

TOWN OF GROTON FINANCE COMMITTEE

*Monday, October 17, 2016: 6:00 p.m.
Groton Dunstable Middle School Cafeteria
344 Main St. Groton, MA*

Present for Finance Committee: G. Green (Chair), R. Hargraves (Vice Chair), Art Prest, D. Manugian, B. Robertson, L. Leonard

Absent: None

Also Present: A. Manugian (School Committee), J. Anderson (Resident)

Documents available at the meeting: Town Meeting Motions (Final)
Florence Roche Boiler Replacement Memo 10/17/16
Invitation from C. Muir to Dunstable FinCom Meeting
Joint FY18 Budget Calendar/Memo from A. Manugian

Mr. Green called the meeting of the Finance Committee to order at 6:10 pm.

Article 10: Town Operational Review – Ms. Dufresne informed the members that the amount listed in the motion for Article 10 had increased by \$500 since the Finance Committee had originally voted their support. The increase was based on the return of the RFP's from the various firms bidding to perform the audit. After a brief discussion, the Finance Committee decided not to change their position on this article; no new vote was taken.

Article 12: Replacement Boiler for Florence Roche – Mr. Green explained that the estimate for replacing the Florence Roche boiler had been reduced by \$20,000 since the Finance Committee had originally voted to support the article. After a brief discussion, the members chose not to take a new vote as no one wished to change their position.

Article 4: Offset to Tax Rate – The Finance Committee members confirmed their intention to amend this article as presented in the warrant. Mr. Robertson will offer an amendment reducing the expenditure of Free Cash from \$400,000 to \$200,000 which will be used to offset the FY17 tax rate.

Article 6: Design Funding for Senior Center - Mr. Robertson moved that the Finance Committee support funding \$20,000 from Free Cash for the purpose of allowing the Feasibility Oversight Committee to continue to work with the architect to refine issues around the use of the Prescott School building as a senior center. Mr. Prest seconded this motion. Mr. Manugian asked whether there were any specific

deliverables associated with this request. Mr. Green replied that the town should receive cost estimates relevant to potential building renovations, creation of an emergency evacuation site, and also construction of a secondary egress. Mr. Prest added that some residents felt that the Prescott site had been dismissed prematurely. Mr. Green clarified that initial effort can be satisfied with \$12,000, however additional contingency funds have been added in case topographical studies are needed. **This motion carried unanimously. The Vote: 6-0-0.**

Groton & Dunstable Joint FinCom Meetings – Mr. Green summarized Ms. Muir’s request for joint meetings of both Groton & Dunstable Finance Committees in an effort to augment communication and hopefully streamline the budget process for FY18. He drew the group’s attention to the proposed joint meeting calendar provided by Ms. Manugian. Mr. Green suggested scheduling a full meeting of the Groton FinCom be held on November 7th, jointly with the Dunstable FinCom. This will provide an opportunity to share an analysis of the current Groton budget projections as well as the findings of the Sustainable Budget Committee. After that meeting, the committee can decide whether or not an additional joint meeting on December 6th is necessary. Ms. Manugian explained that it is important that the FY18 budget process both look and feel collaborative in nature. This will help all three entities to begin to understand one another. Mr. Hargraves asked whether this initiative was requested by the School Committee. Ms. Manugian replied that the School Committee wished to ensure that all participants have input into the budget formulation process from the beginning in order to avoid repeating the experience of last year.

Meeting Minutes – **On a motion by Mr. Robertson, seconded by Mr. Hargraves, the Finance Committee voted unanimously to approve the meeting minutes of 10/04/16 as drafted. The Vote: 6-0-0.**

Mr. Green officially adjourned the meeting of the Finance Committee at 6:30 p.m.

