

# Town of Lunenburg



Finance Committee:  
 Mark Erickson, Chairman  
 Terri Burchfield, Vice-Chairman  
 John Henshaw, Secretary  
 Karin Menard  
 Jay Simeone

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*Mark Erickson*  
 5/26/16

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## Lunenburg Finance Committee Minutes March 31, 2016 Meeting

MAY 31 2016

LUNENBURG TOWN  
 CLERK OFFICE

Location: Town Hall  
 Present: Mark Erickson, Terri Burchfield, Karin Menard, Jay Simeone, John Henshaw  
 Absent: None  
 Also Present: Karin Brochu, Dir. Municipal Finance

1. Mark E. called the Finance Committee meeting of March 31st to order at 7:00 pm. He announced that this meeting is being recorded and broadcast over the Lunenburg Public Access Cable Channel. The video recording is posted on YouTube at <https://www.youtube.com/user/LunenburgAccess>
2. Comments:
  - Public: None
  - New Communications:
    - Mark read a notice of a Planning Board Informational meeting at Town Hall on April 25<sup>th</sup> to hear and discuss two planning issues.
    - Denise Baker of the MMA informed the Finance Committee that the MMA will have three workshops on Town Finance issues. The topics are managing debt, building a capital plan, and planning for and presenting at town meeting. Mark will forward the email to all committee members.
    - Mark announced that we are a committee of seven members. This committee currently has five members—only one member more than the required minimum for a quorum. If two or more members cannot be present for a meeting, the committee cannot meet. He invites any interested citizens to get a talent bank form from the Town Clerk's office, complete it, and hand it in.
3. Finance Committee recommendations on monied articles in the Fiscal 2017 Annual Town Meeting Warrant. Articles 7, 27, 29, 31-38, 41 and 42 may not be monied articles.
  - Note that the numbering on some of the articles changed since the Finance Committee meeting of March 24<sup>th</sup>. The article numbers in the table below reflect the changes and agree with the numbering of the May 7<sup>th</sup> Annual Town Meeting Warrant. Those numbers that have changed are in bold font.

Review of Monied Warrant Articles and Recommendations			
Article	Description	Motion, Second	Vote:
7	Hear/Accept Committee Reports	There is no direct financial effect and the Finance Committee makes no recommendation.	
8	Payment of prior year expenses.	The committee awaits the report at the ATM before making a recommendation.	
9	FY2016 Budget Adjustments.	The committee awaits the report at the ATM before making a recommendation.	
12	Collective Bargaining Agreement, DPW Union	This is not finalized. The committee awaits the report at the ATM before making a recommendation.	

13	Collective Bargaining Agreement, Police Offices Union	This is not finalized. The committee awaits the report at the ATM before making a recommendation.	
14	FY17 Capital Improvement Plan	Terri moved to recommend approval. John seconded.	Motion Passed: 5-0
15	FY17 Operating Budget The current amount of \$33,802,328 includes all the adjustments.	Karin moved to recommend approval. John seconded.	Motion Passed: 5-0
17	Transfer to/from stabilization fund of \$99,851,	Terri moved to recommend approval. John seconded.	Motion Passed: 5-0
18	FY17 Solid Waste Enterprise Fund Budget	Postpone recommendation until 4/12 meeting.	
19	FY17 Water Dept. Enterprise Fund Budget	Karin moved to recommend approval. Terri seconded.	Motion Passed: 5-0
20	FY17 Sewer Enterprise Fund Budget	Terri moved to recommend approval. Karin seconded.	Motion Passed: 5-0
21	Establish an Inflow-Infiltration Fund.	As the amount of this article is not certain, the committee will wait until the amount is firm,	
22	Transfer to Reserve Capacity Stabilization Fund	This is not finalized. The committee awaits more information at the ATM before making a recommendation.	
24	Establish PEG Access and Cable Related Fund	Karin moved to recommend approval. Terri seconded.	Motion Passed: 5-0
25	FY17 PACC Budget	Karin moved to recommend approval. Jay seconded.	Motion Passed: 5-0
26	Appropriate for Prop. 2 ½ Debt Exclusion Override for Road Maintenance.	The committee will address this at the next meeting.	
27	Authorize a long term easement for Cell Tower Installation at the Turf Field.	The committee will make a recommendation at the ATM.	
28	Borrowing authorization to replace Turf Field and Track.	The committee will make a recommendation at the ATM.	
29	Authorize Summer Street Temporary, Permanent Easements.	The committee will make a recommendation at the ATM.	
30	Transfer Brooks House to custody of BOS	The committee will make a recommendation at the ATM.	
31	Transfer TC Passios to custody of BOS	The committee will make a recommendation at the ATM.	
34	Authorization to negotiate a long term lease to locate a Doppler Radar Tower.	The committee will make a recommendation at the ATM.	
35	Amend the comprehensive Wastewater Master Plan	The committee will make a recommendation at the ATM.	
36	Amend the Sewer By-law	The committee will make a recommendation at the ATM.	
37-43	Changes to zoning by-laws.	The committee will make a recommendation at the ATM.	

44	Provide Yard Waste Disposal Services for Residents on a Bi-Weekly Schedule	The committee will make a recommendation at the ATM.
45	Study committee to determine feasibility of the Water District becoming a Town Department.	The committee will make a recommendation at the ATM.

4. Town Manager's Report:

- Karen Brochu stated she had no reports to make.

5. Finance Committee Budget letter.

- There is no mention of the Pavement Management Funding Plan in the letter. Terri may mention that the PMP funding plan, if it goes forward, would have a financial effect on FY18 and perhaps beyond.
- Jay and Mark had given Terri some editing comments on potential improvements.

6. Review of Minutes of March 17: Jay moved to accept the minutes; Terri seconded the motion and the committee approved the motion by a vote of 5-0.

7. Budget Goals and Opportunities: There was no discussion at this meeting.

8. Committee and Department Updates:

<u>Committee/Department</u>	<u>Update</u>
DPW, Capital Planning, Public Access Cable—John H.	No report.
Library—Terri B.	No report.
Public Safety—Terri B.	No report.
Schools, Monty Tech, COA—Karin M.	No report.
Sewer Commission, Green Task Force—Jay S.	The Sewer Commission met on Tuesday night and discussed the two warrant articles—on grease traps and the effect of new rules and regulations.
School Bldg. Comm., Building Re-use--Mark E.	No report.

9. Next meeting: The committee will resume its regular meeting schedule—meeting on the second and fourth Thursdays of each month. The next meeting will be Thursday, April 14<sup>th</sup>, to review the remaining articles on the warrant.

- Karin notified the committee she would not be available for that meeting; John then said that he would be unable to attend the meeting that evening. Because two members will be absent, the committee will not have a quorum. The committee decided not to reschedule, and Mark cancelled the committee's regularly scheduled meeting on April 14<sup>th</sup>.
- The next meeting will be Thursday, April 28<sup>th</sup>.

10. Adjournment: Terri made a motion to adjourn and Karin seconded the motion. The committee approved the motion 5-0. The meeting adjourned at 8:56.

Respectfully submitted by John Henshaw May 26, 2016

c. Kerry Lafleur, Karen Brochu, Tom Alonzo