



## FINANCE COMMITTEE

**Town of Grafton**  
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### Approved minutes of October 07, 2015 on November 18, 2015

Agenda  
Finance Committee  
Public Meeting/Public Hearing  
Finance Committee Conference Room  
Wednesday, October 07, 2015  
7:00 P.M.

Agenda

7:00 P.M.

#### **Public Meeting**

Call to order

Review of all articles of the warrant prepared for the October 19, 2015 Town Meeting

Review of recommendations and voting on of all articles of the warrant prepared for the October 19, 2015 Town Meeting

Report on Acceptance of Roadways from Board of Selectmen's public hearing of October 06, 2015

8:00 P.M. DPW Building Facility Committee Report

Library Planning and Building Committee representative from Finance Committee

Review of Minutes of the Finance Committee

Any outstanding bills

Review of the upcoming schedule of Finance Committee meetings

Member updates

## **Public meeting**

The public meeting of the Finance Committee was called to order by Chairman Joel Schwendemann at: 7:04 P.M.

### **Finance Committee**

**Present:** Joel Schwendemann, Denise Nault, Jennifer Dorazio, Roger Currier, Lisa Brovelli Kelley, Heather McCue, Ed Prisby,

**Absent:** Don Davison, Sue Robbins

### **Review of all articles of the warrant prepared for the October 19, 2015 Town Meeting**

### **Review of recommendations and voting on of all articles of the warrant prepared for the October 19, 2015 Town Meeting**

- Finance Committee reviewed all warrant articles that were voted on Monday, October 05, 2015.
- Finance Committee confirmed that all votes were taken.
- A Reconsideration of Article 23 will be reviewed during this meeting to determine if it is necessary.
- Finance Committee reviewed the recommendations for all warrant articles and amended the following recommendations:
  - Article 4
  - Article 5
  - Article 15
  - Article 16
  - Article 17
  - Article 20
  - Article 23
  - Article 26

### **Report of the DPW Facility Building Committee**

John Bechard and Dennis Flynn are present to give the report of the DPW Facility Building Committee.

#### **John Bechard**

This report will be presented at the October 19, 2015 Town Meeting.

Purpose: To prepare a better outreach program for the Townspeople prior to adding this to a future Town Meeting warrant

Plan:

To present the Report at October 2015 Town Meeting

To schedule Outreach meetings following Town Meeting:

To gather information and Create a detailed analysis of the project

To refine financial phasing plan 2015-2021

To keep a loop running to generate interest from the public.

To review the DPW Facility Building plan as a part of the warrant at May 2016 Town Meeting.

Report: This is the Town's project

- Protection of equipment
  - 3 year service life increase for indoor stored units
- Proper Storage of chemicals
- Storm water system improvement
- All Town Equipment maintenance area
- Creating a better work environment

- Town comparisons
- Space needs study totaled \$42,000.00 provided by Fall 2012 Town Meeting funds

**Location Off of Old Westboro Road**

A Berm will shield houses on Old Westboro Road from noise issues

All abutters to the property have already been contacted.

All equipment will be housed to the back side of the building with little to no visibility from Old Westboro road

**Finance Committee members**

Lisa Brovelli Kelley

praised John for his great presentation stating “this is how to sell a project”.

Ed Prisby

A dollar and cents perspective: the debt exclusion question

What am I going to get for 14 million dollars?

Efficiency of the employees- how does that benefit the taxpayer?

How much money to keep the current facility afloat?

Denise Nault

A citizen asked Denise this question: Purchasing the Aggregate facility vs. building on the property on Old Westboro Rd.

**Dennis Flynn**

**Other building sites considered**

environmental issues and code regulations on existing sites considered

**Current facility and risk analysis**

Funds are wasted as DPW waits to have a new facility

Likely code violations exists at current facility

Priority- workers deserve a good place to work

**Bids process and design**

cost in hand based on a design is the best and most efficient way to get the project done.  
phasing and affordability.

Relative to interest rates-the sooner the better.

**Tax Rate**

This project will be phasing in around 2020

other costs will be off the books

not adding new tax levy

absorb the tax levy from former projects.

**Shared Services Committee**

General Consensus of the Finance Committee is to have Joel Schwenedmann represent Finance Committee on the Shared Services Committee.

**For 10/07/2015**

**Recommendations for review of the articles prepared for the October 19, 2015 Town Meeting:**

**add name of each article**

**Article 1 (reviewed and approved)**

Finance Committee recommends acceptance of any reports presented.

**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 \$131,917.00,

\$50,000.00 will come from the real estate tax levy and \$81,917.00 will come from increased revenue estimates from additional State Aid and higher than expected Motor Vehicle excise.

**Article 3 (reviewed and approved)**

Finance Committee recommends passage of Article 3 as written **in the amount of \$25,583.64.**

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

**Article 4 (reviewed and approved)**

Finance Committee recommends passage of Article 4 as written.

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

The Lease will generate a revenue stream for the Town.

**Article 5 (reviewed and amended )**

Finance Committee opposes passage of Article 5 as written.

**As Finance Committee stated in Article 32 of the May 2015 Annual Town Meeting, "The Town has a multi-million dollar capital project backlog. These funds could be applied to several of these projects. Further, the Super Park project has not been ranked through the Capital Improvement planning Committee's process to assess its relative priority."**

**Article 6 (reviewed and approved)**

Finance Committee recommends passage of Article 6 as written 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.

**Article 7 (reviewed and approved)**

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

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

**Article 8 (reviewed and approved)**

Finance Committee recommends passage of Article 8 **as written in the amount of \$25,000.00.**

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

**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.

**Article 10 (reviewed and approved)**

Finance Committee recommends passage of Article 10 **as written 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.