Respectfully submitted,

Patricia Dufresne, Recording Secretary

**FALL TOWN MEETING
MOTIONS
OCTOBER 17, 2016**

ARTICLE 1: PRIOR YEAR BILLS

Mover: John Petropoulos

MOTION: I move that the Town vote to transfer from the Excess and Deficiency Fund (Free Cash) the sum of \$291 for the payment of the following bills of a prior fiscal year:

Stanley Elevator Company -	<u>\$291</u>
Total	\$291

Quantum of Town Meeting Vote: 4/5's Majority

ARTICLE 2: AMEND FY 2017 OPERATING BUDGET

Mover: Joshua Degen

MOTION: I move that the Town vote to amend the Fiscal Year 2017 Operating Budget, as adopted under Article 4 of the April 25, 2016 Spring Town Meeting, as follows, each line item to be considered as a separate appropriation for the purposes voted:

GENERAL GOVERNMENT: By increasing the General Government Appropriation from \$1,874,183 to \$1,889,183 so as to: increase Line Item 1062 – "Board of Assessors Expenses" by \$5,000, from \$24,135 to \$29,135; and increase Line Item 1160 – "Insurance and Bonding" by \$10,000, from \$190,000 to \$200,000; And to raise and appropriate the sum of \$15,000 to fund said increases.

PROTECTION OF PERSONS & PROPERTY: By increasing the Protection of Persons and Property Appropriation from \$3,669,831 to \$3,677,815 so as to: increase Line Item 1300 – "Police Department Salaries" by \$7,984, from \$308,026 to \$316,010; And to raise and appropriate the sum of \$7,984 to fund said increase.

DEPARTMENT OF PUBLIC WORKS: By increasing the Department of Public Works Appropriation from \$2,100,913 to \$2,114,413 so as to increase Line Item 1541 – "Municipal Building and Property Maintenance Expenses" by \$13,500, from \$267,350 to \$280,850; And to raise and appropriate the sum of \$13,500 to fund said increase.

LIBRARY AND CITIZEN SERVICES: By increasing the Library and Citizen Services Appropriation from \$1,557,264 to \$1,565,030 so as to increase Line Item 1702 – "Country Club Expenses" by \$7,766, from \$123,789 to \$131,555; And to raise and appropriate the sum of \$7,766 to fund said increase.

Quantum of Town Meeting Vote: Majority

ARTICLE 3: CAPITAL STABILIZATION FUND

Mover: Joshua Degen

MOTION: I move that the Town vote to transfer the sum of \$400,000 from the Excess and Deficiency Fund (Free Cash) to be added to the sum already on deposit in the Capital Stabilization Fund.

Quantum of Town Meeting Vote: 2/3's Majority

ARTICLE 4: OFFSET THE TAX RATE


Mover: Barry Pease

MOTION: I move that the Town vote to transfer the sum of \$400,000 from the Excess and Deficiency Fund (Free Cash) for the purpose of affecting the tax rate for the period beginning July 1, 2016.

Quantum of Town Meeting Vote: Majority

ARTICLE 5: MONEY TO WATER ENTERPRISE FUND

Mover: Thomas Orcutt

MOTION A: I move that the Town vote to transfer the sum of \$110,000 from the Water Enterprise Fund Surplus to the Fiscal Year 2017 Water Department Operating Budget for the mechanical cleaning of the Whitney Pond Well #1 and Whitney Pond Well #2, the mechanical cleaning of the Baddacook Well and for engineering services related to electrical upgrades and pump and motor improvements at the Whitney Pond Well. 

Quantum of Town Meeting Vote: Majority

MOTION B: I move that the Town vote to appropriate the sum of \$400,000, to be expended by the Board of Water Commissioners, for Electrical Upgrades and Pump and Motor improvements at the Whitney Pond Well; that to meet this appropriation, the Treasurer, with the approval of the Selectmen, is authorized to borrow the sum of \$400,000 under and pursuant to Chapter 44, Section 8(7C) of the General Laws, or pursuant to any other enabling authority, and to issue bonds or notes of the Town therefor, and that the Board of Water Commissioners be authorized to contract for the accomplishment of the foregoing purpose, including the expenditure of all appropriated funds and any funds received from the Commonwealth of Massachusetts or other sources for such project.

Quantum of Town Meeting Vote: 2/3's Majority

ARTICLE 6: FUNDING SENIOR CENTER FEASIBILITY

Mover: Peter Cunningham

MOTION: I move that the Town vote to transfer the sum of \$20,000 from the Excess and Deficiency Fund (Free Cash), in addition to the amount appropriated under Article 7 of the 2016 Spring Town Meeting, to be expended by the Town Manager, for the purpose of retaining a consultant(s) to conduct a feasibility/assessment study to determine the future needs of the Groton Senior Center, including whether a new facility is needed, and all costs associated and related thereto.

