



## FINANCE COMMITTEE

**Town of Grafton**  
 30 Providence Road  
 Grafton, MA 01519  
 (508) 839-5335 x 1167  
[www.grafton-ma.gov](http://www.grafton-ma.gov)

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Approved Minutes of April 13, 2016

Finance Committee  
 Public Meeting  
 Public Hearing  
 Conference Room F  
 Wednesday, April 13, 2016  
 7:00 P.M.  
 Minutes

### Public Meeting

The public meeting of the Finance Committee was called to order by Chairman Joel Schwendemann at 7:00 P.M.

### Public Hearing

Motion: Ed Prisby moved that the Finance Committee open its public hearing.

Seconded: Don Davison. All in favor. Motion carries.

The public hearing of the Finance Committee opened at 7:02 P.M.

### Finance Committee

**Present:** Joel Schwendemann, Denise Nault, Jennifer Dorazio, Roger Currier, Don Davison (left at 9:25 P.M.), Lisa Brovelli Kelley(7:04 P.M.), Heather McCue, Ed Prisby, Sue Robbins.

**Absent:** None All members present

### Others present

John Lapoint and Assistant Town Administrator Doug Willardson are present at the opening of the Public Meeting and Public Hearing. See the Public Hearing sign in sheet for the list of additional attendees.

### Annual Warrant Article 6

Chairman of the CIPC Sargon Hanna is present to discuss the Annual Town Meeting Article 6 Capital Budget List for FY17.

Review of the process:

- Selection of projects are broken down into categories
- All Departments who submitted a capital request were invited in to present to CIPC
- School Department came to CIPC after the CIPC list was decided.
- \$31,000.00 will provide funding from closed out warrant articles
- The remaining funding will be from Free Cash
- Total Capital funding budget for FY17 \$1.144 million.
- CPC is funding some of the items that are no longer on the capital request list

### Discussion

### **Leasing**

- The concept of continuing with a lease program for fire vehicles vs. debt exclusion
- Current leasing payments will end in FY17 and FY18
- Was the lease to own concept discussed for the tanker?  
Sargon reviewed the history of the tanker and pumper  
The tanker did not meet the requirement for past grant applications

### **Computer for schools**

- Funding for computers through the capital budget process will jumpstart the program through CIPC
- In the future, the School Department will be working on a staggering style program for a Computer replacement program  
Should the computer replacement program be in the School's operating budget?

### **Concerns**

- School computers on the capital budget list
- Fire vehicles not on the capital budget list-debt exclusion FY17 vs Capital FY18
- Lease to own vehicles- how will this affect the Capital list for future?
- The backlog of capital requests is under \$2.7 million

2018 is a low year for capital budget requests per Doug Willardson

Denise Nault thanked CIPC for all the time dedicated to the Capital projects list.

Assistant Town Administrator Doug Willardson briefly reviewed the CPC articles.

Chairman of the Community Preservation Committee(CPC) John Stephens and Members of the CPC are present to review the articles prepared for the Special Town Meeting and Annual Town

### **Special Town Meeting**

- Article 7 This article is a State Match adjustment that was higher than projected
- Article 8 This article is a State Match adjustment that was higher than projected
- Article 9 This article is a State Match adjustment that was higher than projected

### **Annual Town Meeting**

- **Article 28**

This article is the operating budget for Grafton's CPC for FY17

Pays dues to the State.

Under \$2,000.00 was spent from this budget last year from the Annual appropriation of \$10,000.00

CPC does not have a clerk

- **Article 29**

This article is the Pell payment that is required each Spring

- **Article 30**

This article is an agreement with the Affordable Housing Trust  
10% allows for a quick access of the funds for the Trust.

- **Article 31**

This article is a sunset extension for this project.

\$6200.00 remaining

This project should be completed in the next year

- **Article 32**

Cheryll Toney Holley is present to represent the Nipmuc Nation and their continued project on the Cisco Homestead.

Phase 2 of this project and the \$25,500.00 will complete this project during the Spring and Summer.

