

**West Newbury Finance Committee
Minutes of the Meeting
April 4, 2016**

Chairman Codair called the Finance Committee to order at 7:08 p.m. in the second floor hearing room of the 1910 Building with Mr. DeLena, Ms. Grammer, Mr. McGrath, Mr. Phillips, and Mr. Winch present. Mr. Bertino was also present.

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

Requests for Transfer of Funds

Police Department – Transfer of \$10,000.00 to the Overtime Budget

Representative — Chief Arthur Reed

Chief Reed stated, as of March 1, 2016, there is less than \$900.00 in the overtime budget. He requested a transfer of \$10,000.00 to cover overtime until July 1, 2016. *FinCom voted to approve, 6-0-0. Chairman Codair signed copies of the transfer of funds.*

Department of Public Works – Transfer of \$6,000.00 to Highway, Sidewalks, & Trees

FinCom voted 5-1-0, McGrath, dissent. Chairman Codair signed copies of the transfer of funds.

Water Department – Transfer of \$10,000.00 for Well Testing

FinCom voted to approve 6-0-0. Chairman Codair signed copies of the transfer of funds.

Review of Articles with Rationales for the FinCom Booklet

Ms. Grammer suggested the spreadsheet will reflect where the funds were drawn from.

Annual Article 5 — To see if the town will vote to appropriate, in anticipation of Water Department revenue, the sum of \$684,379.00 of which \$181,601.00 for Salaries and Wages which include \$1,700.00 for Water Commissioners stipends, \$33,514.00 for Insurances, \$30,772.00 for Debt Service, \$12,00.00 for Extraordinary and Unforeseen, and \$48,096.00 for Indirect Cost. By request of the Board of Water Commissioners.

Mr. Winch authored the rationale. There were no changes to the rationale.

Mr. Bertino suggested the \$10,000.00 for well testing (water rate study) should be a line item.

Mr. Bertino also confirmed the funds were from the water reserve not the town.

Article 6 — To see if the town will vote to transfer the sum of \$7,300.00 from the Water Enterprise Fund Stabilization Account for the purchase of a Hydraulic Power Unit. By request of the Board of Water Commissioners.

Mr. Winch authored the rationale.

Article 7 — To see if the town will vote to transfer the sum of \$50,000.00 from the Water Enterprise Fund Stabilization Account for the purchase of a ¾ ton, 4-wheel drive utility pickup truck with plow. By request of the Board of Water Commissioners.

Mr. Winch authored the rationale.

Article 8 — \$26,000.00 To see if the town will transfer from the Water Enterprise Fund Free Cash Stabilization Account to the Water Enterprise Stabilization Fund. By Request of the Board of Water Commissioners. By request of the Board of Water Commissioners.

Mr. Winch authored the rationale.

Article 9 — To see if the town will vote to accept the provisions of Massachusetts General Laws, Chapter 40 Section 5B to create a special purpose Municipal Stabilization Fund to be known as Pension Liability Stabilization Fund in order to fund future pension liabilities. By request of the Board of Selectmen.

Ms. Grammer authored the rationale.

Article 10 — To see if the town will vote to raise and appropriate and/or transfer from available funds the sum of \$50,000.00 for the Pension Liability Stabilization Fund, or take any other action related thereto. By Request of the Board of Selectmen.

Ms. Grammer authored the rationale.

Article 11 — To see if the town will transfer the sum of \$9,244.00 from the Septic Loan Revolving Account for the repayment of debt service. By Request of the Board of Health.

Mr. DeLena authored the rationale.

Article 12 — To see if the town will transfer from available funds the sum of \$107,400.00 to pay the debt service with the Dunn Property Acquisition. By request of the Board of Selectmen.

Mr. DeLena authored the rationale. There was a minor change to the rationale.

Chairman Codair asked Mr. Bertino if the town could pay off the debt. Mr. Bertino stated the investors are guaranteed a certain amount of payments. He remarked the bond can only be refinanced once some time prior to the ½ life of the bond. Ms. Grammer stated the bond is approximately 13 years old. She queried if it could be paid off. Mr. Bertino stated most of the bonds have already been refinanced.

Article 13 — To see if the town will vote to raise and appropriate the sum of \$107,216.00 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.

Ms. Grammer authored the rationale.

Chairman Codair questioned Mr. Bertino as to the reason “to raise and appropriate” vs Free Cash. Mr. Bertino stated normally taxes will fall down unless there is an Article in place (debt exclusion) in order to keep funds in place.

Article 14— To see if the town will vote to raise and appropriate and/or transfer from available the sum of \$5,000.00 to add to the special fund established in accordance with the

provisions of MGL, Chapter 44, Section 53I for the celebration of West Newbury's Bicentennial in 2019. By request of the Board of Selectmen. Chairman Codair authored the rationale.

