

# Town of Lunenburg

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



*Mark Erickson*  
11/13/14

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## Lunenburg Finance Committee Meeting—October 16, 2014

Location: Town Hall  
Present: Mark Erickson, Terri Burchfield, Caroline Griffis, Karin Menard, Jay Simeone, John Henshaw  
Absent: All Members Present

1. Meeting called to order by Mark Erickson at 7:00 pm.
2. We are delighted to welcome our newest members of the Fin Comm--Caroline Griffis and Jay Simeone.
3. Communications:
  - a. Public: None.
  - b. Committee:
    - i. Meet and Greet sessions with Department Heads and town officials will kick off the Budget Process and are a chance to set expectations for the Budget Presentations.
      1. Perhaps one session could be for public safety (Police and Fire)
      2. Another could be for Land Use and Department of Public Works.
    - ii. Note that the fourth Thursday of November is Thanksgiving, and the fourth Thursday of December is Christmas Day. The committee will have to change the meeting dates these two days.
    - iii. On Tuesday, November 4 at 6:00 PM the Board of Selectmen and Fin Comm will have an open discussion with the Town Treasurer, Town Accountant, and Finance Manager about the Financing of the School Construction project. The purpose is to determine how to structure the borrowing to minimize total costs of financing the project given projected cash flow and estimated total costs.
    - iv. The recent issue of *The Beacon* was circulated to the committee.
4. Town Manager Updates—as Kerry was unable to attend Mark presented in her stead.
  - a. There will be a joint session between the Board of Selectmen and the Planning Board on Monday, October 20<sup>th</sup> at 6:30 to discuss the economic element of the master plan.
  - b. Certification of Free Cash.
    - i. The State of Massachusetts has certified \$484,117 as free cash from FY 2014.
5. Review of Minutes:
  - a. Terri moved that the minutes of the September 11 meeting be approved as corrected. Karin seconded the motion. The committee approved the motion 4-0 with two abstentions as the new members had not attended the September 11 meeting.
  - b. Karin moved that the minutes of the September 25 meeting be approved as submitted. Terri seconded the motion and the committee approved the motion 4-0 with two abstentions for the same reason.

6. Committee Liaison Updates:

Committee/Department— Reported By:	Update:
Capital Planning--John H.	<p>The committee will address two issues to prepare for the capital plan:</p> <ul style="list-style-type: none"> <li>• Assuring that Marjorie Boggio, Administrative Assistant of the Planning Board, has the information she needs for the spreadsheet for the capital planning process.</li> <li>• Modifying the Capital Planning Committee web site to be consistent with the capital projects and regular borrowing sections of the Town's newly adopted Financial Policies, and familiarizing all participants in the planning process with these policies and how they affect the plan.</li> </ul> <p>In addition, during Karin's summary of the asbestos abatement project (see Schools—Karin M. below) it appeared there was some misunderstanding during the Capital Planning Process last year on the scope of the abatement being funded.</p>
Public Works--John H.	<p>No news on whether Jack R. has received lower quotes for road sand and salt; there remains a risk of a \$30,000 overspend.</p> <p><input type="checkbox"/> Action Item: John will ask Jack R. for more specific details on specs and costs of the proposed new street sweeper.</p>
Library--John H.	<p>The library will track the effect of higher electricity costs from December on to measure their effect on the budget.</p>
PACC--John H.	<p>Nothing to report.</p>
Building Re-Use--Mark E.	<p>At the most recent meeting the committee discussed each of the six properties that are prospective candidates for re-use. Decisions on the approaches of most of these properties are on hold due to issues that are not yet settled, for example:</p> <ul style="list-style-type: none"> <li>• The boundary between the TC Passios Building and the Brooks House.</li> <li>• Zoning.</li> <li>• Access to specific properties, and</li> <li>• Parking spaces—specifically adjacent to TC Passios.</li> </ul>
School Building--Mark E.	<p>As of the October 8 School Building Committee meeting the project is pretty much on schedule and a bit under budget. Some progress—the new field next to Route 2A—is obvious; some less so: 120 cubic yards of concrete are being delivered on site daily.</p> <p>Aerial fly-overs to document this major project and which will cost \$450 per flight will take 40-50 photos. The committee is sensitive to public sentiment on cost control and is attentive to how many fly-overs are appropriate.</p>
Schools--Karin M.	<p>The FY 2015 capital appropriation of \$138,000 for asbestos abatement in specific areas of the Middle School was insufficient to cover costs in light of the bids that were submitted. Not having useable bids, nor time to re-scope and re-bid the project, no abatement work has taken place YTD FY2015. John Londa has developed an alternate approach—stretching the project over seven years.</p>
Monty Tech--Karin M.	<p>Nothing to report.</p>

Council on Aging--Karin M.	Nothing to report.
Public Safety--Terri B.	During the Public Safety Building Open House Terri discussed the Meeting/Greeting sessions with Fire Chief Patrick Sullivan. She also reported that Police Chief Jim Marino has pragmatic concerns about publically airing potential effects of certain resource constraints.
Sewer Commission—Terri B.	The Sewer Commission will put together a capital plan paid from the Sewer Enterprise fund and separate from the Capital Planning Process. Jamie T. voiced concern that the Town make sure that none of the costs of Sewer Commission capital projects be borne by the Town, either directly or indirectly. John H. concurred.
Note: There was nothing to report on the PACC (no meeting), Agricultural Commission, or the Green Community.	

7. Budget Opportunities:

- a. Mark recapped the discussion the Fin Comm had opened up with the Parks Commission on collecting fees for use of the Town athletic fields and tracks as a way to accrue funds for maintenance and/or replacement of the fields and tracks as necessary.
- b. Karin reported that schools had not been collecting fees for bounced checks.

8. Future Agenda Items:

- a. Review the updated Pavement Management Plan—this is to be addressed when the PMP is set.
- b. Continue work on Budget Calendar and set expectations for Department Budget Presentations—a main point is how budget constraints may affect service levels.
- c. Meeting to review the school construction project financing. See page 1, 3. B. iii.
- d. Review OPEB (Other Post-Employment Benefits).
  - i. Unfunded liability to pay for post-employment benefits.
  - ii. There is no mandate to fund medical expenses for retirees.
  - iii. The Town receives a report on projected OPEB liabilities every other year. FY2015 is a year that the report is due.

9. Mark suggested to both Caroline and Jay that each look over the committee liaison assignments (see table under point 6 above) and choose a couple that each would be interested in being the liaison to. We could then divvy up the liaison assignments among the six members.

10. Meeting Adjourned: Jay moved to adjourn the meeting; his motion was seconded by Terri. The committee voted 5-0 in favor (the one abstention was Caroline who has not formally been sworn in as a Fin Comm member). The meeting adjourned at 8:37 PM.

Respectfully submitted by John Henshaw October 17, 2014