Quantum of Town Meeting Vote: Majority

ARTICLE 7: ACCEPT M.G.L. CHAPTER 200A, §9A

Mover: Anna Elliot

MOTION: I move that the Town vote to accept the provisions of Massachusetts General Laws Chapter 200A, §9A, to establish a procedure that would allow the Town Treasurer to dispose of abandoned funds held in the custody of the Town.

Quantum of Town Meeting Vote: Majority

ARTICLE 8: PURCHASE VEHICLE FOR THE POLICE CHIEF

Mover: Peter Cunningham

MOTION: I move that the Town vote to transfer the sum of \$50,000 from the Stabilization Fund, to be expended by the Town Manager, for the purpose of purchasing and equipping a new vehicle for the Police Chief, and all costs associated and related thereto.

Quantum of Town Meeting Vote: 2/3's Majority

ARTICLE 9: AUTOMATIC DOOR OPENERS AT TOWN HALL

Mover: Jack Petropoulos

MOTION: I move that the Town vote to transfer the sum of \$5,000 from the Excess and Deficiency Fund (Free Cash), to be expended by the Town Manager, to install automatic door openers at the Groton Town Hall, and all costs associated and related thereto.

Quantum of Town Meeting Vote: Majority

ARTICLE 10: OPERATIONAL AUDIT - TOWN OPERATIONS Mover: Barry Pease

MOTION: I move that the Town vote to transfer the sum of \$45,500 from the Excess and Deficiency Fund (Free Cash), to be expended by the Town Manager, to pay for the cost of conducting an audit of Town operations and all costs associated and related thereto.

Quantum of Town Meeting Vote: Majority

ARTICLE 11: OPERATIONAL AUDIT - GDRSD OPERATIONS Mover: Anna Eliot

MOTION A: I move that the Town vote to transfer the sum of \$0 from the Excess and Deficiency Fund (Free Cash), to pay for Groton's share of the cost of conducting an audit of the Groton Dunstable Regional School District's operations and all costs associated and related thereto.

MOTION B: I move that Article 11 be indefinitely postponed.

Quantum of Town Meeting Vote: Majority

ARTICLE 12: BOILER AT FLORENCE ROCHE Mover: Joshua Degen

MOTION: I move that the Town vote to transfer the sum of \$80,000 from the Excess and Deficiency Fund (Free Cash), to be expended by the Town Manager, to replace the boiler at the Florence Roche Elementary School, and all costs associated and related thereto.

Quantum of Town Meeting Vote: Majority

ARTICLE 13: INSTALL SCALE AT THE TRANSFER STATION Mover: Peter Cunningham

MOTION: I move that the Town vote to transfer the sum of \$15,000 from the Excess and Deficiency Fund (Free Cash), to be expended by the Town Manager, to install a scale at the Transfer Station that will be used to weigh bulk items brought into the Transfer Station for disposal, and all costs associated and related thereto.

Quantum of Town Meeting Vote: Majority

ARTICLE 14: CPA FUNDING RECOMMENDATIONS

Mover: Bruce Easom

MOTION 3: Williams Barn Improvement

I move that the Town vote, pursuant to Massachusetts General Laws, Chapter 44B, Section 5, to appropriate the sum of \$20,000 from the Community Preservation Fund Historic Reserve and to appropriate the sum of \$25,000 from the Community Preservation Fund Unallocated Reserve for a total of \$45,000 to fund Community Preservation Application 2017-07 "William Barn Improvement".

Quantum of Town Meeting Vote: Majority

ARTICLE 15: ACCEPT CRYSTAL SPRING LANE

Mover: Anna Eliot

MOTION A: I move that the Town vote to accept as a public way the roadway known as Crystal Spring Lane.

MOTION B: I move that Article 11 be indefinitely postponed.

Quantum of Town Meeting Vote: Majority

Patricia DuFresne

From: Mark Haddad
Sent: Monday, October 17, 2016 1:46 PM
To: Jack Petropoulos (jack.petropoulos@gmail.com); Anna Eliot; Barry Pease; Josh Degen-Home; Peter Cunningham-home; Gary Green (ggreen@freetobegreen.com); Bud Robertson; repbobh1@verizon.net; David Manugian (dmanugian@gmail.com); lleonard12@hotmail.com; Arthur L. Prest (prest@prest.biz); Jason Kauppi (jkauppi@kauppi.us); Michael Bouchard
Cc: Dawn Dunbar; Patricia DuFresne
Subject: Florence Roche Boiler

Good afternoon:

The School Department has opened the bids for the Florence Roche Boiler. As you know, we had originally estimated the cost to be at \$80,000. The low bid came in at \$60,000, so we will be changing the motion to \$60,000. The problem we have is that we have already made all the copies of the motions to be handed out at Town Meeting at \$80,000. I would respectfully request that the Moderator call this to the Town Meeting members attention prior to the vote (or Josh can do it as part of his presentation).