Article 15 — To see if the town will vote to raise and appropriate and/or transfer from available funds, the sum of \$30,401.00 to remodel the G.A.R. Library's Children's Room into a dynamic early learning space. By request of the Library Director.

Mr. McGrath authored the rationale.

Article 16 — To see if the town will vote to raise and appropriate and/or transfer the sum of \$41,023.00 to purchase a new Police vehicle and to authorize the Board of Selectmen to dispose of the old vehicle in the best interest of the town. By request of the Chief of Police.

Mr. McGrath authored the rationale. There was a minor change in the rationale.

Ms. Grammer remarked there are only two officers on patrol at a time. Mr. DeLena stated the Police Department has a fleet of five cars, including the Chief's car. Mr. Winch recalled a pickup truck as part of the fleet. Mr. McGrath replied the truck was replaced with the 2007 or 2008 Crown Victoria for the Chief. He explained the Crown Victorias are no longer made and it can be difficult to obtain parts. Mr. Bertino asked if specific names should be left in the rationale. Mr. McGrath replied using the names was not disrespectful but merely a way of documenting the history of the police fleet. Mr. Bertino stated, if a new vehicle is purchased, it should be paid for with Free Cash.

Article 17 — To see if the town will vote to re-authorize the Summer Recreation Revolving Fund for the Park and Recreation Commission as described in Chapter 44, Section 53E½ of the Massachusetts General Laws, for FY17. This revolving fund would be to accept receipts from fees charged to participants of the Summer Recreation Program. The receipts would be expended, not to exceed \$42,000.00 in FY17 by the Park and Recreation Commission for the payment of program-related wages, expenses and filed trips of the 2017 Summer Recreation Program or to take any other action relative thereto. By request of the Park and Recreation Commissioners.

Mr. Phillips authored the rationale.

Article 18 — To see if the town will vote for the re-authorize a Revolving Fund for FY2017 for the Cable Advisory Committee as described in Chapter 44, Sections 53½ and 53¾ of the Massachusetts General Laws. This revolving fund would be to accept funds received in connection with a franchise agreement between a cable operator and a municipality commonly referred to as PEG (Public Education and Government). The receipts would be expended, not to exceed \$56,000.00 in FY2017 by the Cable Advisory Committee for the payment of program-related wages, expenses, and equipment or such other purposes as permitted by the statute, or to take any other action relative thereto. By request of the Cable Advisory Committee.

Mr. Phillips authored the rationale.

Chairman Codair inquired who tracked the expenses. Mr. Bertino replied both Mr. Archibald and himself keep track. Chairman Codair stated it is capped at \$56,000.00. Ms. Grammer remarked the income could vary depending on the population. Mr. Bertino stated some of the funds are distributed for education. He stated there is currently \$41,000.00 in the account. Mr. McGrath

stated Selectman Kemper is the only member on the Cable Advisory Committee. He inquired as to how funds were dispersed. Mr. Bertino stated there are some Articles on the books if extra money is available. Ms. Grammer said the video lab at the middle school was funded by the Pentucket Arts Foundation. She stated they could always utilize extra equipment and supplies.

Article 19 — To see if the town will vote to transfer from available funds the sum of \$7,500.00 to procure services pertaining to aerial photography of the Town for the purpose of providing information to the Assessors' Office, the Building Inspector, Planning, Conservation and others. By request of the Finance Director.

Mr. McGrath authored the rationale. There were no changes to the rationale.

Mr. Phillips inquired if the fly-overs were carried out on a three year basis. Mr. Bertino replied it is done approximately every three years. He explained several towns are involved in the process and it generally requires a year to plan.

Article 20 — To see if the town will vote to accept the provisions of Massachusetts General Laws, Chapter 40, Section 13 to permit the Town to establish a Municipal Buildings' Insurance Fund. By request of the Finance Director.

Chairman Codair authored the rationale.

Article 21 — To see if the town will vote to transfer from available funds the sum of \$25,000.00 to be deposited into a Municipal Buildings' Insurance Fund. By request of the Finance Director.

Chairman Codair authored the rationale. There was a minor change to the rationale.

Mr. Bertino stated the amount was based on a possibility of the occurrence of five claims, each with a \$5,000.00 deductible. Mr. McGrath inquired as to how much a reduction in insurance would result. Mr. Bertino responded approximately \$14,000.00 annually.

