

**West Newbury Finance Committee
Minutes of the Meeting
Monday, March 19, 2018**

Finance Committee Meeting

Chairman Roberts called the Finance Committee meeting to order at 6:00 p.m. in the second floor hearing room of the 1910 Building with Ms. Grammer, Mr. Kelly, Mr. Durey, Mr. Ellis and ex officio member Finance Director Gould in attendance. Dr. Beaudoin joined the committee at 6:30 p.m.

There being no public comment, the Committee considered its agenda.

Transfers: none

Mr. Roberts stated the committee would review the minutes for March 12, 2018 at the next meeting on Monday, March 26, 2018.

Council on Aging (COA) – Senior Center —Director Theresa Woodbury

Ms. Woodbury joined FinCom to discuss both the omnibus budget and the article request for new chairs for the Senior Center.

Ms. Grammer congratulated Ms. Woodbury on receiving the Director of the year award from the Massachusetts Councils on Aging. She was chosen from among 320 directors across the state.

Ms. Woodbury reviewed the budget. As requested, the COA budget was level-funded. Ms. Woodbury noted in FY17, there was a turn back of \$5,155.00. She explained the COA used a Formula Grant; a type of mandatory grant which if not used would be lost. Formula Grants are for specific purposes. In FY17, the grant paid the COA van driver, Mr. Henry Cross. Ms. Woodbury does not expect as large a turn back for FY18. Ms. Grammer informed Ms. Woodbury that Mr. Bill, Department of Public Works (DPW) stated there is space for the COA van in the Pipestave Hill garage.

Article Request #19 — \$2,500 to fund new chairs for the Senior Center

Previously, FinCom voted to approve the purchase of the chairs for the Senior Center. Members did pose some questions to Ms. Woodbury. Mr. Ellis remarked the chairs seemed low for senior citizens. Ms. Woodbury stated several other COA facilities had purchased the same chairs. *Ms. Woodbury stated she would contact the Arlington COA where the chairs are now in use.* Mr. Kelly inquired if the town were obliged to purchase from WB Mason. He had found the same chairs cheaper on Amazon. Mr. Gould added there is a State Bidding List, which may be another alternative.

Community Center Committee (CCC)

Finance Committee members commented the CCC is investigating the use of the Annex as a temporary base for the intergenerational community center. When speaking with FinCom, CCC chair Ms. Vanessa Graham stated the Meals on Wheels Program does take up space. Ms. Woodbury described some daily activities at the Senior Center. She presented a projected population chart based on the census. By 2020, over 60% of the West Newbury population would consist of individuals sixty years or older.

Ms. Woodbury provided some information regarding the Meals on Wheels Program. Meals on Wheels uses a large space of the Annex from 10:00 a.m. to 12:00 p.m. on Monday through Thursday. The organization brings in the food and packages it at the annex. Volunteers deliver a portion of the prepared food to housebound individuals. Additionally, some people dine at the center. Previously, the Groveland Fire Station housed Meals on Wheels. When the station closed, Meals on Wheels approached the West Newbury COA to accommodate the program. Space is tight on Thursdays, when preparations for Meals on Wheels and Art Class share the same space.

In addition, Ms. Woodbury serves as a SHINE Counselor. SHINE is an acronym for “Serving the Health Insurance Needs of Everyone”. Ms. Woodbury assists individuals with services such as Mass Health, Medicare, and Social Security. Although geared towards assisting the elderly, services are open to people of all ages.

Mr. Kelly queried if the CCC and the Senior Center could work together. Ms. Woodbury stated the Senior Center does offer some intergenerational aspects. The Food Pantry has no age requirements. Additionally, yoga classes are open to all. Mr. Durey asked if there are two organizations offering the same services. Ms. Woodbury stated intergenerational activities are important to pursue.

Police Department Budget Review

Mr. Roberts stated FinCom would meet with the BOS next week. He suggested members prepare a list of statements or questions regarding articles and/or line items. Mr. Durey suggested four points of interest:

Family Medical Leave Act (FMLA)

In FY18, FMLA costs were \$9,600.00. The amount requested for FY19 is \$4,500.00. Does the Police Department anticipate use of the specific amount or is it an area to cut down.

