request for Transfer from Reserve Fund – Snow/Ice Overtime Wages
Motions to approve transfers
FY16 AFC Meeting Schedule – Gary Wells

Respectfully submitted,
Jessica Thomas
AFC Administrative Assistant