Article 22 — 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 2017, with each item to be considered a separate appropriation:

<i>From FY 2017 estimated revenues for Community Housing Reserve:</i>	<i>\$36,722.00</i>
<i>From FY 2017 estimated revenues for Historic Resources Reserve:</i>	<i>\$36,722.00</i>
<i>From FY 2017 estimated revenues for Open Space & Recreation Reserve:</i>	<i>\$36,722.00</i>
<i>From FY 2017 estimated revenues for Committee Administrative Expenses:</i>	<i>\$18,361.00</i>
<i>From FY 2017 estimated revenues for Budgeted Reserve:</i>	<i>\$238,692.00</i>

Ms. Grammer authored the rationale. There were some suggestions for the rationale. Ms. Grammer will rewrite the rationale.

Mr. McGrath questioned if the one third state aid (≈\$239,000.00) was for this year only. Mr. McGrath recommended speaking with Ms. Nelson regarding the distribution of funds since the inception of the CPC in 2006.

Article 23 — To see if the town will vote to transfer from available funds the sum of \$10,000.00 for administrative costs for the Community Center Committee. By request of the Community Center Committee and the Board of Selectman.

Ms. Grammer authored the rationale. There were some suggestions regarding the rationale. Ms. Grammer will rewrite the rationale.

The rationale stated FinCom voted against the Article but Ms. Grammer will confirm if West Newbury citizens can utilize the Newburyport facility and if it does offer intergenerational activities.

Article 24 — To see if the town will vote to accept the Provisions of Massachusetts General Laws, Chapter 59, Section 5, Clause 22, which section authorizes the town, to grant the exemptions for real estate taxes available pursuant to MGL c. 59 Section 5 Clause 22 A-F to otherwise eligible persons who have resided in the Commonwealth for one year prior to the date of filing for exemptions granted for any fiscal year beginning on or after July 1, 2016, This acceptance will reduce the residency requirement for veterans who were not domiciled in Massachusetts six months before entering the service from five years to one year before application. By request of the Board of Assessors.

Mr. Winch authored the rationale.

Article 25 — To see if the town will vote to accept the provisions of Massachusetts General Laws, Chapter 59, Section 5, Clause 37A, which section authorizes the town to grant exemption for real estate taxes in the amount of five hundred dollars to a blind person who is a legal resident, to be effective for exemptions granted for any fiscal year beginning July 1, 2017. This will replace the exemption granted in MGL c. 59, Sec. 5 Clause 37. By request of the Board of Assessors.

Mr. Phillips authored the rationale.

Article 26 — To determine whether the town of West Newbury will vote to approve the Whittier Regional Vocational Technical District Committee's vote on February 10, 2016 to General Laws, said Stabilization Fund to be invested and to retain its own interest earnings as provided by law and further set-up an operational line item to be created to transfer available monies into said Stabilization Fund or take any other action relative thereto. By request by the Whittier Regional Vocational Technical High School Committee and the West Newbury Board of Selectmen.

Ms. Grammer authored the rationale. There were minor changes to the rationale.

Mr. Bertino remarked Whittier is following suit by establishing a Stabilization Fund similar to Pentucket.

Special Town Meeting Articles

Article 2 — To see if the town will vote to transfer the sum of \$5,267.07 from Free Cash to pay the following outstanding bills from prior Fiscal Years:

To reimburse the Housing Authority, for the Town's portion to heat the Annex ***\$5,113.07***

To reimburse the Housing Authority, for the Town's portion to pump the septic ***\$154.00***

By request of the Board of Selectmen.

Chairman Codair authored the rationale.

Article 3 — To see if the town will vote to transfer the sum of \$30,000.00 from the Water Enterprise Fund Free Cash Account to purchase and/or repair valves, hydrants, water main, meter pits, or any other devices that are associated with the water distribution system. By request of the Water Commissioners.

Mr. Winch authored the rationale.

Article 4 — To see if the town will vote to transfer the sum of \$42,000.00 from the Water Enterprise Fund Stabilization Account to remove trees and stumps on the access road from Hilltop Circle to the Brake Hill Standpipe. By request of the Board of Water Commissioners.

Mr. Winch authored the rationale.

Article 5 — To see if the town will vote to transfer the sum of \$40,000.00 from the Water Enterprise Fund free Cash Account to purchase water from the city of Newburyport. Any remaining funds in this account at the end of the Fiscal Year 2016 will close-out to the Water Enterprise Fund Free Cash Account. By request of the Board of Water Commissioners.

Mr. Winch authored the rationale.

Article 6 — To see if the town will vote to transfer from available funds the sum of \$173,365.98 to pay outstanding remaining balance on the lease of the Fire Department's Tower Fire Truck. After such payment the town will own the Tower Fire Truck outright. By request of the Finance Director and the Board of Selectmen.

Mr. McGrath authored the rationale. There were minor changes to the rationale.

Mr. Bertino stated there were four payments of \$41,781.00 remaining on the truck.