Vehicle Maintenance

Mr. Durey remarked, with the addition of two new vehicles, perhaps decreasing vehicle maintenance is a possibility.

Overtime

Mr. Gould stated negotiations for a 3% overtime increase for this year includes increases slated for the next two years. Mr. Gould stated, according to the police contract, expect to see the cost of overtime over the next three years to increase approximately \$10,500.00.

FinCom members agreed if requested overtime is decreased and later in the fiscal year it becomes necessary to acquire funds for overtime, transfer from the reserve is possible.

Range Fee

When FinCom met with Chief Reed, he had remarked by changing the venue for range time could reduce costs.

Dr. Beaudoin inquired about the possibility of removing the cruisers from the omnibus and in future, as article requests.

Education

Mr. Roberts queried Mr. Gould regarding the school budget. Mr. Gould commented the BOS are meeting with the Whittier representatives this evening. Mr. Gould stated he had added 5% to last year's budget for FY19.

Administrative Assistants and Note takers

Dr. Beaudoin expressed concerns regarding the new requested positions for either note takers or administrative assistances. Mr. Gould stated the BOS removed the three requested salaried positions. Mr. Durey remarked the Planning Board had requested both an assistant and a note taker. He added, although not legally admissible in court, in some cases it is important for the Planning Board to have documentation of what transpired during their meetings. Mr. Roberts inquired if FinCom has the same authority as the BOS to remove requests. Mr. Gould replied ultimately personnel issues would fall under the jurisdiction of the Town Manager.

Town Manager Relocation Compensation

Mr. Durey stated the BOS presented a new Article requesting \$5,000.00 for relocation reimbursement of the Town Manager. He also stated there is a line item for the same amount on the omnibus. Is it an accidental duplication. *FinCom will ask the BOS to clarify.*

Special Town Meeting Article #2 — \$200,000.00 to replace Page School Emergency Generator

To see if the Town will vote to transfer from Community Preservation Act Funds the sum of \$200,000 from the Unrestricted Fund Balance for work to be performed at the Page School to replace the Emergency Generator or to take any other action relative thereto.

Department of Public Works (DPW) Director Gary Bill joined the committee to answer any questions.

Mr. Durey recalled, when previously speaking with Mr. Bill, the Electrical Inspector requested completion of the electrical update this summer. Mr. Bill agreed, adding this is due to code issues. If not addressed, there would be a problem operating the generator.

Ms. Grammer questioned if there is a sunset and if so what the date is. Mr. Bill stated there is not a sunset. He suggested a time of three years. Ms. Grammer asked if it is on the Capital Improvement Committee (CIC) list. Dr. Beaudoin stated it is on the schedule for replacement in 2022. Mr. Bill stated the current generator was installed in 1965. He remarked, in part, its longevity is due to the fact it is enclosed and not exposed to the elements.

Mr. Durey inquired if the amount should be less because some funds remained from the original \$100,000.00 article request. Mr. Bill replied they are two separate issues. The remainder of the initial request is necessary for engineering and other repairs costs.

Ms. Grammer inquired as to the difference of the High School being out of code compared to the generator out of code. She cited an example of when the Xerox is used a light may go out. Mr. Bill stated it is a difference between code compliance and safety.

Mr. Bill stated construction of the Page School occurred in 1924 and therefore several systems are outdated. He cited one electrical issue is:

- 250 AMP Breaker
- 225 AMP transfer switch
- 100 AMP generator.

Mr. Roberts suggested FinCom review and vote on the Articles. Since Ms. Grammer and Dr. Beaudoin recused themselves from discussions on the solar field, Articles 23 and 24 will be voted at the end of the meeting.

Annual Town Meeting (ATM) Articles

The Finance Committee does not vote on Articles 1 through 3.

