

Approved: 3 / 9 / 2020

TOWN OF WINCHENDON



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Finance Committee

Telephone (978)-297-5419

Regular Meeting/Public Hearing

Finance Committee Minutes

February 10th, 2020 6:30PM

Town Hall 4th Floor Meeting Room

Present: Chairman Thomas J. Kane Jr., David Alexander, Charles C. Cortis, Douglas Delay, Keith Kent, Phillip Levine, Maureen Ward

List of Documents Presented at Meeting:

- February 10th, 2020 Meeting Agenda
- YTD Reports
- January 14th, 2020 Minutes

6:30PM: Chairman Thomas Kane called the Finance Committee meeting to order followed by the Pledge of Allegiance.

Approval of Minutes: January 14th, 2020

Dr. Ward motioned to approved the minutes from January 14th, 2020, 2nd by Mr. Cortis.
Cortis (Y) Delay (Y) Kent (Y) Levine (A) Ward (Y) Kane (Y) 5-0-1 Abstention

YTD Reports:

Dr. Ward questioned the school general fund and why it was marked "All Set". Mr. Kane was not sure and would check with the accountant to get an answer. David Alexander joined the meeting. Custodial "Clothing Allowance" should be changed to Salary. Mr. Kent suggested asking the school department for explanations when there is a line item/salary that has not been spent, to give clarity to the different committees and townspeople. Mr. Kane had a question at the last meeting regarding the health care, as it seemed the percentage spent was quite high for the time of year. The line item for Medicaid seemed low at \$100,000.

Capital Stabilization Policy Discussion:

There was a discussion at the last meeting on creating a line item in the town budget for capital emergencies. The town of Arlington has implemented this process and fund about 5% of their budget for capital planning; 1% as a cash line item and 4% would show up in the debt schedule. The town manager

did his projection and adopted the 1% cash line item in the proposal. Mr. Kane wanted to discuss trying to write a new capital policy and re-word a few terms regarding the percentages and reserve account.

Dr. Ward motioned to recess at 7:24PM, 2nd by Mr. Alexander.

Alexander (Y) Corts (Y) Delay (Y) Kent (Y) Levine (Y) Ward (Y) Kane (Y) 7-0

Tri-Board Meeting

Board of Selectmen, Finance Committee, and Capital Planning Committee

February 10, 2020 7:30PM

Town Hall 2nd Floor Auditorium

Board of Selectmen Members Present:

Audrey LaBrie, Chairwoman
Barbara Anderson, Vice-Chairwoman
Amy Salter
Richard Ward

Keith R. Hickey, Town Manager
Linda Daigle, Executive Assistant
Lindsay Kuchta, Recording Secretary

Finance Committee Members Present:

Maureen Ward, Vice-Chairwoman
David Alexander
Charles Corts
Douglas Delay

Capital Planning Committee Members Present:

Michael Barbaro
MJ Galat
Tom Kane
Greg Vine

List of Documents Presented at Meeting:

- Finance Committee Request Form for Transfer from the Reserve Fund
- Summary of Capital Requests

7:59PM: Chairwoman Audrey LaBrie called the Board of Selectmen meeting back into session.

Vice-Chair Maureen Ward called the Finance Committee meeting back into session.

Mr. Barbaro stated they have been working with the town manager and all the departments on a 5 year Capital Plan and have come to a conclusion on the necessary needs. The budget from the town manager is \$297,592. One of the needed improvements included the highway garage septic system installation. The DPW can install a new septic system for \$30,000, which is a cost saving of \$15,000 using the town staff to install. The new system would be compliant and would not need to be pumped out every 6-8 months.

The committee is also looking at road improvement maintenance through Chapter 90 which would be \$458,158 and is state funded.

Another item in consideration is a hot box, which is part of the DPW, and would allow to take asphalt from the plant and set it aside year round, so the town could purchase in bulk at a lower price during the winter.

The cost savings of this process would be \$30/ton. The process of using hot asphalt versus cold is much more effective during the winter as well.

Replacement of two police vehicles; a cruiser and an unmarked car, at \$85,000.

Match the community development grant money of \$45,000.

Replacement of security cameras district-wide in the school department for an additional \$30,000.

Replacement of the Toy Town Elementary and Memorial School dishwashers at \$36,000 each. They are over 30 years old and would be replaced one at a time.