Article 7 — To see if the town will vote to transfer from available funds from the sum of \$39,950.00 to purchase a 4-Wheel Drive, F-250 Pickup Truck with Plow or comparable vehicle for the Department of Public Works, and to authorize the Board of Selectmen to dispose of the old vehicle in the best interest of the Town. By request of the DPW Director.

Mr. DeLena authored the rationale and will confirm with Mr. Bill prior to finalizing it.

Mr. McGrath remarked he had not seen the CIC report. Mr. DeLena stated the report was produced just a few days ago. Mr. McGrath said the trucks were scheduled for replacement in 2011 and should already be in the Stabilization Fund. Mr. DeLena questioned if it had previously been in Stabilization, why use Free Cash now. Mr. Phillips suggested it may be a unique way to draw off Free Cash.

Ms. Grammer stated she is interested in the story of stabilization. Mr. McGrath remarked it was initiated as an Article to deposit money, but there is not sufficient information from the CIC. Chairman Codair will include a paragraph regarding stabilization in the FinCom Booklet cover letter.

Mr. McGrath stated the CIC does not appear to have prioritizations and reports are difficult to break down. He continued by saying according to Town Bylaws, the CIC should meet with the Finance Committee. Mr. Winch suggested the committee meet with the CIC prior to FinCom's September meeting schedule. He stated the BOS representative is Selectman Archibald. Mr. McGrath added FinCom should meet with CPC as well.

Article 8 — To see if the town will vote to transfer from available funds the sum of \$56,307.00 to purchase a 4-Wheel Drive, F350 Dump Truck with Plow or comparable vehicle for the Department of Public Works, and to authorize the Board of Selectmen to dispose of the old vehicle in the best interest of the Town.

Mr. DeLena authored the rationale and will confirm with Mr. Bill prior to finalizing it.

Mr. DeLena stated the replacements listed are a F350 and a F250. He will follow up with Mr. Bill in order to distinguish what is being replaced.

Article 9 — Vote to transfer from available funds the sum of \$30,000.00 for repairs to the G.A.R. Memorial Library Exterior Trim. By request of the DPW Director.

Mr. Phillips authored the rationale.

Article 10 — Vote to transfer from available funds the sum of \$100,000.00 for repairs, renovation, and maintenance of the Page School, the Children's Castle and other Town Buildings. By request of the DPW Director.

Ms. Grammer authored the rationale.

Article 11 — Vote to transfer from available funds the sum of \$150,000.00 for the repair, improvement, and maintenance of Town Roads. By request of the DPW Director.

Mr. McGrath authored the rationale.

Article 12 — Vote to transfer from Community Preservation Act Funds the sum of \$11,000.00 for digital imaging of historical reports and records, said sum to be taken from the CPA Unrestricted Fund Balance Reserve, or take any other action relative thereto. By request of the Town Clerk.

Mr. Phillips authored the rationale.

Article 13 — Vote to transfer from Community Preservation Act funds, the sum of \$15,000.00 for Walkway Renovation, Site Restoration, and improvements to enhance ADA access to the G.A.R. Memorial Library; said sum to be taken from the CPA Unrestricted Fund Balance, or take any other action relative thereto. By request of the G.A.R. Library Trustees.

Mr. McGrath authored the rationale.

Article 14 — Vote to transfer from Community Preservation Act funds the sum of \$25,000.00 for preservation and rehabilitation of the Action Cove Playground Facility, said sum to be taken from the CPA Open Space and Recreation Reserve, or take any other action relative thereto. By request of the Park and Recreation Commission.

Mr. Phillips authored the rationale.

Article 15 — Vote to transfer from available funds the sum of \$_____ to fund the Snow and Ice deficit. By request of the DPW Director.

FinCom Business

Ms. Grammer is waiting to hear from Selectman Kemper regarding an appendix addressing the Community Center. She has not received any information.

Mr. McGrath stated authors of the Demolition Bylaw should review the bylaws composed for both Newbury and Georgetown. He remarked both are well done.

Ms. Grammer stated any revisions to the booklet need to be addressed by April 11, 2016. She remarked typically 300 copies are generated. A total of 30 each are distributed to the Library, the Food Mart, and Town Hall are delivered. The remaining copies are available at the Annual Town Meeting. Ms. Grammer remarked it is also available on the internet. Chairman Codair also mentioned there should be copies available at the Council on Aging. Ms. Grammer replied they would be given to Ms. Woodberry. Mr. McGrath offered to monitor the Post Office in order to maintain copies.

Upcoming Schedule

The next meeting of the Finance Committee is scheduled for Monday, April 11, 2016 at 7:00 p.m.

The Committee meeting adjourned at 10:05 p.m.

Respectfully submitted,

Elisa J. Grammer
Recording Secretary