Article #4

To see if the Town will vote to appropriate, in anticipation of Water Department revenue, the sum of \$790,403.00 of which \$186,126.00 for Salaries and Wages, which include \$1,700.00 for Water Commissioners stipends, \$41,931.00 for Insurances, \$393,590.00 for Expenses, \$103,747.00 for Debt Service, \$15,000.00 for Extraordinary and Unforeseen, and \$50,009.00 for Indirect Cost.

By request of the Board of Water Commissioners.

FinCom voted to approve Article #4, 6, 0, 0.

Rationale: Mr. Durey

Article #6

To see if the Town will vote to raise and appropriate and/or transfer from available funds the sum of \$50,000 for the Pension Liability stabilization fund, or take any other action related thereto.

By request of the Board of Selectmen.

Ms. Grammer suggested speaking with Selectman Anderson regarding the Pension Liability and General Stabilization funds. Perhaps fund the pension in the spring and the general stabilization in the fall. This is a point to discuss with the Department of Local Services (DLS). Mr. Durey remarked it is important the town continue to actively contribute to the stabilization funds.

FinCom voted to approve Article #6, 6, 0, 0.

Rationale: Dr. Beaudoin

Article #7

To see if the Town will vote to transfer the sum of \$22,827.09 from the Septic Loan Revolving Account for the repayment of debt service.

By request of the Board of Health

FinCom voted to approve Article #7, 6, 0, 0.

Rationale: Mr. Kelly

Article #8

To see if the Town will vote to transfer from available funds the sum of \$102,900 to pay the debt service associated with the Dunn Property Acquisition.

By request of the Board of Selectmen.

FinCom voted to approve Article #8, 6, 0, 0.

Rationale: Mr. Ellis

Article #9

To see if the Town will vote to raise and appropriate the sum of \$315,000 to be placed in the special purpose municipal stabilization fund established pursuant to Massachusetts General Laws c. 40 §5B in order to fund future capital expenditures for school related building projects, or take any other action related thereto.

By request of the Board of Selectmen.

FinCom voted to approve Article #9, 6, 0, 0.

Rationale: Ms. Grammer

Article #10

To see if the Town will vote to raise and appropriate and/or transfer from available funds the sum of \$140,000 to add to the special fund established in accordance with the provisions of MGL Chapter 44, Section 53I for a celebration of West Newbury's Bicentennial in 2019.

By request of the Bicentennial Committee.

Mr. Durey expressed some concern regarding the cost of both food and the equipment needed for the food. He suggested the use of food vendors is more cost effective. Ms. Grammer stated the Bicentennial Committee has yet to meet with the BOS. Possibly amounts may change. It would be difficult for FinCom to edit specific amounts. Mr. Ellis stated FinCom could author both a pro and con rationale for the article.

The Bicentennial Committee had listed a series of events stating the events would pay for themselves. West Newbury Day at Fenway Park is an example. The Bicentennial Committee stated the event ticket sales would cover the cost of the events. However, the CCC requested an amount of \$3,000.00 for this event. Mr. Durey also remarked the line item, grants to other organizations for \$6,000.00, seems high. Mr. Ellis remarked the committee could seek nonpublic funds to sponsor some of the events.

FinCom members all agree with the importance of the bicentennial celebration. However, the CCC needs to develop definitive numbers.

FinCom voted on Article #10, 2, 3, 1, Grammer and Ellis approve, Roberts, Durey and Kelly oppose, and Beaudoin abstain.

Rationale: Mr. Roberts

FinCom motioned to add a sunset date of Fall Town Meeting FY20, 6, 0, 0.

Article #12

To see if the Town will vote to raise and appropriate and/or transfer from available funds the sum of \$100,000 to make Repairs and Improvements to the Page School, Children's Castle, & Town Buildings.

By request of West Newbury Department of Public Works.

Dr. Beaudoin stated he had hoped for more transparency. Ms. Grammer added DLS might provide some thoughts on the subject. Mr. Roberts reaffirmed the philosophy that no public funds be spent without a specific intent. Mr. Durey agreed but suggested the need of a transitional period. The DLS will aid in the discussion.