Replacement of Toy Town domestic water heater. Currently there is a 1,000 gallon tank, put in place for when the gym showers were used. There is no need to heat that amount of water anymore so it would be downsized. The total cost would be \$26,600 and leaving \$11,560 unassigned to allow for cost increase.

The committee discussed how to maintain the town vehicles long term. The town started leasing vehicles which made a huge difference in the budget. There is a need to replace a dump truck from 1998. The lease would be 5 years at \$54,846. Also replacement of an ambulance, 5 year lease at \$62,015.

Ms. Anderson had a questions regarding the leasing and why it would be taken out of Capital Improvement. Mr. Barbaro replied that it would be coming out of the overall operating budget but they are including it as a capital purchase and showing where the funds are coming from. Ms. Anderson also asked why the police cruisers are being purchased and not leased. Mr. Hickey replied that the town is able to afford the purchase of cruisers versus leasing and having to pay interest.

Mr. Delay explained that a municipal lease is different than a typical car lease where you make payments for 3-5 years and then return the vehicle. In a municipal lease it is comparable to financing, where the town pays for 5 years until it is paid off and they get to keep the vehicle.

Ms. LaBrie asked why the emergency generator at Toy Town is not on the list of improvements anymore and Mr. Barbaro replied that the initial estimate did not included installation, so it would be \$100,000 and there was no room in the budget for the rest for installation. They are waiting on an updated price to proceed further. Ms. LaBrie asked about the retaining walls at Murdock Middle High School and Memorial School. Mr. Barbaro replied that the town funded \$75,000 to complete an engineering study, the superintendent was unaware of that and hired an engineer to do the study, so they are waiting on the money to come back to proceed further. The schools are also in need of repaving the parking lots and it would not make sense to fix the retaining walls if the lots need to be paved first. The cost of the repaving is \$600,000. Ms. LaBrie asked if the Toy Town chairlift that was installed in 1998 was still working and Mr. Barbaro replied yes.

Ms. Salter asked if the total capital appropriation amount of \$297,592 was actually available in the budget. Mr. Hickey replied that the plan is to include it in the budget. She questioned the fire station upgrade and if it was being denied all-together or revised. Mr. Barbaro replied that \$12 million is not feasible for the town right now and would be unfair to put that debt on the townspeople. The fire department is going to look at the plan again and see if it is possible to decrease the amount requested.

Mr. Hickey asked the finance committee to transfer \$10,000 from the reserve funds to fund a few improvements at the fire station.

Ms. Anderson moved the Board of Selectmen accept the FY21-26 Capital Improvement Plan as presented, 2nd by Richard Ward.

Anderson (N) Barbaro (Y) Salter (Y) Ward (Y) LaBrie (Y) 4-1

Mr. Hickey discussed the request for the finance committee to transfer \$10,000 from their reserve account to the fire station building account. Ms. Anderson asked if this amount was additional to the \$75,000 funded for the study that was appropriated at the last town meeting. Mr. Hickey replied yes, this would be additional.

Dr. Ward motioned to approve Mr. Hickey's request for \$10,000 for the fire station renovation project, 2nd by Mr. Delay. The board unanimously voted aye.

Alexander (Y) Corts (Y) Delay (Y) Kent (Y) Levine (Y) Ward (Y) Kane (Y) 7-0

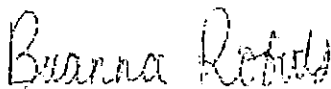
Dr. Ward motioned to adjourn the finance committee, 2nd by Mr. Corts. The board unanimously voted aye.

Alexander (Y) Corts (Y) Delay (Y) Kent (Y) Levine (Y) Ward (Y) Kane (Y) 7-0

ADJOURNMENT:

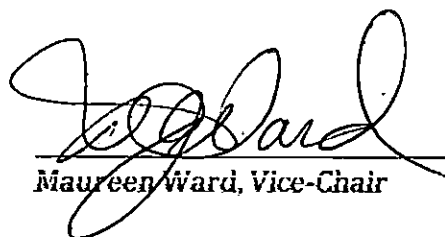
The Finance Committee adjourned at 8:47PM

Respectfully submitted:



Brianna Roberts, Finance Committee Recording Secretary

Tom Kane, Chairman


Maureen Ward, Vice-Chair

David Alexander

Charles C. Corts

Douglas Delay

Keith Kent

Philip Levine