

# Town of Lunenburg

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



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

## Lunenburg Finance Committee Minutes: March 12, 2015 Meeting

A large, handwritten signature in black ink, likely belonging to the Town Manager, Jamie Toale.

Location: Town Hall  
Present: Mark Erickson, Terri Burchfield, Karin Menard, Jay Simeone, John Henshaw  
Also Present: Jamie Toale--BOS Liaison, Kerry Speidel, Town Manager  
Absent: Caroline Griffis

1. Mark called the meeting to order at 7:00 pm.
2. Communications:
  - A. Public: None.
  - B. Committee
    - i. The Citizens' Caucus will take place on Monday, March 16<sup>th</sup> at 7:00 at Turkey Hill Middle School.
    - ii. The Planning Board will meet on Wednesday, March 25<sup>th</sup> at 6:35 PM to discuss changes in the definition of the Town center and changes in the numbering of a by-law relative to marijuana dispensaries.
3. Town Manager Updates: None.
4. DPW FY16 Budget Presentation by Jack Rodriquenz, Director Note: Click [here](#) for the DPW presentation.
  - A. Current budget situation:
    - i. The projected snow deficit as of today and March 12 stands at \$245,889 before any potential NEMA adjustment. So the possibility exists that the Town will receive some assistance in snow and ice removal costs. But unless and until that happens, we must assume that the Town will pay all costs associated with the four major storms.
      - There may be more snow and ice removal expenditures from storms yet to come.
      - A risk to next year's budget is if the deficit in the snow and ice account exceeds \$300,000 the Town may have to use some of the stabilization account to pay off the deficit. If so, the Town would have to replenish the stabilization account to a level equal to 5% of the Town's omnibus budget. This would mean lower funds for operating expenses.
      - The average tax bill for home owners in Lunenburg is \$4,414.75. The DPW share of that tax bill is \$253.28, and plowing costs are usually around \$30.00 per household per year. The atypical winter weather this year has pushed plowing costs to roughly \$60 per household.

- B. FY16 budget:
- i. The DPW's requested target FY16 budget is \$1,506,711, a \$152,000 increase or 10.1% over the FY15 appropriation. The town manager's recommended budget for FY16 is \$1,428,970, \$74,000, or 5.4% over FY 2015.
    - The town manager said she would look closely at the energy cost line in the DPW budget-which may require reallocation of funding within the DPW budget, but would not require increasing the total DPW budget.
  - ii. Jack said that the town manager's projected budget means the DPW would be able to provide the same levels of service in FY16 as in FY15.
- C. The Pavement Management Plan:
- i. The current pavement condition index [PCI] of Town roads is 70. To maintain a PCI of 70 requires an annual investment for maintaining the 89 miles of Town roads of \$700,000.
    - That \$700,000 figure will be financed from Town capital funds as well as Chapter 90 Highway funds from the State.
    - Note that the \$700,000 per year is not indexed for inflation: It will rise as the cost of labor and materials required to maintain the roads increases over time.
- D. Ongoing services that the DPW provides:
- i. Vehicle maintenance and fuel for the Police and Fire Departments.
  - ii. Maintenance of Town facilities.
    - This includes covering utility costs for Town buildings except the library, which means that the DPW has had to pay for utility rate increases.
  - iii. Tree removal: The DPW identifies and contracts for the removal of trees that pose a hazard to traffic on Town roadways.
  - iv. Infrastructure projects:
    - The DPW maintains special resources –the Shirley Dam and the capped Landfill.
    - Both the dam and the landfill comply fully with state and Federal mandates.
- E. Future expenditure:
- i. The Town's drainage and storm water system is aging and requires renovation/rehabilitation to comply with government specifications.
  - ii. Jack's current estimate is that this would cost between \$300,000 and \$500,000.
- F. Current capital projects:
- i. Repair and/or replacement of two culverts.
  - ii. Redesigning and engineering five intersections to make them safer for traffic.
    - Paula Bertram stated that there are Federal grants the Town may be able to get to help pay for some costs of intersection redesign and engineering.
- G. Ideas for raising revenues to meet future costs and improve Town infrastructure:
- i. Special levy to pay for repairs, renovations, and/or replacing the Town's aging storm water and drainage systems. (See point 4. E. above).
  - ii. Working with selected neighborhoods to fund small, selective road repair or repaving projects that might otherwise be low priority projects in the pavement management plan. This may be most feasible in densely settled neighborhoods, like the Whalom area.
  - iii. Hiring/retaining a grant writer to help apply for grants to help pay for infrastructure improvements—e.g. intersections, roads, stormwater drainage system.

5. Monty Tech FY16 Budget Presentation by Dr. Sheila Harrity, Superintendent and Ms. Tammy Lafalam, Administrative Assistant
  - A. Dr. Harrity presented a summary of the accomplishments of Monty Tech last year including participation in the student space flight experiment program and participating in three competitions.
  - B. Tammy Lafalam reviewed the Monty Tech budget for FY16 and student tuition calculation.
    - i. In school year 2015-16 Lunenburg will be assessed a per pupil cost of \$10,275. This is a per student reduction from school year 2014-15 of \$430.
    - ii. This year Lunenburg's enrollment and Monty tech will increase by seven students to 78 students in total.
    - iii. Therefore, because of the seven student increase, the Town will pay about \$70,000 more than in school year 2014-15.
      - Note that Lunenburg is assessed at the statutorily minimum allowed, and that the cost per student at Monty Tech exceeds \$15,000 per year.
6. Minutes: The March 5 meeting--Terri made a motion to approve the minutes, Karin seconded her motion and the committee approved the minutes as submitted 5-0.

7. Committee/Department Liaison Updates:

Committee/Department-- Reported By:	Update:
Capital Planning--John	No report.
DPW--John	There is nothing further to report.
PACC--John	The PACC met 3/09 and worked on their FY16 budget. The PACC is exploring how to best invest the funds from the accumulated payments from Comcast to improve Public Access Cable service in Town.
Library--Caroline	No report.
Council on Aging--Caroline	No report.
Public Safety--Terry	No report.
Schools--Karin	No report.
Monty Tech--Karin	No report.
Sewer Commission--Jay	No report.
Green Community--Jay	No report.
Building Re-Use--Mark	No report.
School Building--Mark	Temporary lighting was installed in Bldg A; structural steel is nearly complete in Bldngs B and C; and structural steel is in process in Bldng D. Progress is four weeks behind schedule, but the construction manager is looking at ways to get back to schedule. The topping off ceremony will be the week after spring break in April.

8. Future Agenda Items:

- A. Budget Goals and Opportunities
- B. Pavement Management Program
- C. Review contract commitments (E.g. sick leave buy-back.)

9. Next Meetings:

- A. March 19, Regularly Scheduled Meeting: Public Access Cable Committee and Sewer Enterprise Fund budget presentations.
- B. March 26, Special Meeting: Official public hearing, Summary of the FY16 Budget, and recommendations and vote on all money articles in the Town Warrant.

10. Adjournment: Karin moved to adjourn the meeting, her motion was seconded by Terri and approved 5-0. The meeting adjourned at 9:07 PM.

Respectfully submitted by John Henshaw March 16, 2015