FinCom voted to approve Article #12, 5, 0, 1, Roberts abstain.

Rationale: Mr. Durey

FinCom motioned to add a sunset date of end of FY19, 4, 2, 0, Beaudoin and Kelly opposed.

Article #13

To see if the Town will vote to allocate and/or reserve from the Community Preservation Fund annual revenues, the amounts recommended by the Community Preservation Committee for Community Preservation Projects, Committee Administrative Expenses, and other expenses in Fiscal Year 2019, with each item to be considered a separate appropriation:

Allocate Reserves:

From FY 2018 estimated revenues for Community Housing Reserve: \$39,998.00

From FY 2018 estimated revenues for Historic Resources Reserve: \$39,998.00

From FY 2018 estimated revenues for Open Space & Recreation Reserve: \$39,998.00

From FY2018 estimated revenues for Committee Administrative Expenses: \$19,999.00

From FY 2018 estimated revenues for

Budgeted Reserve: \$259,987.00

TOTAL \$399,980.00

By request of the Community Preservation Committee.

FinCom voted to approve Article #13, 6, 0, 0.

Rationale: Dr. Beaudoin

Article #14

To see if the town will vote to transfer funds from available sources a sum of \$31,000 to transfer Fire Department municipal communication equipment to new telephone poles on Main Street.

By request of The Fire Chief.

FinCom motioned to add a sunset date of the end of FY20, 6, 0, 0.

Article #15

To see if the Town will raise and appropriate and/or transfer from available funds the sum of \$17,500 to fund the Town's share of the cost of the replacement of the 1984 tanker truck in connection with a 2017 FEMA Assistance to Firefighter's Grant.

By request of the Board of Fire Engineers.

FinCom motioned to add a sunset date of the end of FY22, 6, 0, 0.

Article #16

To see if the town will vote to transfer funds from available sources a sum of \$115,000 to purchase firefighting personal protective gear.

By request of the Board of Fire Engineers.

FinCom motioned to add a sunset date of the beginning of FY20, 6, 0, 0.

Article #17

To see if the town will vote to raise and appropriate and/or transfer from available funds the sum of \$5,000 for the town manager's expenses. Any remaining funds in the account at the end of FY'19 will close out to Free Cash.

By request of the Board of Selectmen.

FinCom will discuss the \$5,000.00 requested in this article and the same amount on the omnibus budget with the BOS next week prior to voting.

Article #18

To see if the Town will raise and appropriate and/or transfer from available funds the sum of \$5,000 to fund engineering services to determine the feasibility of the Annex as an initial location for an Intergenerational Community Center.

By request of the Community Center Committee (CCC).

Mr. Roberts stated Ms. Graham, CCC chair, pulled the article earlier today. However, she may not realize removal of the line item of \$6,000.00 in expenses from the omnibus budget. *FinCom will speak with the BOS next week.*

Article #20

To see if the Town will vote to transfer from Community Preservation Act funds, Open Space and Recreation Reserve Account, the amount of \$200,000 to purchase a perpetual Conservation Restriction for conservation, open space, and farmland purposes on land known as "Brown Spring Farm," which is comprised of 10 acres, more or less, located at 866 Main Street, West Newbury, Assessors Map R28, Lot 150 and shown as "Lot A" on the plan of land entitled "Plan of Land in West Newbury, Mass. owned by Margaret M. Cooney" dated August 12, 1971 and recorded at Plan Book 120 Plan 34 at the Southern Essex Registry of Deeds. Said Conservation Restriction is to be conveyed to the Town of West Newbury acting by and through its Conservation Commission under the provisions of Mass. General Laws Chapter 40 Section 8C, as it may be amended, and to Essex County Greenbelt Association, Inc.; said purchase to be subject to approval of the Conservation Restriction by all involved parties, and to any conditions imposed by the Community Preservation Committee as part of their approval; and the Town is to be authorized to enter into any agreements, execute any documents, and take any other action necessary or convenient to effectuate the purchase authorized

hereunder, or take any other action relative thereto.

