

flashing that is improperly situated and does not direct stormwater away from the building. When the proposal for bids came to the Town for the comprehensive library repairs, this part of the repair list (along with various others) was removed to reduce the overall project cost. They removed all repairs that were not part of the roof and moved them to the library capital planning budget for the next few years. She believes this leak in the corner of the children's room is the most urgent repair on that list. Kristen noted that this project was brought to the capital advisory committee. She continued to explain that, currently, foundation work is underway in the area of the emergency exits and the funding was previously budgeted. According to the Trustees and Director, Spring 2020 is a good time for the leak repair project and they are requesting \$15,000 to complete. A quote for \$12,000 has been received. Gary Green asked if there are any other projects that may be on the horizon for the library. Kristen responded that they do not anticipate any more surprises and noted that the reason for the comprehensive study was to identify all projects possible and to budget for the correct and best approach to the needed repairs. She commented that the roof repair has yielded a fantastic outcome. Some of the projects identified in the envelope study include masonry work, window sealants, and other deferred maintenance items. The study produced a list of projects prioritized for the Trustees to address over time. She stated that the trustees have addressed every finding. Mr. Haddad mentioned that as part of the Green Communities' grant request, there will be some work going on that will lead to efficiency improvements within the building including insulation and LED lighting. He spoke in support of the work of the library trustees stating they have done a really good job identifying the issues and managing repairs, especially with regard to the roof repair project.

Mr. Manugian stated that he is on the capital planning committee and concurred that the leak repair was a topic of discussion. One question that arose during their meeting was the amount of funding that would originate from the library trustees. It was surmised that programs are funded by the library trustees while buildings are the Town's responsibility. He noted that there is some work to be done in the parking lot which has been prioritized as other funding sources have become available. He noted the envelope study is an important resource for the Town and will help to protect the building from further damage. Gary Green asked if there was a formal vote taken by the capital planning committee on this request. Mr. Manugian replied that it was part of a broad-based discussion.

Gary Green made a motion to authorize the transfer from the Reserve Fund to the Groton Public Library general expense line in the amount requested of \$15,000. David Manugian seconded. A roll call vote was taken as follows; Gary Green - AYE, Bud Robertson - AYE, Arthur Prest - AYE, David Manugian - AYE, Colby Doody - AYE, Mary Linskey - AYE. Scott Whitefield - AYE. The motion carried (The Vote 7-0-0).

Kristen stated that a salary reserve fund transfer was requested as a placeholder to inform the finance committee of a potential need at the end of the year. However, since they promoted from within, and have not filled a full-time position, the amount requested should be available in "wages" to move. This shortage, or request for salary adjustment was due to an unexpected employee retirement which required an accrued vacation time payout.

FY21 Operating & Capital Budget Review

Mr. Haddad provided an update to the Committee. He began by explaining that there would be a projected savings of approximately \$100,000 due to the finalized health insurance rates. He recommended that the following items be returned to the FY21 budget; the sewer assessment for the Pepperell SRF debt, the Sargisson Beach lifeguards, and the weed harvester activity. The \$22,700,000 for GDRSD operations is still a good number (and includes \$199k reduction due to budget guidance which splits the current deficit between the Town and the District). Any further movement in the GDRSD budget would be an additional reduction. He noted that if the Finance Committee agrees with these recommendations, the budget is balanced at the levy limit. He added that he also recommends reducing the amount of the 911 grant usage from \$150,000 to \$90,000 and feels that, fiscally, the Town is in a favorable position.

He then informed the Committee that he recently received a warrant article from the Board of Health (BOH) requesting approval for Groton to participate in the Central Massachusetts Mosquito Control (CMMC) project. Mr. Haddad forewarned that should this go forward, it will result in a reduction to Groton's state aid of \$90,000 for the next three years (\$270,000 total) and, subsequently result in the FY21 budget to be out of balance by this amount. He informed the Board that Groton had voted to participate in the CMMC project in the past and upon encountering difficult budgeting situations, the Town withdrew from the program. The Board of Health brought the request to re-join the CMMC project forward again more recently, and it was not approved at the Town meeting. Due to the EEE cases in the summer of 2019, some residents asked if the BOH would again bring this request to Town Meeting. As Chief Financial Officer, Mr. Haddad is concerned for public health and safety, but can't ignore the impact of this proposal on the FY 21 balanced budget, and future budgets.