**Article 11 (reviewed and approved)**

Finance Committee recommends passage of Article 11 **as written 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.

**Article 12 (reviewed and approved)**

Finance Committee recommends passage of Article 12 **as written 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.

**Article 13 (reviewed and approved)**

Finance Committee recommends passage of Article 13 **as written 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.

**Article 14 (reviewed and approved)**

Finance Committee opposes passage of Article 14 as written.

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

**Article 15 (reviewed and approved)**

The Finance Committee recommends passage of Article 15 as written.

Funds **raised plus accumulated interest** 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 to the Road Improvement Capital Expenditures Fund at a town meeting. Article 15 transfers \$1,506,363.68 to the Road Improvement Capital Expenditures fund. This action 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.

**Article 16 (reviewed and approved)**

The Finance Committee recommends passage of Article 16 **in the amount of \$850,000.00.** Drainage problems in-between these two homes and behind these 2 properties have resulted in a large trench which ranges from 18 feet wide and 8 feet deep to 8 feet wide and 4 feet deep. Finance Committee understands that a presentation will be made detailing the history of this situation at Town Meeting. Passage of this article will lower the amount of money in the Road Improvement Capital Expenditures Fund.

**Article 17 (reviewed and approved)**

Finance Committee recommends passage of Article 17 as written with a 4-3 vote. This article authorizes the Library to apply for State grants. If received, a grant could 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 unknown, Finance Committee takes no position on the viability of any library renovation project.

**Article 18 (reviewed and approved)**

Finance Committee recommends passage of Article 18 **not to exceed \$75,000.00.** 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 support of a grant application.

**Article 19 (reviewed and approved)**

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.

**Article 20 (reviewed and amended)**

Finance Committee recommends passage of Article 20 **as written in the amount of \$50,000.00.** Finance Committee supports this article to transfer \$50,000.00 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. **This transfer along with expected Federal reimbursement will replenish the Town's Stabilization Fund. A portion of this fund was used to cover last year's Snow and Ice shortfall.**

**Article 21 (reviewed and approved)**

The Finance Committee recommends passage of Article 21 as written. 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 \$50.00.

**Article 22 (reviewed and approved)**

The Finance Committee recommends passage of Article 22 as written. 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 \$300.00.

**Article 23 (reviewed and amended)**

Finance Committee opposes passage of Article 23.

**This article does not clearly define construction activities and as such leaves too much discretion to the enforcing officer. Additionally, the provisions provided for emergency work permits are too vague.**

**Article 24 (reviewed and approved)**

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). 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.

**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.

**DO NOT USE Article 26 (Ed Prisby will rewrite.)**

Finance Committee recommends passage of Article 26 as written.

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.

**Article 26 (reviewed and amended)**

Finance Committee recommends passage of Article 26 as written.

This article seeks to align the Town’s By-Law with the Commonwealth’s Municipal Affordable Housing Trust statute, Chapter 44 §55C.

**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.

**Ok 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.

**Article 23**

Reconsideration of Article 23.

Motion: Heather McCue moved that Finance Committee reconsider Article 23.

Seconded: Denise Nault. All in favor. Motion carries.

Motion: Heather McCue moved that the Finance Committee oppose passage of Article 23 as written.

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

## **Meeting dates of the Finance Committee**

- Thursday, October 08, 2015  
This is a posted public meeting that is not needed and will be cancelled
- Monday, October 19, 2015  
This will be a posted public meeting to meet at  
The High School Auditorium at 7:00 P.M.  
Town Meeting begins at 7:30 P.M.
- Saturday, October 17, 2015  
Annual Meeting of the Association of Town Finance Committees  
Lisa Brovelli Kelley, Denise Nault, Ed Prisby will be attending
- No additional meetings of the Finance Committee are scheduled for October 2015.
- Future Meeting date general discussion: November, December, January  
Anticipating 2-3 meetings to drive the CIP process for the Town through the Town's  
Charter and By-Laws  
Support CIPC through their budget process  
Meeting with the School for Capital budget review and proposed budget in general

## **CIP**

- Review the process of CIP of other towns –use the Annual Association of Town Finance Committee meeting as a tool to assess other Town processes
- Work with the Town Administrator and Assistant Town Administrator after CIPC completes its ranking process
- Choose a process and calculate the risks to determine the best long term financial interest for the Town
- Forecast
- Inventory Town owned assets

## **CIPC**

- Prioritizes each capital project request based on their guidelines and creates parameters
- CIPC is an advisory board to the Board of Selectmen
- Approximately 1 million of Free Cash is dedicated to CIPC per fiscal year

## **Super Park vs. Stowe Road**

### **Super Park brief history**

- The original Super Park was taken down to make room for the layout of the New High School grounds and building.
- Remaining Funds from the new high school construction loan was to be dedicated to relocate and replace the Super Park
- The funds were used on the Municipal Center building.
- Article 5 is proposing the use of Overlay Surplus funds to begin funding Super Park
- Finance Committee considers Super Park as a capital project

### **Stowe Road – brief history**

- Dedicated piping for one drainage problem became overloaded
- Piping corrosion and resulting land erosion has resulted
- Board of Selectmen has deemed the Town responsible for this situation
- The Town is at risk and this is an emergency situation.
- The funds for the roads now need to be used for Stowe Road.

**Adjournment**

Motion: Heather McCue moved that the Finance Committee close its public meeting.

Seconded: Denise Nault. All in favor. Motion carries.

The public meeting of the Finance Committee adjourned at 9:36 P.M.

Respectfully submitted,

Susan M. Fiacco