By request of the Community Preservation Committee (CPC).

the Open Space Committee, and Essex County Greenbelt Association.

Ms. Grammer asked if it were possible to sunset an article using CPC funds. *FinCom will discuss when meeting with the BOS.*

Article #21

To see if the Town will vote to amend the Town Bylaws by deleting Section VII (the Finance Director Bylaw) in its entirety and by changing the reference to "Finance Director" in Sections IV (Capital Improvement Committee Bylaw), VIII (Finances) XXXVI (Community Preservation Committee Bylaw) to "Town Manager".

FinCom voted to approve Article #21, 6, 0, 0.

Rationale: Beaudoin

As Ms. Grammer and Dr. Beaudoin recused themselves from any discussions of Articles #22 and 23, FinCom will review at the end of the meeting.

Article #24

To amend The Town of West Newbury Zoning Bylaw by inserting the following as new Section 5.G5.c:

"c. All Large-Scale Ground-Mounted Solar Photovoltaic Installations (LGSPI) located in Residence A, B, or C districts shall not exceed a nameplate capacity of 500 kW DC."

By Petition.

Ms. Grammer stated the article is unnecessary due to the existing high regulation of the solar industry. Dr. Beaudoin remarked it is geared more to the possibility of large-scale plants in a residential area.

FinCom voted to oppose Article #24, 1, 5, 0, Beaudoin approving.

Rationale: Mr. Kelly

Article #25

To amend The Town of West Newbury Zoning Bylaw by inserting the following as new Section 5.G. 5.c:

"c. **Setbacks in Residence A, B, and C Districts.** For Large-Scale Ground-Mounted Solar Photovoltaic Installations (LGSPI) located in Residence A, B, and C Districts, front, side, and rear setbacks shall not be less than 200 feet on the applicant's property. LGSPI shall be provided with 200-foot setbacks on all lot lines abutting a Residence A, B, or C District, regardless of the zoning designated for the proposed site. Vegetated screening shall be provided for a minimum of 50% of the specified setback.

Every abutting property located in a Residence A, B, or C District shall be visually and acoustically screened from the installation through either existing vegetation or new plantings of not less than 8 feet in height at the time of planting staggered at a spacing of no more than 8 feet apart throughout the required setback dimensions. All required plantings shall be maintained throughout the project's life, and replaced as necessary. As an alternative to providing the required screening through vegetation, the applicant may increase the setback to 600 feet on the applicant's property while providing an acceptable alternate screening such as a stockade fence and single row of vegetation in close proximity to the installation.

Security fences, roadways, and equipment shall not be placed within the required setback, except for that which is required to access the site from an adjacent roadway, or to transmit the generated power to the grid. Access roads and transmission lines shall be placed in such a manner as to not create an unobstructed view of the project from adjacent property lines."

By Petition.

FinCom members remarked size limits and the use of vegetative screening are already in place.

FinCom voted to oppose Article #25, 1, 5, 0, Beaudoin approving.

Rationale: Ms. Grammer

Article #26

To amend the Town of West Newbury Zoning Bylaw by inserting the following as new Section 5.G. 4.d.:

"d. All Large-Scale Ground-Mounted Solar Photovoltaic Installation (LGSPI) project proponents shall submit

the following information to the Planning Board prior to the Public Hearing required under Massachusetts

General Laws Chapter 40A, § 5, for a proposed change to this Bylaw to designate a location as a LGSPI Overlay District:

- i. A plan prepared and signed by a Registered Land Surveyor licensed to practice in the Commonwealth of Massachusetts of the proposed Overlay District and the Solar Photovoltaic Installation showing the proposed layout of the system and a description of the boundaries of the Overlay District delineated by metes and bounds; and
- ii. Documentation sufficient to show that the proposed Overlay District and LGSPI are consistent with the Site Plan Review Guidelines in Section 8.B.6. of this Bylaw.

These materials shall be made available for public inspection not less than fourteen days before the day of the public hearing."

