



FINANCE COMMITTEE

Town of Grafton
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RECEIVED TOWN CLERK
GRAFTON, MA

Agenda

Finance Committee
Public Meeting/Public Hearing
Finance Committee Conference Room

**PLEASE NOTE: THE MEETING ROOM HAS BEEN CHANGED
FROM ROOM 33**

TO THE FINANCE COMMITTEE CONFERENCE ROOM

Monday, October 05, 2015
7:00 P.M.

Public Meeting

Finance Committee Chairman Joel Schwendemann called the public meeting to order at 7:03 P.M.

Public Hearing

Motion: Roger Currier moved that the Finance Committee continue its public hearing.

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

The continued public hearing opened at 7:03 P.M.

Finance Committee

Present:

Joel Schwendemann, Denise Nault, Jennifer Dorazio, Roger Currier, Don Davison, Lisa Brovelli Kelley, Ed Prisby(7:06 P.M.) Heather McCue (8:10 P.M.)

Absent: Sue Robbins

Article 2 School

- **Superintendent of Schools, Jay Cummings and School Director of Finance, Dan Gale are present to discuss the portion of Article 2 that contributes to the FY16 school budget and defines what the funds from the \$93,917.00 would provide for the schools.**

Plumbing upgrades at North St. Elementary and North Grafton Elementary
HVAC issues for the Middle School are the most necessary projects that to be evaluated and addressed.

- **Discussion followed as to what projects have been completed for the School and what projects have yet to be completed.**

The Multi-year capital plan for the schools will be updated
Capital projects for schools will be listed on the general capital list
A Year to year approach does not work

- **Fiscal Year budgets**

The override figures should be okay as planned through FY19
5.25% is the goal for yearly increases
4% of the budget does not include new personnel

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1-1.25% of the remaining percentage is set aside for new growth- roughly \$30,000.00.

What strides is this making?

What do you think that the school needs?

How big of a percentage do you need to make a big leap of improvement?

Dr. Cummings stated that in order to move forward the school needs to build in renovated learning environments to shore up the foundation. These type of programs need to be priced out.

Dr. Cummings is open for a level of excellence discussion.

Dr. Cummings is open for the needs for additional funding discussion.

Override and capital concerns- how do we get there without a "sky is falling" override need?

- **Teachers salaries**

need to be district competitive

need to maintain great teachers in our schools

- **Chapter 70**

What happens if/when the chapter 70 funds become cut for FY17?

A billion dollars more state wide is needed to take care of MA schools.

The Chapter 70 Reform Report will be out in November 2015.

Dan Gale will provide a copy to Finance Committee

Ed Prisby suggested that there be an open forum night to allow public discussion about Chapter 70 funds.

Dr. Cummings agrees that a presentation on the Chapter 70 topic will be good.

- **FY17 budget process for the School**

A list of dates that the Subcommittee will be meeting the FY17 school budget

Budget Subcommittee for FY17 School budget

Jennifer Dorazio/Lisa Brovelli Kelley are the

Finance Committee representatives on this

Committee

Meeting dates:

November 18, 2015

December 16, 2015

January 13, 2016

March 23, 2016

Close the Public Hearing

Motion: Lisa Brovelli Kelley moved that the Finance Committee close its public hearing.

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

The public hearing closed at 7:42 P.M.

Voting on the articles prepared for the October 19, 2015 warrant:

Article 1

Motion: Don Davison moved that the Finance Committee accept the reports of Article 1.

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

Article 2

Motion: Don Davison moved that the Finance Committee recommends passage of Article 2 as written.

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

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Article 3

Motion: Don Davison moved that Finance Committee recommends passage of Article 3 as written.

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

Article 4

Motion: Don Davison moved that Finance Committee recommends passage of Article 4 as written.

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

Article 5

Motion: Don Davison moved that Finance Committee oppose passage of Article 5 as written.

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

Article 6

Motion: Don Davison moved that Finance Committee recommends passage of Article 6 as written.