We will make sure that the motion on the screen is correct.

Mark

Mark W. Haddad
Town Manager
Town of Groton
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Groton, MA 01450
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mhaddad@townofgroton.org

Patricia DuFresne

From: Gary Green <ggreen@freetobegreen.com>
Sent: Monday, October 17, 2016 9:24 AM
To: Patricia DuFresne
Subject: Fwd: Invitation to Dunstable Advisory Board Meeting, Monday 11/7, 7 pm

Can you print this for tonights pre-town meeting meeting? I have one more that I will be sending as well.

Thank you!

Gary

Begin forwarded message:

From: "Christine Muir" <themuir@charter.net>
Subject: Invitation to Dunstable Advisory Board Meeting, Monday 11/7, 7 pm
Date: October 11, 2016 at 11:53:40 AM EDT
To: "Gary Green" <ggreen@freetobegreen.com>, "Jeff Kubick" <jkubick@gdrsd.org>
Cc: "Tracey Hutton" <thutton@dunstable-ma.gov>

Hello Jeff and Gary,

I'd like to invite both of you, as chairs of your respective committees, to join Dunstable's Advisory Board at our regular monthly meeting on Monday, November 7 at 7 p.m. in the upstairs room in Town Hall. The purpose of the meeting would be to begin a collaborative conversation about future budgeting, starting with some education and information about where each of the three parties sits financially at this time.

I would invite you to create a ten-minute presentation to share during the meeting. For instance, Gary may wish to present the information shared at the Groton Finance Committee meeting, in which they projected budget constraints and opportunities for the next five years. I will share some overall budget information about Dunstable (5 slides), including our municipal goals for the next few years.

Please let me know as soon as possible whether you are interested and available to attend. Feel free to send a knowledgeable representative in your place if the timing does not work for you.

Thank you.

Christine Muir
Chair, Advisory Board

Preliminary Joint FY2018 Budget Calendar

Town of Dunstable Advisory Board Town of Groton Finance Committee Groton Dunstable Regional School Committee

School Committee Adopts FY 2018 Budget Calendar	September 27th
Groton Finance Committee guidelines given to Groton Town Manager	October 4th
GD budget priorities established by the School Committee	October 11th
Joint meeting of Dunstable Advisory Board, School Committee and Groton Finance Committee. Each group will present (10 min.) an update of their current process and preliminary needs/ideas for the FY2018 Budget process.	November 7th hosted by Dunstable Advisory Board
Joint meeting of Dunstable Advisory Board, School Committee and Groton Finance Committee. Each group will present (10 min.) brief responses from last meeting, including a summary of anticipated impacts of other peer board directions.	December 6th hosted by Groton Finance Committee
Groton Town Manager Balanced Budget Projection Due	December 30
Review of fee schedule and revenue estimates received from the State	January/February
PUBLIC HEARING Superintendents Recommended Budget presented (req'd at least two weeks prior to SC budget adoption) Recommended posted meeting of Finance Committee & Advisory Board	February 7th
Public Comment on Budget Recommendation during SC meeting	February 27th & March 1st
Joint meeting of Dunstable Advisory Board, School Committee and Groton Finance Committee. Discussion of GD Budget Recommendation.	February 27th
Final budget adoption by School Committee (req'd 45 d prior to Groton Town Meeting)	March 7th
Assessment letters sent to Towns	by March 10th
Groton Town Meeting (inc. Budget Votes)	April 24th (begins)
Dunstable Town Meeting (inc. Budget Votes)	May 8th (begins)

Dunstable Advisory Board meets the first Monday of each month at 7pm at Dunstable Town Hall

Groton Finance Committee meets the first Tuesday of each month at 7pm at Groton Town Hall

Groton Dunstable School Committee meets the second and fourth Tuesdays of each month at 7pm at the High School Library - The Budget & Finance sub-committee meets the first tuesday of each month at 8am at Prescott School.