Discussion ensued as to the potential adverse effect of Boards and Committees possibly bypassing best practice by requesting funds for expenses outside of the established budget. Various mosquito borne illnesses and the severity of those diseases were remarked upon. Committee members felt they were not fully informed and requested more information. Mr. Haddad added, from experience in his hometown, if a Town is not a member of the CMMC project and there is a mosquito borne illness case identified in the community, the State will automatically treat the Town with pesticide spray at no cost. Gary Green added that the spray treatment is only one element of the CMMC project which also includes education, removal of standing water, trapping, etc. The Selectboard will be meeting jointly with the Board of Health to give Members the opportunity to present the rationale for the warrant article.

Mr. Haddad stated he will present the first draft of the 2020 ATM warrant to the Selectboard on Monday March 2, 2020. He will send out the preliminary draft warrant to the Finance Committee. The public hearing for the 2020 ATM warrant is set for March 16, 2020.

Gary Green requested the projection for the free cash balance. Mr. Haddad expects it to be approximately 1.4MIL. He mentioned a recent notification of \$72,000 in additional tax revenue due to a change in status of a parcel of land coming out of M.G.L. c. 61. However, in FY22 he projects the free cash to be under 1.0 MIL. He notes that going into FY21, the financial outlook

is very good, but there are unknowns such as collective bargaining, special education for the schools, etc. He thanked everyone for their hard work on the budget this year. He continued to note that one of the big unknowns in the near future is what the voters will decide on the construction of the Florence Roche school. Mr. Haddad mentioned that there is still a need for a police dispatcher, but no money budgeted at this time. Arthur Prest suggested looking at Federal aid for dispatch. Mr. Haddad will explore this. He mentioned to the group that the Select Board decided at a recent meeting not to pursue a tax override for FY21.

Mr. Haddad asked for confirmation that the Finance Committee is comfortable with the budget as presented; he would like to finalize the document and prepare a joint introductory statement with them. Bud Robertson commented that the Finance Committee is meeting with the School Board tomorrow. He then envisions the Finance Committee will meet again to discuss and vote on the budget with the inclusion of the information learned at said meeting.

Mr. Haddad met with our bond advisor and project manager (Left Field) to discuss how the Town will fund the 90 MIL Florence Roche school construction project. He learned that the school construction projects are exempt from the calculation of the Town's debt limit. They discussed the way the reimbursement works, and how to fund the project. He explained that the voters are asked at Town Meeting to fund the full amount of the project. Funding mechanisms include State reimbursement (on a monthly basis) of 49% of the eligible cost. The Town will secure short term notes for a period of time and not borrow all the money up front. The Town would borrow what is needed based on a construction schedule given to the Town by the OPM. The Town's financial advisor is working to lay out the best most sensible plan for funding this new school construction project with minimal impact to the taxpayers. He reminded the Committee that all voted positions on warrant articles must be available by April 6th, when the ATM 2020 warrant goes to print.