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

Article 7

Motion: Don Davison moved that Finance Committee recommends passage of Article 7 as written.

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

Article 8

Motion: Don Davison moved that Finance Committee recommends passage of Article 8 as written.

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

Article 9

Motion: Don Davison moved that Finance Committee recommends passage of Article 9 as written.

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

Article 10

Motion: Don Davison moved that Finance Committee recommends passage of Article 10 as written.

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

Article 11

Motion: Don Davison moved that Finance Committee recommends passage of Article 11 as written.

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

Article 12

Motion: Don Davison moved that Finance Committee recommends passage of Article 12 as written.

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

Article 13

Motion: Don Davison moved that Finance Committee recommends passage of Article 13 as written.

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

October 05, 2015 Minutes of the Finance Committee**Article 14**

Motion: Don Davison moved that Finance Committee opposes passage of Article 14 as written.

Seconded: Roger Currier. Motion carries

Aye	Nay	Abstention
Joel Schwendemann		Don Davison

Denise Nault

Jennifer Dorazio

Roger Currier

Lisa Brovelli Kelley

Ed Prisby

Article 15

Motion: Don Davison moved that Finance Committee recommends passage of Article 15 as written.

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

Article 16

Motion: Don Davison moved that Finance Committee recommends passage of Article 16 in the amount of \$850,000.00

Seconded: Lisa Brovelli Kelley

Discussion:

Assistant Town Administrator Doug Willardson is recently present at the Finance Committee public meeting. He stated that the funding source for Article 16 will come from Article 15. The funds in Article 15 can be used for any Chapter 90 purposes.

All in favor. Motion carries.

Article 17

Motion: Ed Prisby moved that Finance Committee recommends passage of Article 17 as written.

Seconded: Joel Schwendemann.

Discussion:

Denise Nault stated:

she opposes this article since this article allows the town to apply for the grants, 60% of the cost of the project will be placed on the taxpayers.

Costs incurred for this article will be for the schematics that will be needed to be sent in with the grant application which is Article 18.

Taxpayers rely on Finance Committee's vote and would like to state that the Town is not in a financial position to recommend this article.

If the Town had the funds, that would be fine.

Jennifer Dorazio stated:

It is irresponsible to not move forward-and turn down the funds.

Our fiscal responsibility is to not turn away the opportunity.

Ed Prisby stated:

The cost of the grant fee can save potentially millions.

Roger Currier stated:

The tax increase cycle is not going to change as long as the Town and tax payers continue to purchase.

Further discussion relative to Libraries vs. advances in technology.

Motion carries with a 4-3 vote no abstentions and 2 members absent

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Aye	Nay
Joel Schwendemann	Denise Nault
Jennifer Dorazio	Roger Currier
Don Davison	Lisa Brovelli Kelley
Ed Prisby	

Article 18

Motion: Don Davison moved that Finance Committee recommend passage of Article 18.

Seconded: Ed Prisby. Motion carries with a 5-2 vote with no absentions and 2 members absent

Aye	Naye
Joel Schwendemann	Denise Nault
Jennifer Dorazio	Lisa Brovelli Kelley
Roger Currier	
Don Davison	
Ed Prisby	

Article 19

Motion: Lisa Brovelli Kelley moved that Finance Committee recommends passage of Article 19 as written.

Seconded: Rober Currier. All in Favor. Motion carries.

Article 20

Motion: Lisa Brovelli Kelley moved that Finance Committee recommends passage of Article 20 as written.

Seconded: Roger Currier. All in favor. Motion carries

Article 21

Motion: Lisa Brovelli Kelley moved that Finance Committee recommends passage of Article 21 as written.

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

Article 22

Motion: Denise Nault moved that Finance Committee recommends passage of Article 22 as written.

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

Article 23

Motion: Denise Nault moved that Finance Committee recommends passage of Article 23.

Seconded: Heather McCue.

Discussion. Topics: emergency permits, reinforcement of this by-law.