By Petition.

FinCom voted to oppose Article #26, 1, 5, 0, Beaudoin approving.

Rationale: Mr. Roberts

Special Town Meeting (STM) Articles

FinCom does not vote on Article #1.

Article #2

To see if the Town will vote to transfer from Community Preservation Act Funds the sum of \$200,000 from the Unrestricted Fund Balance for work to be performed at the Page School to replace the Emergency Generator or to take any other action relative thereto.

By request of Board of Selectman and DPW Director.

FinCom motioned to sunset date of the end of FY21, 6, 0, 0.

Rationale: Mr. Ellis

Article #3

To see if the town will vote to transfer the sum of \$110,000.00 from the Water Enterprise Fund Free Cash Account and \$40,000.00 from the Water Enterprise Stabilization Fund Account to install underground electric service and Comcast internet from Hilltop Circle to the new Brake Hill Water Tank.

By request of the Board of Water Commissioners.

FinCom motioned to sunset date of the end of FY22, 5, 0, 1, Durey abstaining.

Rationale: Dr. Beaudoin

Article #4

To see if the town will vote to transfer funds from available sources the sum of \$2,000.00 to pay for salaries and expenses pertaining to the operation of early voting for the 2018 state election with any sums remaining by the end of fiscal year 2019 to be returned to The Town.

By request of the Town Clerk.

Rationale: Mr. Durey

Article #6

To see if the Town will vote to close out and transfer the amount of \$5,991.35 from Article #6 dated April 27, 2015 to cover the cost associated with replacing equipment vital to the operation of the dispatch center.

By request of the Police Chief.

FinCom will consult with the BOS regarding clarification of the article.

Article #7

To see if the Town will transfer from available funds the sum up to \$ 36,000.00 to cover the first year of the police officers new contract (2018).

By request of the Board of Selectmen.

FinCom voted to approve Article #7, 6, 0, 0.

FinCom motioned to sunset date of the end of FY18, 6, 0, 0.

Rationale: Mr. Ellis

Ms. Grammer and Dr. Beaudoin recused themselves from discussions of ATM Articles #22 and 23.

Article #22

To see if the Town will vote to amend the Zoning Map of the Town of West Newbury to include within the Large-Scale Ground-Mounted Solar Photovoltaic Installation (LGSPI) Overlay District approximately 20 acres of land located at 28 Coffin Street and identified as ["Proposed LGSPI Overlay

District"] on the attached plan.

By request of the landowner John Beaucher.

Article #23

To see if the Town will vote to authorize the Board of Selectmen, in consultation with the Board of Assessors, to negotiate and enter into a 20 year payment in lieu of tax agreement or similar agreement pursuant to M.G.L. c. 59, § 38H(b) or other applicable authority, on such terms and conditions that the Board deems necessary and advisable, with SWEB Development or its affiliate, with respect to a proposed solar energy project at 28 Coffin Street.

By Petition

FinCom motioned to consider Articles #22 and 23 jointly.

Mr. Durey reported on his conversation with Town Planner Zambenardi. Ms. Zambenardi stated design of the solar overlay district is on a case-by-case basis. Mr. Durey asked if it is permissible to expand space for an individual. Mr. Kelly remarked 52 acres would be set aside for conservation land. Mr. Roberts stated it is important to consider the loss of property taxes if the land were developed. Mr. Durey stated the current land value of the property is approximately \$1M. Future property taxes could generate more funds than the solar savings for the town.

FinCom voted to oppose Articles #22 and 23 collectively, 0, 4, 0, Beaudoin and Grammer recused.

Rationale: FinCom members will jointly author the rationale.

The meeting adjourned at 8:25 p.m.

Upcoming Meetings

Monday, March 26, 2018: 6:30 pm

- Edit rationales
- Meet with BOS

Respectfully submitted,

Elisa Grammer
Secretary Emerita

Meeting materials:

Draft minutes March 12, 2018

FY19 Omnibus

FinCom ATM & STM Articles Spreadsheet