Next FinCom meetings are March 16, 2020 and March 24, 2020. Gary Green suggested meeting with Alison Manugian, Selectboard Chair, prior to the public hearing. David Manugian suggested inviting a representative from the CPC to speak to the specific projects they are bringing forward. Mr. Easom will be invited to attend on March 24, 2020. David Manugian asked to have a discussion about fiscal discipline, which he explained, was an important theme of the Budget presentation on February 8, 2020 where a 5-year override plan was presented and discussed. He also would like to look at budgeting once a year for the entire budget rather than the multistep process currently used. Presently, the Town prepares the operating budget in the Spring, and in the Fall free cash is identified, resulting in the reserve fund replenishment for capital expenditures. The reserve fund is used in the following year for funding capital. Mr. Manugian asked if the Committee would consider funding capital and operations at the same time. Bub Robertson would like to discuss this in detail at a subsequent meeting and asked if Mr. Manugian would document pros and cons to said proposal. Mr. Manugian noted that a balanced budget is due Dec. 31 each year, and that a balanced budget is where cost proposals equal revenue projections. He explained that the reality is every year after Dec 31 fiscal leaders change both the cost proposals and the revenue projections. He surmised that the date is a placeholder and does not appear to hold much meaning. Arthur Prest noted that a change of this nature would require a change of the Town charter, a difficult process outside of the charter review cycle. Bud Robertson

acknowledged the statements and asked Mr. Manugian to prepare some written accounting of his proposals for future discussion by the Committee.

The Committee then considered the draft meeting minutes as follows;

Gary Green made a motion to approve the meeting minutes from the November 5, 2019 meeting. Arthur Prest seconded. Roll call vote as follows; Gary Green - AYE, Bud Robertson - AYE, Arthur Press - AYE, David Manugian - AYE, Colby Doody - AYE, Mary Linskey - AYE. Scott Whitefield - AYE. The motion carried (The Vote 7-0-0).

Gary Green made a motion to approve the meeting minutes from the January 6, 2020 meeting. David Manugian seconded. Roll call meeting as follows: Gary Green - AYE, Bud Robertson - AYE, David Manugian - AYE, Colby Doody - AYE, Mary Linskey - AYE. Scott Whitefield - AYE. Arthur Prest - ABS. The motion carried (The Vote 7-0-0).

Gary Green made a motion to approve the meeting minutes from the January 25, 2020 meeting. David Manugian seconded. Roll call vote as follows; Gary Green - AYE, Bud Robertson - AYE, David Manugian - AYE, Colby Doody - AYE, Mary Linskey - AYE. Scott Whitefield - AYE. Arthur Prest - AYE. The motion carried (The Vote 7-0-0).

Gary Green made a motion to adjourn the meeting at 8:05 P.M. David Manugian seconded. Roll call vote at follows; Gary Green - AYE, Bud Robertson - AYE, David Manugian - AYE, Colby Doody - AYE, Mary Linskey - AYE. Scott Whitefield - AYE. Arthur Prest - AYE. The motion carried (The Vote 7-0-0).

The Meeting is adjourned at 8:05 P.M.

Respectfully submitted,
Elizabeth Faxon
Per diem minute taker

Patricia DuFresne

From: Vanessa Abraham <vabraham@gpl.org>
Sent: Wednesday, February 12, 2020 11:46 AM
To: Patricia DuFresne
Cc: Deborah Fleischman
Subject: Reserve Fund Transfer Dunham Vacation Payout
Attachments: RFT_Library_Salaries_2.12.2020.pdf

Hi, Trish! Deborah worked with Hannah to project our salaries shortfall at the end of this fiscal year for the vacation payout to Karen Dunham for her retirement. I have attached the requested RFT of \$3,575.

My understanding is that this will be held until the end of the FY to see if any can be absorbed by any remaining funds in our Wages Line Item, but that the documentation is appreciated.

Thank you, Trish!

Vanessa Abraham
Library Director
Groton Public Library
99 Main St. Groton MA
978-448-2652

REQUEST FOR TRANSFER FROM THE RESERVE FUND
(To be submitted in triplicate)

Date: 2/12/2020

Advisory Board
Town of Groton

Ladies & Gentlemen:

A request is hereby made for the following transfer from the Reserve Fund in accordance with Chapter 40, Section 6, of the Massachusetts General Laws:

1. Amount requested: **\$3,575**
2. To be transferred to: **Library Salaries**
3. Present balance in said appropriation: **\$393,185** = Budget Balance = 147,597
4. The amount requested will be used for (give specific purpose):

Cover projected FY2020 Library Salary Line Item shortfall due vacation payout for Karen Dunham on the occasion of her retirement on Jan. 4, 2020.