\$5,000.00 is a buffer amount built in for unforeseen needs.

According to federal standards, the tribe has voted on everything that has been completed

The homestead will continue to be a museum once the project is completed.

This property is the only piece of land that has been owned by Nipmuc Nation in MA.

Phase 3 of the Cisco Homestead Project will likely begin in 2017.

- **Article 33**

This article is a sunset extension for this project.

\$6200 remaining.

This project should be completed in the next year

- **Article 34**

Jennifer Andersen, Recreation Director is present to discuss the Conservation Commission approved shade structure that will be developed on Silver Lake

The Shade structure is a group space that possibly will be used for future rental revenue.

More beach sand is needed.

This article will also expand the snack bar.

Provide 2 outdoor showers with privacy fencing.

Provides improvements for storage,

An improved work area for employees,  
create handicap accessibility.

3 legitimate quotes are required.

- **Article 35**

An open space plan is required for Recreation to receive state funds.

- **Article 36**

RayMead and Steve Roney are representing the Engine Company 2 Association.

The Stone Arch Bridge project is an historical commission project started by them a few years ago

The project begins in August 2016 and will be complete in October 2016

The project will be managed by the Association.

Future maintenance will be taken care of by the Association.

See 3 sets of handouts.

Denise Nault stated that this is a tremendous job that is being taken on.

Don Davison applauded them for convincing CPC that the Town is worthy of the project.

Ray Mead will be stepping down at Town Meeting to answer any questions on Article 36.

The future project is Whitney Park that will be presented in a couple of years.

A preliminary design exists.

**Article 37**

Riverwalk Feasibility Study

Town Planner Joe Laydon will be in to review on Monday, April 25, 2016.

John Stephens reviewed briefly

A project for walking and biking

Joel Schwendemann commended CPC for their Town projects.

**Review of all articles prepared for the Special and Annual Town Meeting warrants of May 09, 2016 with the Assistant Town Administrator Doug Willardson.**

**Special Town Meeting Warrant**

**Article 1**

Amend the by-law- a housekeeping article.

Don Davison asked if the device reveals the voting record?

Doug will ask if it can be tracked. The actual tally will be visible per vote.

**Article 2**

**Adjust FY16 budget**

Personnel positions either have not been filled or recently filled and contracts/pricing came in lower than anticipated.

This allows a transfer of funds to other accounts to provide for shortfall in other FY16 budgets.

**Article 3**

**Transportation Bond Bill**

Acceptance of these funds- state aid.

**Article 4**

**Snow and Ice**

A transfer of funds to balance this account.

**Article 5**

**Prior fiscal year bills**

Payment of these outstanding bills

**Article 6**

**Assessors Revaluation**

Free Cash is being used to fund this state mandated action. This may change from every 3 years to every 5 years in the near future.

**Articles 7, 8, 9**

Reviewed with CPC Chairman John Stephens.

**Annual Town Meeting Warrant**

**Article 1**

Standard article to hear reports. The Library will be making a presentation.

**Article 2**

Standard article to appoint the Nelson Park and Memorial Trustee. This year, William Kuck is the nominee to be appointed.

**Article 3**

Blackstone Valley Vocational Regional School District-FY17 Operating Budget

**Article 4**

Blackstone Valley Vocational regional School District

Grafton's portion for its capital expansion project of the Principal and Interest for FY17

**Article 5**

FY17 budgets

Sanitation- Rubbish hauling contract has been negotiated for less.

**Article 6**

FY17 Capital Expenditure budget

Reviewed earlier this evening with Sargon Hanna

**Article 7**

Fire Tanker – debt exclusion

Joel Schwendeman voiced his concern over not receiving a grant for this purchase

No hydrants in Town from Pigeon Hill to the Upton town line.

Roger Currier

stated do we really need the tanker?

Could not support the price of a new tanker

**Article 8**

Fire Pumper- debt exclusion

Fire Department prefers to have the pumper.