Motion to recommend fails.

Article 24

Motion: Roger Currier moved that Finance Committee recommends passage of Article 24 as written.

Seconded: Lisa Brovelli Kelley. Motion carries with 1 nay from Don Davison.

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Aye	Nay
Joel Schwendemann	Don Davison
Denise Nault	
Jennifer Dorazio	
Roger Currier	
Lisa Brovelli Kelley	
Heather McCue	
Ed Prisby	

Article 25

Motion: Don Davison moved that Finance Committee recommends passage of Article 25 as written.

Seconded: Lisa Brovelli Kelley. Motion carries with 1 nay from Roger Currier.

Aye	Nay
Joel Schwendemann	Roger Currier
Denise Nault	
Jennifer Dorazio	
Don Davison	
Lisa Brovelli Kelley	
Heather McCue	
Ed Prisby	

Article 26

Motion: Don Davison moved that Finance Committee recommend passage of Article 26 as written.

Seconded: Lisa Brovelli Kelley.

Discussion.

Motion carries with 1 nay from Ed Prisby

Aye	Nay
Joel Schwendemann	Ed Prisby
Denise Nault	
Jennifer Dorazio	
Roger Currier	
Don Davison	
Lisa Brovelli Kelley	
Heather McCue	

Article 27

Motion: Lisa Brovelli Kelley moved that Finance Committee recommends passage of Article 27.

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

Article 28

Motion: Don Davison moved that Finance Committee recommends passage of Article 28.

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

Reopen the public hearing

Motion: Don Davison moved that the Finance Committee reopen its public hearing.

Seconded: Heather McCue. All in favor. Motion carries.

The public hearing of the Finance Committee was reopened at approximately 8:27 P.M.

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Article 5

Chairman Joel Schwendemann stated that Finance Committee anticipated further discussion on Article 5 since further information was requested about the Super Park costs to prepare/build the site.

- **Jennifer Thomas voiced her concerns when learning that Finance Committee had taken a vote this evening to unanimously oppose passage of Article 5.**
No discussion took place prior to Finance Committee voted.
- **Town Administrator Tim McInerney is present and spoke about the use of the Overlay Surplus fund for Article 5 funding**
The Overlay Surplus fund can go into Free Cash.
The use of the Cell Tower property lease agreement funds will provide a balance or take the place of Free Cash in the future.
CIPC has not met yet to discuss the proposed Capital List for FY17
- **Brook Padgett, Board of Selectmen member**
Finance Committee is not opposed to the concept of the Super Park
If the funds are needed elsewhere, what takes precedent over Super Park?
What other things are taking precedent over Super Park?
The Town is currently in very good financial shape.
- **Joel Schwendemann, Finance Committee Chairman**
Operational budgets vs. Capital budgets
FY17 Capital list has not been received or vetted to date.
List of Capital backlogged projects vs. Super Park
Total Funding needed is not clearly specific for Super Park project
Finance Committee cannot give an answer to their vote on Article 5 that will meet your satisfaction.

Close the reopened public hearing

Motion: Don Davison moved that the Finance Committee close the public hearing

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

The public hearing of the Finance Committee closed at 8:40 P.M.

Review of the Recommendations of each article of the warrant

Blurb Assignment: Susan

Article 1(reviewed and approved)

Finance Committee recommends acceptance of these report(s).

Blurb Assignment: Heather McCue

Article 2(reviewed and approved)

Finance Committee recommends passage of Article 2 as written.

This article adjusts the budget approved at the May 2015 Annual Town Meeting to accommodate changing spending needs. This action has become standard "housekeeping" in recent years.

Sewer fees will pay for the \$138,583.86 for the debt principal and interest for the \$2.7 million we borrowed to pay for the design of the new waste water treatment plant. Of the remaining \$131,917, \$50,000 will come from the real estate tax levy and \$81,917 will come from increased revenue estimates from additional State Aid and higher than expected Motor Vehicle excise.

