

Members present: John W. Hadley Christopher A. Rucho
 Kevin M. McCormick Siobhan M. Bohnson
 Patrick J. Crowley

Mr. Hadley convened the meeting at 6:37 p.m.

1. Request for Common Victuallar and Fruit & Vegetable Licenses from Land & Sea (d/b/a Central St. Market), 26 Central Street

John Laingor joined the Board. He owns Land & Sea in the Town of Paxton and recently purchased Central Street Market. Ms. Bohnson asked if he would be selling alcohol or food. Mr. Laingor explained that the former owner had a beer and wine license and he thought the license would transfer over. That is what he hoped would happen. They intend to do some cooking and add seafood. He intends to begin the process to apply for a beer and wine license. Ms. Bohnson asked when he plans to open. He advised that he opened on Saturday. His hours of operation are Monday-Saturday 10-7; Sunday, 10:00-6.

Motion Mr. Crowley to approve the request, seconded by Mr. Rucho, all in favor.

2. Review of Articles for October 19, 2015 Town Meeting, Vote to close the Warrant & Sign the Warrant

Mr. Purcell reports that four of the articles previously requested have been pulled. We previously had a drainage easement, which we have been told does not need town meeting approval. The Sign Bylaw amendment is not ready as the Planning Board needs to have its public hearing, the wide area network backup is still being looked at and the generator for the DPW was also pulled.

Mr. Purcell reviewed his budget snapshot with the Board. Under taxation, the previous Town Administrator used \$15,629,164 as his FY16 budgeted levy limit. There is additional levy of \$139,484. Finance Director Michael Daley's estimate went as high as \$190,000 and Mr. Purcell will take a more conservative approach with his number. Miscellaneous non-reoccurring receipts included an \$8,000 item when we shared building inspector services with the Town of Sterling and a MEMA receipt of \$40,000. We have \$139,484 available to raise and appropriate. The budget fix articles total \$87,200. According to the New Growth Taxation Policy you have \$52,000 going into the Capital Investment Fund. The balance in that fund is \$585,483. Under Free Cash we are not certified yet, however, the Finance Director estimates that number to be between \$500,000 and \$600,000. The Policy sets aside 1% of the current operation budget which is \$224,730. Total of articles 5-11 is \$99,450. The budget fix article is Article 12, which includes a transfer of \$40,000 for bond anticipation notes from town hall and carrying costs for the police station and senior center projects. If those projects do not pass, we may not need that full amount. The Stabilization Fund Policy goal is 4% of the budget so we need to put in at least \$64,781. We have \$121,039 available for other expenses, Capital and Stabilization. The current balance in Stabilization is \$1,058,864. The goal is no less than \$22,472,915 and the minimum recommended Free Cash transfer into the fund is \$64,781.

There is one item under Capital, which meets the criteria of Capital. Other articles include funding for Open Space Plan Update, new voting machine for Town Clerk's election, two storage containers for Parks, School Department request to install new electrical outlets for 55 ceiling projectors, DPW Tailgate Conveyor, DPW Pro Rake, and an asphalt hot box. We also have a CPC article for two projects.

Mr. Crowley asked as far as the Levy capacity, do we get 2.5% over what our actual last year Levy was, or do we ever lose it? Mr. Purcell stated that it is a cumulative and compounding number

all of the time. Mr. McCormick noted that we have an extra \$139,000 through the Levy. If we decide not to use it, we could fund everything out of Free Cash. He asked is it better to leave the excess Levy there should we need it for other things? Mr. Crowley pointed out that the 5-Year Capital Plan has a \$200,000 a year need, which is going to run out as we have not been funding it at the \$200,000 level. If we raise it to the maximum we are still underfunding our Capital by \$30,000. Mr. Purcell noted that bond rating agencies look more favorably on you if you tax to the Levy. You need a 2/3rds vote to transfer money from Stabilization. Mr. Crowley likes the funding plan because the Capital Fund is getting money and in years past we couldn't do that.

Article 1 - Authorization to Hear the Reports of Officers and Committees of the Town

Motion Mr. Rucho to include Article 1 on the warrant, seconded by Ms. Bohnson, all in favor.

Article 2 - Police Station Project

Motion Mr. Rucho to include Article 2 on the warrant, seconded by Ms. Bohnson, all in favor.

Article 3- Senior Center Project

Motion Mr. Rucho to include Article 3 on the warrant, seconded by Ms. Bohnson, all in favor.

Article 4 – Vote to Appropriate Funds for Community Preservation Fund Projects as Recommended by the Community Preservation Committee

Motion Mr. Crowley to include Article 4 on the warrant, seconded by Mr. McCormick, all in favor.

Article 5 – Vote to Appropriate Funds for Capital Improvement Purchases

Motion Ms. Bohnson to include Article 5 on the warrant, seconded by Mr. Rucho, all in favor.

Mr. Bricault explained that the vote is to include the article on the warrant and the funding source will be from the Capital Investment Fund. The only item is a request from the DPW for a hot box at \$27,500.

Interim DPW Director Michael Kittredge explained that the hot box is a recycler for asphalt. The sidewalk materials around Mixter cost \$2,500 to dispose of the material, which we could have saved and the material could have been used to fix pot holes. Most towns in the area have this machine. Storing asphalt is allowed if you are going to use it and we will have a purpose for it. He intends to site it in a designated area and install a couple of blocks. Mr. Rucho asked about training to use the equipment. Mr. Kittredge advised that special licenses are not required for its use. Ms. Bohnson asked if anyone in the department used one in the past. Mr. Kittredge advised no. However, they look at the equipment while at other departments.