Current one is not capable to handle brush fires

Concerned about supporting the price of the pumper

next year there will be another piece of fire equipment to be purchased

Ed Prisby

what is the best way to fund these purchases- can we wait a year?

Need information on the lease to buy program

It can be built into the capital as previously done for other purchases

Sue Robbins suggested using the Stabilization Fund to purchase the pumper-

Currently \$3.3 million in the General Stabilization Fund

Currently \$1.13 million in the Municipal Stabilization Fund

Continued discussion about the lease to own.

General consensus is that the debt exclusion is not the way to handle this expense.

**Article 9**

DPW facility- debt exclusion

The DPW Building Committee will be presenting to Finance Committee on April 14, 2016.

**Article 10**

Reauthorization of Excess borrowing proceeds from the Central Fire Station.

DPW facility project is next in line to use the Central Fire Station proceeds.

It meets the criteria of a project with a useful life of 10 years.

\$138,000.00 remaining funds can be used to bring the cost of the DPW building project down.

**Article 11**

Trust for Soldiers and Sailors Memorial

The additional funds will be used to identify and clean up the Memorials in Town.

**Article 12**

Fire Department insurance supplement

Roger Currier asked what the current balance is in this fund. Doug will provide the information.

**Article 13**

Authorize the Treasurer/Collector to borrow money

Annual routine article

**Article 14**

Unemployment compensation

Routine article with funding of \$45,000.00

**Article 15**

Wastewater Treatment facility upgrade

The Sewer Commissioners will be in on Monday, April 25, 2016

**Article 16**

Wastewater Treatment facility upgrade

The Sewer Commissioners will be in on Monday, April 25, 2016

**Article 17**

Funding for Transportation services from WRTA

Annual routine article

**Article 18**

New State Law following archivist review

Town Clerk, Donna Girouard will present on April 14, 2016

**Article 19**

Fire Hydrants- Grafton Water District

Routine article with new acceptance listings

**Article 20**

Civil Service Home Rule Petition

The Police Chief spoke to Civil Service at Finance Committee's March meeting.

The Union supports this article.

**Article 21**

Transportation Bond Bill

Doug will confirm the amount of funds to be reimbursed by the Commonwealth to Grafton.

**Article 22**

Authorize Board to accept and enter into contracts

Routine annual article

**Article 23**

Lake Quinsigamond Commission.

Per Doug, the funds needed to fund this article will be used from the Sanitation contract.

Peter Collins will be presenting on April 14, 2016.

**Article 24**

Sale of Surplus Property

Routine article with a varied list. This year it is a wood chipper.

**Article 25**

Cable Television, educational and governmental access special revenue funds

This article will create a stand revolving fund to receive cable related revenues.

**Article 26**

Reauthorize revolving funds

Annual routine article.

**Article 27**

Tax Increment financing agreement

TIF Committee will be meeting next week and will provide details to Finance Committee

**Articles 28 through 37**

Reviewed with John Stephens and applicants for CPC funds earlier this evening

**Article 38**

Housekeeping article to calculate the benefit from a dollar amount to number of hours worked

**Articles 39 through 48**

Town Planner Joe Laydon will be present to review each article on Monday, April 25, 2016.

**Article 49**

General by law amendment

Town Clerk Donna Girouard will present to the Finance Committee on Thursday, April 14, 2016.

**Article 50**

Dog License Fee

Town Clerk Donna Girouard will present to the Finance Committee on Thursday, April 14, 2016

**Article 51.**

General by law amendment /control regulations

The State law has changed relative to registering dogs.

**Printing of the warrant**

Finance Committee members voiced concerns over printing the warrant since it is a lengthy warrant and the cost is going to be high.

Can Planning Board print their own articles?

**Close the public hearing****Continue the Public hearing to Thursday, April 14, 2016 at 8:00 P.M.**

Motion: Sue Robbins moved that the Finance Committee continue its public hearing to Thursday, April 14, 2016 at 8:00 P.M. in Conference Room F.