Blurb Assignment: Heather McCue

Article 3(reviewed and approved)

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Finance Committee recommends passage of Article 3 as written.

The bills listed were incurred in the prior year but were not submitted in time for payment. This article requires a nine-tenths vote.

Blurb Assignment: Don Davison

Article 4 (reviewed and approved)

Finance Committee recommends passage of Article 4

This article allows a cell tower on Town land with a lease proposal of 25 years.

Blurb Assignment: Lisa Brovelli Kelley

Article 5 (reviewed and amended) Article 5 will be revisited on Wednesday October 07, 2015

Finance Committee opposes passage of Article 5.

Finance Committee is not in support of transferring \$290,000.00 from the over lay surplus account to the creation of a play structure on Perrault Property. The overlay surplus can be used as free cash to purchase and/or repair currently owned town structures and equipment. With a Capital budget list of 2,364,502.00 for FY17 it is not fiscally responsible to build a new play structure.

Blurb Assignment: Susan

Article 6 (reviewed and approved)

Finance Committee recommends passage of Article 6 in the amount of \$5,000.00

This article partially funds a one-time retirement benefit for those members of the Fire Department who will retire in the next several years. This benefit provides \$100.00 per year of service.

Blurb Assignment: Susan

Article 7 (reviewed and approved)

The Finance Committee recommends passage of Article 7 in the amount of \$49,450.00.

This article reimburses retiring employees for unused sick and vacation time per Town By-Laws.

Blurb Assignment: Susan

Article 8 (reviewed and approved)

Finance Committee recommends passage of this warrant article in the amount of \$25,000.00

This funds the ongoing monitoring of the groundwater contamination at the Follette Street well site as required by Mass DEP.

Blurb Assignment: Jen Dorazio

Article 9 (reviewed and approved)

Finance Committee recommends passage of Article 9 as written.

The subject property is currently owned and maintained by the Town, but holds no benefit or value thereto. It is recommended that the property, whose current use is as a common driveway for two privately-owned properties, be transferred to the abutting property owners.

Blurb Assignment: Susan

Article 10 (reviewed and approved)

Finance Committee recommends passage of Article 10 in the amount of \$44,948.00.

This article satisfies the Community Preservation Act requirement to reserve 10% of Community Preservation Act funds for affordable housing purposes. This article is funded by a State matched grant. This article will be revisited at the May 2016 Town Meeting if the estimated annual State match needs to be adjusted.

Blurb Assignment: Susan

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Article 11 (reviewed and approved)

Finance Committee recommends passage of Article 11 in the amount of \$44,948.00.

This article satisfies the Community Preservation Act requirement to reserve 10% of Community Preservation Act funds for open space purposes. This article is funded by a State matched grant. This article will be revisited at the May 2016 Town Meeting if the estimated annual State match needs to be adjusted.

Blurb Assignment: Susan

Article 12(reviewed and approved)

Finance Committee recommends passage of Article 12 in the amount of \$44,948.00.

This article satisfies the Community Preservation Act requirement to reserve 10% of Community Preservation Act funds for historical preservation purposes. This article is funded by a State matched grant. This article will be revisited at the May 2016 Town Meeting if the estimated annual State match needs to be adjusted.

Blurb Assignment: Susan

Article 13 (reviewed and approved)

Finance Committee recommends passage of Article 13 in the amount of \$140,189.00.

This article is a routine procedural article necessary to set aside Community Preservation Act funds for future use. This article is funded by a State matched grant. This article will be revisited at the May 2016 Town Meeting if the estimated annual State match needs to be adjusted.

Blurb Assignment: Susan

Article 14(reviewed and approved)

Finance Committee opposes passage of Article 14.

Finance Committee has been advised that this article will be passed over on Town Meeting floor.

Blurb Assignment: Susan

Article 15 reviewed and double check on Wednesday, October 07, 2015

The Finance Committee recommends passage of Article 15 as written.