Article 6 – Authorization to Appropriate Funds to Update the Open Space & Recreation Plan

Motion Mr. McCormick to include Article 6 on the warrant, seconded by Mr. Rucho, all in favor.

Article 7 – Authorization to Appropriate Funds to Purchase a New Voting Machine

Motion Mr. Rucho to include Article 7 on the warrant, seconded by Mr. McCormick.

Mr. Crowley questioned the need for the new machine. Mrs. Lucier explained that starting with the Biennial Election next year the state will be enforcing the ten-day early voting for the state. The Secretary of State's Office is asking that all cities and towns calculate the early voting ballots at the place in which the early voting has taken place, not at the polls. In order to do this we would need a new voting machine at town hall. The Board will vote and then have the Town Clerk come in to explain. Mr. Crowley noted that if it is on the warrant we could vote to pass over it and the town could say we still want to vote on it. Vote on the motion – all in favor.

Article 8 – Authorization to Appropriate Funds to Install Electrical Outlets at the Schools

Motion Mr. McCormick to include Article 8 on the warrant, seconded by Ms. Bohnson. Mr. Crowley asked about the quote and wants to make sure that if they do not spend all the money that the remainder will flow to Free Cash. If you get one plug for \$355.00 perhaps it would be less for 55 plugs. Vote on the motion - all in favor.

Article 9 – Authorization to Appropriate Funds to Purchase Two Storage Units

Motion Mr. McCormick to include Article 9 on the warrant, seconded by Ms. Bohnson. The current rental price is \$150.00 a month and the plan is to purchase two and leave them at the same location. The cost of the two units is \$5,600 each. Mr. Purcell advised that he had a conversation with Mr. Kittredge and the current unit is taking up parking spots. Mr. Kittredge would lay out an asphalt pad so we can get those parking spots back. The motion will say for the purchase and site preparation for two trailers. Vote on the motion – all in favor.

Article 10 – Authorization to Appropriate Funds to Purchase DPW Equipment (tailgate conveyor)

Motion Mr. McCormick to include Article 10 on the warrant, seconded by Ms. Bohnson. Mr. Kittredge explained that the unit he is looking for goes on the back of the truck for the sanders and enables them to fill the sides of the road for washouts. It takes the stuff and pushes it off to the side of the road for them. The bikes rely on the shoulder of our roads. The cost is \$5,450 for the unit and mounting. It will allow them to do 15 times the amount with the machine. You can also use it for pipe installation and it makes for easier application and a much neater job. Mr. Bricault noted that the CIB is still reviewing this item, which will manifest in labor savings. Vote on the motion – all in favor.

Article 11 – Authorization to Appropriate Funds to Purchase DPW Equipment (Pro Rake)

Mr. Kittredge advised that this item has been requested in the past. We would save 15 hours a week by loosening up the infields. Right now we use weed control, it will save a lot of time, and we can use it at Pride Park to push the wood chips back, which should be a biweekly task. It keeps the weeds out of the sand and gives us a much better quality product for our children. Mr. Rucho does not think it will save hours, but thinks the safety issue is more important

Motion Ms. Bohnson to include Article 11 on the warrant, seconded by Mr. McCormick, all in favor.

Article 12 - Authorization to Modify Fiscal Year 2016 Appropriations and Other Necessary Adjustments to the Fiscal Year 2016 Budget

Motion Mr. Rucho to include Article 12 on the warrant, seconded by Ms. Bohnson.

Discussion over the Chief's car. Mr. Bricault had a discussion with him and he was told that the cruiser prematurely failed and it would cost a lot to fix it. With regard to the fix for unemployment, Mr. Purcell thinks the number is trending higher, which is typical in the first quarters. He notes that 90% is from the School Department and most times those people get reemployed in another school system. As we get closer to town meeting he thinks the \$45,000 number will come down. With regard to the phone back up, Mr. Bricault has an I-phone and it is 99¢ a month. The Board would like clarification on that.

Article 13 – Authorization to Transfer Funds to the Stabilization Fund

Motion Mr. Rucho to include Article on the warrant, seconded by Mr. Crowley. Mr. Bricault noted that the number \$64,781 meets the statutory requirement. The last time we purposely overfunded it and it might be in the town's best interest to over fund it. Mr. Purcell explained that in the Snapshot, he indicated minimum funding of Stabilization. If you combine balances in Stabilization and Capital are at 8%, now you are at the gold standard.

Vote on the motion – all in favor.

Article 14 – Authorization to Transfer Funds to the Capital Investment Fund

Motion Mr. McCormick to include Article 14 on the warrant, seconded by Mr. Rucho, all in favor.

Assignment of Motions

Mr. Rucho will read the motions for Articles 1, 8 and 13; Mr. Crowley will read the motions for Articles 2, 9 and 14; Mr. Hadley will read the motions for Articles 3 and 10; Mr. McCormick will read the motions for Articles 7 and 12; Ms. Bohnson will read the motions for Articles 6 and 11. The motion for Article 4 will be read by the Community Preservation Committee and Mr. Bernardin will answer questions. The motion for Article 5 will be made by the Capital Investment Board, CIB member will also answer questions. Mr. Dugan will answer questions under Article 2 and Ms. Viklund Clark will answer questions for Article 3. Questions under Article 8 will be answered by the school.

With no further business to come before the Board, motion Mr. Rucho at 7:52 p.m. to adjourn, seconded by Ms. Bohnson, all in favor.

Respectfully submitted,

Approved: October 7, 2015

Nancy E. Lucier, Municipal Assistant

John W. Hadley, Chairman

Kevin M. McCormick, Vice Chairman

Siobhan M. Bohnson, Clerk

Christopher A. Rucho, Selectman

Patrick J. Crowley, Selectman