5. This expenditure is extraordinary and /or unforeseen for the following reasons:

Contractual payout for retirement not part of department salary line items.


Officer or Department Head

Action of Advisory Board

Date of Meeting _____ Number Present and Voting _____

Transfer voted in the sum of \$ _____

Transfer disapproved _____

Chair Advisory Board

Request must be made and transfer voted before any expenditure in excess of appropriation is incurred.


REQUEST FOR TRANSFER FROM THE RESERVE FUND
(To be submitted in triplicate)

Date: 1/15/2020

Advisory Board
Town of Groton

Ladies & Gentlemen:

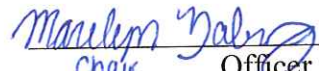
A request is hereby made for the following transfer from the Reserve Fund in accordance with Chapter 40, Section 6, of the Massachusetts General Laws:

- 1. Amount requested: \$ 15,000
- 2. To be transferred to: **Groton Public Library**
- 3. Present balance in said appropriation: 89,814
 ~~\$15,000~~
- 4. The amount requested will be used for (give specific purpose):

To repair the library north side foundation where an ongoing, recurring, baffling leak into the Children's Room has proved resistant to repeated attempts to fix it. GRLA Building Envelope Scientists were given additional funding at Fall 2018 Town Meeting to study and identify the source of the problem; they have done so and have designed a solution to fix this issue once and for all.

- 5. This expenditure is extraordinary and /or unforeseen for the following reasons:

When the roof bids came in so high in Spring 2019, all non-roof parts of the building envelope repairs were removed from the project, including this most critical foundation repair. We brought it to the Town as our most important capital item request for FY2021, but the concern was so great that we were asked to get it done even sooner by asking for a Reserve Fund Transfer this fiscal year. Thank you!

 1-16-2020
Chair Officer or Department Head

Action of Advisory Board

Date of Meeting _____

Number Present and Voting _____

Transfer voted in the sum of \$ _____

Transfer disapproved _____

Chair Advisory Board

Request must be made and transfer voted before any expenditure in excess of appropriation is incurred.

REQUEST FOR TRANSFER FROM THE RESERVE FUND

(To be submitted in triplicate)

Date 1-30-20

Advisory Board
Town of Groton

Gentlemen:

Request is hereby made for the following transfer from the Reserve Fund in accordance with Chapter 40, Section 6, of the Massachusetts General Laws:

- 1. Amount requested: \$ 9400.00
- 2. To be transferred to: Municipal Bldgs. Expense
(give name of appropriation)
- 3. Present balance in said appropriation: \$ 103,872
- 4. The amount requested will be used for (give specific purpose):
Replacing torn Fabric Structure on Recycling Building

- 5. This expenditure is extraordinary and/or unforeseen for the following reasons:
It was unknown that the structure would fail. We had a 15 year prorated warranty. This is the uncovered balance for the repair. Regular inspections were done on the building.

[Signature]
.....
Officer or Department Head

Action of Advisory Board

Date of Meeting Number Present and Voting

Transfer voted in the sum of \$

Transfer disapproved

.....
Chairman Advisory Board

Request must be made and transfer voted before any expenditure in excess of appropriation is incurred.

Iron Horse Structures, Inc.

Invoice

PO Box 866
3 Main St #28
North Eastham MA 02651

Date	Invoice #
1/3/2020	479

Bill To
173 Main St Groton, MA 01450

Ship To
600 Cow Pond Brook Rd Groton, MA 01450

P.O. Number	Terms	Rep	Ship	Via	F.O.B.	Project
	Due on receipt		1/3/2020			

Quantity	Item Code	Description	Price Each	Amount
1	Calhoun Structure	Recycling building repair Tax Exempt	9,400.00 0.00%	9,400.00T 0.00

JAN 30 2020

Warrant W/S Date JAN 16 2020
 Invoice # _____
 Total Amt. _____
 Account _____ Amt 9400.00
 Approved By _____

Total \$9,400.00