Funds raised for road repair through the 2014 override are accumulated in the Roads Stabilization Fund. These funds cannot be put to work repairing roads until they are transferred out of this Stabilization Fund at a town meeting. Article 15 accomplishes this and ensures that the townspeople will be able to have input into the decision as to how the 2014 roads override will be put to use. Passage of

Article 15 requires a two-thirds majority vote.

Blurb Assignment: Skip Currier

Article 16 (reviewed and amended)

The Finance Committee recommends passage of this article. Drainage problems in-between these two homes and behind them have resulted in a large trench which ranges from 18 feet wide and 8 feet deep to 8 feet wide and 4 feet deep. We understand that a presentation will be made detailing the history of this situation. Passage of this article will lower the amount of money in the debt exclusion vote for road repairs to approximately \$ 650,000.

Blurb Assignment: Ed Prisby

October 05, 2015 Minutes of the Finance Committee**Article 17(reviewed and amended)**

Finance Committee recommends passage of the article as written with a 4-3 vote.

The article acts to defray the cost to Grafton tax payers of any future, town-approved library renovation project. Because the size, scope and cost of any such future proposal is known, the Finance Committee takes no position on the viability of any library renovation project, but recommends passage of this article as a means to limiting the cost of any such proposal.

Blurb Assignment: Ed Prisby

Article 18(reviewed and amended)

Finance Committee recommends passage of Article 18 as written.

The article transfers funds from the Library Accessibility account, and from Free Cash to be deposited in a Library Expansion Design account to pay for architectural services in designing library expansion plans. The Finance Committee takes no position on the viability of any library renovation project, but recommends passage of this article as a means to beginning the project planning process.

Blurb Assignment: Skip Currier

Article 19 (reviewed and amended)

Finance Committee recommends passage of Article 19 as written.

These funds will allow the Sewer Department to have the necessary plans drawn up to upgrade the sewerage treatment plant to meet the requirements of its discharge permit from the Environmental Protection Agency.

Blurb Assignment: Lisa Brovelli Kelley

Article 20 (reviewed and amended)

Finance Committee recommends passage of Article 20 in the amount of \$50,000.00.

The Finance committee supports this article to transfer \$50,000 from free cash into the Municipal Stabilization fund. The town of Grafton strives to have between 5%-10% of the general operating budget in Stabilization. With this transfer the percentage in the stabilization fund will reach 8.6% of the 2016 General fund appropriated budget.

Blurb Assignment: Joel Schwendemann

Article 21 reviewed and approved)

The Finance Committee recommends passage of Article 21.

The article allows dogs back into parks and open spaces in exchange for a restriction of "roads-only" in the town-owned cemeteries. The article also allows violators to be fined up to \$50.

Blurb Assignment: Joel Schwendemann

Article 22 (reviewed and approved)

The Finance Committee recommends passage of Article 22.

The Chief of Police anticipates that recreational use of marijuana will be legalized in Massachusetts within the next few years. This article seeks to treat the public use of marijuana similar to that of the public consumption of alcohol (open container laws). It also seeks to close a loophole in the current state laws regarding the need to provide proper identification to a law enforcement officer when using marijuana. This article also allows for non-criminal disposition by imposing a fine of \$300.

Article 23

Finance Committee opposes passage of Article 23 as written.

Blurb Assignment: Don Davison

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Article 23(reviewed and amended)

(do not use)

Finance Committee recommends passage of Article 23.

This article will allow the Town Building Inspector even greater control over the owners and builder in Town than is currently allowed.

Blurb Assignment: Jen Dorazio

Article 24(reviewed and amended)

Finance Committee recommends passage of Article 24 as written.

This article amends Subsection 9 to adopt a standard for calculating sight distance as defined by the American Association of State Highway and Transportation Officials (AASHTO). By incorporating a measurable standard for calculating sight distance, applicants, the Building Department and the Planning Board will be able to ensure signs do not obstruct visibility, while also simplifying the permitting

processes by eliminating the special permit process for the installation of monument signs. In addition, the amended subsection will add language that will clarify that visibility of pedestrians and bicyclists must also be considered in the location and design of signs.