Seconded: Roger Currier. All in favor. Motion carries.

The public hearing adjourned to time and place at 9:28 P.M.

The public meeting remains in session to continue with Finance Committee business:

**Minutes for review****March 12, 2016**

Motion: Denise Nault moved that the Finance Committee approve the minutes of March 12, 2016 as presented.

Seconded: Lisa Brovelli Kelley. All in favor. Motion carries.

**Member Topics**

There are no topics for discussion at this time.

**Outstanding bill**

Holden landmark totaling 96.00

Motion: Lisa Brovelli Kelley moved that the Finance Committee approve payment to Holden Landmark for 2 bills totaling \$96.00.

Seconded: Ed Prisby. All in favor. Motion carries.

**Term Renewal**

- **Resignation**

**Denise Nault** submitted a letter of resignation effective following this meeting of April 13, 2016.

Denise stated that she is resigning for family reasons.

Denise's resignation creates a vacancy with a renewal term of 2016.

- **Term Renewal**

**Ed Prisby** stated that he is currently running his campaign to be elected to the Board of Selectmen.

Ed will be renewing his 3 year term on the Finance Committee. If Ed is elected to the Board of Selectmen, he will be obligated to resign from Finance Committee.

**Lisa Brovelli Kelley** stated that she will not be renewing her 3 year term on the Finance Committee and will fulfill the full term to June 30, 2016.

Lisa stated that she will be spending more time with her parents.

**State of the Town Message**

Joel Schwendemann is in the process of gathering topics and thoughts for the State of Town Message.

Joel requested that Finance Committee members submit their information to him by April 25, 2016 at the very latest.

Finance Committee will receive the State of the Town Message from 2015 for review.

**April 14, 2016****Proposed Town Operating Budget for FY17**

Finance Committee will request from the Assistant Town Administrator Doug Willardson to send the breakdown of the source of funding for the full amount of the proposed operating budget of the Town for FY17 for the April 14, 2016 public hearing.

**CIPC Sheet for FY17 budget**

Finance Committee will request to receive the completed CIPC Sheet from Doug Willardson for the April 14, 2016 public hearing.

**Attendance**

Don Davison will not be attending the public hearing of the Finance Committee or the Open Meeting Law training on Thursday, April 14, 2016.

**Open Meeting Law Training**

The training will have 2 sessions that will be held at the Police Station Conference Room.

Time: 4:00 P.M. and 6:30 P.M. on Thursday, April 14, 2016.

**Public Hearing of the Finance Committee**

As a result of the Open Meeting Law Training, the public hearing of the Finance Committee will begin its public meeting and public hearing at 8:00 P.M.

**John Lapoint**

Mr. John Lapoint attended the entire public hearing of the Finance Committee

Legal budget

Concerns that the proposed FY17 budget has not been posted onto the Town's website to date.

**Upcoming schedule of the Finance Committee****April 14, 2016**

Paul Courmoyer will be attending the public hearing of the Finance Committee on Monday, April 25, 2016

The agenda of the April 25, 2016 will be posted on Thursday, April 14, 2016. No additional topics have been added to the agenda.

**April 25, 2016**

The Planning Board articles will be briefly reviewed.

**Adjournment**

Close the public meeting.

Motion: Denise Nault moved that the Finance Committee close its public meeting.

Seconded: Lisa Brovelli Kelley. All in favor. Motion carries.

The public meeting of the Finance Committee adjourned at 9:45 P.M.

Respectfully submitted,

Susan M. Fiacco



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PLEASE SIGN IN  
Wednesday, April 13, 2016

Public Hearing      Sign in Sheet

Name                      Address                      Warrant article that you are interested in:

Ray M... Stephens Roney Seymour... JEN ANDERSEN Eva Stephens Kaufman... Cheryl...	217 B... 152 Worcester St  6 LOGAN PATH 17 Millbury St. 47 Old Water Rd Worcester, MA	CPC CPC CPC CPC CPC CPC CPC CPC
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