

Town of Lunenburg



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

17 Main Street, P.O. Box 135
Lunenburg, MA 01462-0135
978.582.4139
FAX 978.582.4148

Lunenburg Finance Committee Minutes 8-25-16

Location: Town Hall
Present: Terri Burchfield, Mark Erickson, Jay Simeone, John Henshaw, Hannah Anderson
Absent: None
Guest: Kerry Lafleur – Town Manager
George Martin

1. Chairman called the meeting to order at 7:00 pm.
2. Comments:
 - a. Public: This is the last scheduled meeting with the Town Manger. Kerry accepted a new position as Finance Director for the Town of Concord. Members congratulated Kerry for excellent service over the past 9 years to the town.

Tim Murphy, Town Moderator was notified of a candidate for FinCom.
 - b. New Communications:
 - Public hearings – Planning Board on 9-12-16
 - Storm water management special permit for 9 single family homes. 155 Reservoir Rd.
 - Lake Whalom Overlay District: 22 unit town home development at 274 Prospect St.
 - Auto detailing shop at 8 Massachusetts Ave.
 - Members discussion regarding Planning Board articles that might be of financial concern or liability to the town. TM to request a list of projects from the Planning Director.
 - Discussion of how removal of Overlay District would affect Emerald Place development and other areas of Town.
 - Comments on Town Meeting Overlay District article.
3. FY2016 transfers:
Sick leave buy back for AFSME union employee's estimated at \$100k.
Waiting for all employee's to complete there applications for the buy back.
Funding from FY16.
4. Town Manager Report:
TM Reports:
Received final rewards credits totaling \$8848 from our insurance company: Massachusetts Inter-local Insurance Assoc. (MIIA) for attending training and inspections programs.
Pavement Management Program (PMP): DPW Director presented to the Selectmen the year to year project forecast.
All crack seal work to be done in FY2016
Paving work has started in Hickory Hills area.
Asphalt bid once every three years. FY17 is year one. Contract awarded to Keating Corp.
Previously paying \$62 per ton. New rate is \$58 per ton.
Projected \$500K for drainage work.
Ch 90 funds to be used for all other roads that are not in the PMP.

Starting in FY-18, \$50k per year from excise taxes will be added to the Ch 90 funds for annual road maintenance.

5. Budget Goals and Opportunities:

Financial policy for managing debt service: JH talked with John Londa, School Facilities Director, regarding prospective repairs and renovations to the Turkey Hill Middle School (THMS). There are \$900k in critical repairs in the capital planning budget. An estimated \$3.5M in necessary repairs plus several larger projects like a new roof and asbestos remediation. Several years ago a market study estimated renovations to cost \$11M. The committee is looking to see what that number would be in today's dollars. John Londa will be presenting his plan for repairs and renovations to school committee this week. John H. to follow up to see when the School Committee is looking to start any of these repairs or renovations and what the cost estimates are. How much money will they be looking for from Capital Planning and how much debt will be incurred.

Members discussion regarding excluded and non excluded debt. How are large renovations projects like the THMS affected by the debt policy. What are the affects of excluded debt on the bond rating? How much excluded debt is acceptable? How much debt, excluded or non-excluded, can the Town handle?

6. Minutes: None

7. Committee and Department Updates:

<u>Committee/Department</u>	<u>Update</u>
Public Access Cable—John H.	PACC budget: FY17 budget is 20% less than their actual needs. PACC budget funded thru Comcast cable contract. Not tax supported TM comment: State Law change requiring budget to be presented and approved at Town Meeting, same as other budgets. FinCom may be able to loan PACC funds from Reserve account. PACC to meet with FinCom on 9-22-16.
Capital Planning—John H.	
Dept. of Public Works—John H.	Reviewing the Re-design of 5 intersections: Gilchrist at Northfield - less expensive Oak Ave to Northfield Highland - Main st at Oak Ave Page at Lancaster - most expensive Kiburn at Lancaster Storm water maintenance Underground fuel storage tank replacement. 30 years old. Estimated at \$175k
Council on Aging – John H.	Sue Doherty – Director Operational budget issue with replacement of oven/range appliances costing \$4K. Capital issue - Repairs need to front entrance of the building. Issue with ice dams causing hazard to entrance. Building exterior needs to be painted.
Library—Terri B.	
Public Safety—Terri B.	No Report.
Schools, Monty Tech,	No Report.

Green Task Force—Jay S.	No Report.
Sewer Commission—Jay S. School Bldg. Comm., Building Re-use-Mark E.	No Report. BRC – Received two market analysis bids. Both exceeded the budgeted amount. They asked bidders to revise their proposals. They will meet again next Monday. Unlikely they will be able to do what they had originally intended to do based on the money that was approved and the proposals received. They will be looking to revise their plan, and may need more money. One bidder presented a bold vision for the TC Passio property. Proposed a public/ private project. Called the Likhtintal project. Combination of homes and business.
Town Manager Search Comm.	Talked about selection criteria. Reviewed resumes. Invited the TM and other department heads to give input to the criteria. Set tentative dates for interviews in September. Looking for three candidates to present to the BOS.

Member question to TM regarding how items under the Capital Planning threshold of \$10K are funded. TM commented there should be a line item added to the Facilities budget for small appliance replacement. It was recommended an inventory of appliances be made to better prepare for replacement based on life cycle.

8. Next meeting: 9-8-16, 9-22-16 at 7:00 PM at the Town Hall.
9. Adjournment: Mark made a motion to adjourn. John seconded the motion. The committee approved the motion 5-0 at 8:42 pm

Submitted by Jay Simeone

Attachments (0):