Blurb Assignment: Joel Schwendemann

Article 25 (reviewed and approved)

The Finance Committee recommends passage of Article 25 as written.

The Water Supply Protection Overlay District is specific to protecting areas that could be used as a municipal water supply. The data that has been collected in this area over the last 30+ years along with current engineering analysis indicates that this area cannot support a municipal water supply. Therefore, the zoning map should be amended to remove the designated area from said district.

Finance Committee recommends passage of Article 26 as written.

Blurb Assignment: Ed Prisby

Article 26 (reviewed and amended)

(do not use)

Finance Committee opposes passage of Article 26 as written.

Presently, the Grafton Affordable Housing Trust by-law sets the Trust membership at “no fewer than five, no more than six” Grafton residents. Quorum for a Trust meeting is three members. In Trust’s most recent year, multiple meetings were canceled for lack of quorum. Increasing membership to seven will only make obtaining quorum more difficult at a time when the Affordable Housing Trust needs to meet consistently to achieve its stated goals.

The Municipal Affordable Housing Trust statute, chapter 44 §55C mandates that “where the chief executive officer [of a municipality] is a multi-member body, that body shall designate a minimum of 1 of its members to serve on the board.” As such, the Finance Committee recommends that this warrant article be amended to include only the provision allotting for a member of the Board of Selectmen to serve on the Trust.

Blurb Assignment: Susan

Article 27 (reviewed and approved)

Finance Committee recommends passage of Article 27 as written.

Finance Committee concurs with the determination of completeness as presented by the Planning Board and roadway acceptance by the Board of Selectmen.

Blurb Assignment: Susan

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Article 28 (reviewed and approved)

Finance Committee recommends passage of Article 28 as written.

Finance Committee concurs with the determination of completeness as presented by the Planning Board and roadway acceptance by the Board of Selectmen.

Library Planning and Building Committee

Further discussion took place after Lisa Rice was contacted.

She is willing to step down as member of this Committee if there is a Finance Committee member who would like to represent Finance Committee on the Library Planning and Building Committee.

General consensus of the Finance Committee is to have Ed Prisby represent Finance Committee on the Library Planning and Building Committee.

Shared Services Committee

Chairman Joel Schwendemann asked for this item to be tabled until next meeting.

Outstanding Bills

Landmark Corporation for 2 bills of \$72.00 each for Legal Notice publication of Finance Committee's public hearings.

Motion: Denise Nault moved that the Finance Committee approve payment of the 2 bills from Holden Landmark Corporation in the amount of \$144.00.

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

FY17 Finance Committee budget

Finance Committee reviewed the proposed FY17 Finance Committee budget in comparison to the budget figures of FY16(not the actuals)

Expenses were reviewed and with the exception of increasing line item 5420 from \$700.00 to \$800.00, the other Expense line items remain level funded.

Administrative Personnel. Finance Committee discussed the salary of the Finance Committee Assistant and reviewed 2 hourly rates: \$19.12 per hour and \$19.24 per hour.

The Finance Committee approved the request for \$19.24 per hour for FY17.

Motion: Ed Prisby moved that the Finance Committee submit the proposed FY17 budget of the Finance Committee to the Town Administrator as follows:

\$19.24 per hour x 520 hours = \$10,004.80 and rounded up as \$10,005.00

Expense items to total \$8,050.00 with a total amount of an \$18,055.00 FY17 proposed budget.

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

Town Report for Calendar Year 2015

Roger Currier stated that he will write the Town Report.

The Finance Committee Assistant will provide the financial section of the Town Report.

Adjournment

Motion: Lisa Brovelli Kelley moved that the Finance Committee close its public meeting.

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

The public meeting adjourned at 9:47 P.M.

Respectfully submitted,

Susan M. Fiacco

