

April 27, 2016 Joint Budget meeting

Attended by Select Board: Beth Bandy, Sarah Reynolds, Toby Gould

Finance Committee: Amy Wales, Ron Smith, Rich Filoramo, Lynn Hathaway

Meeting convened at 7:30pm

1. 7:30 Appointment with Librarian Andrea Bernard. Finance Committee asked if trusts area restricted to for instance interest only use. Some funds have stipulations, i.e. can only use for books, some bequests are broad "library improvements". Since Andrea's time, she has not spent money, except this year for the computers. When she wants to use funds talks to the Trustees also having some fiduciary responsibility to the town. Unaware of any funds being restricted to interest only use. Andrea discussed her three major objectives 1) Need to get library automated, 2) establish a friends group, and 3) create a strategic plan that meets the Massachusetts Board of Library Commissioners (MBLC) and the Massachusetts Library System, who have specific requirements. The library has the opportunity, through the MBLC, for the earliest tentative date to apply for funds in 2020 through a library construction grant application, with mention of whether we're meeting our current basic needs, or do we need to hold that money in reserve for future purposes. Regarding Andrea's Capital Improvement Plan including what is on the capital improvement plan, she wanted to make short-term needs known. Magazine rack - Toby and Ron will build, shelves in the children's room - table until 2019, and book drop - opportunities to potentially fix/ or replaced with used. Items will be removed from Capital Improvement Plan. In the operating budget, the library is required to increase their operating budget per year. The state gave a bit over \$2,000. Next year the library may get less; there are proposed budget cuts. State contributions used to sit in the book buying budget, but that was restrictive. Andrea is now using them for multiple purposes/ programs. Example) the Hitchcock Center will provide a program for kids this summer. This winter, the Library used the state funding for an adult series program, also funded by a Cultural Council.
2. The Select Board and Finance Committee reviewed the articles for the warrant. The amount of money available for audits is \$18,500. **ACTION:** Beth made a motion that Kathy call Scanlon to get an estimate what an audit will cost. Toby 2<sup>nd</sup>d. Passed Unanimously. Depending on the estimate, the Town may want to remove the article for Town audit funds. It was mentioned that the tractor and mower are to be moves to "requested timing to be determined". **ACTION:** Toby moves that \$1000 to repair or upgrade the fuel monitoring system be used in FY16, divided equally by all four departments, and the \$13,000 removed from the warrant. Beth 2<sup>nd</sup>d. Passed unanimously. Is was mentioned that the Town is looking for grants to get all of the vehicles included in the capital improvement plan. It was agreed that the departments will need supporting documentation for all requests. Peg relay to Kathy the following requests: Article 9 and Article 10: move to end, need "Trust Funds" stated in Town Sign article. **ACTION:** The Select Board Chair makes a motion that the Town use stabilization to cover the expenses from Tropical Storm Irene, Toby 2<sup>nd</sup>d, passed unanimously; Peg

relay to Kathy. When discussing pre-k, the question was raised whether the school has statistics about return rates of students who participate in pre-k? Peg relay to Kathy to remove Rooms Tax. The Finance Committee will recommend / not recommend after the Select Board approves the warrant. Total articles w/ pre k, capital projects, and articles - 457,750 (verify with Ron). Each transportation article to be combined to reduce the amount. Bundle the articles and bond them over three years.

3. Discussed where funds for budget will come from. Only have \$170k excess levy limit. If used it, would have no room in future years for operating budget. Last year spent almost \$300k in free cash. This year we don't have the free cash. If wanted to include an article for the override, the wording in article needs to be contingent on the election. Peg to relay to Kathy - closing warrant at 5pm. Consequence of not approving the override will need to be justified. **ACTION:** Sarah made a motion for the following articles, and Toby 2nd'd, all in favor, that the funding source is borrowing, vehicles and fire equipment are combined, and all are contingent on an override. Thinking about funds available, there is \$193k in free cash, \$230k - \$54,000 = \$176,000 stabilization. Currently \$109,000 over operating budget. Need an article for free cash to cover the excess for vote. Consolidating all transportation and equipment into one article. Kathy will follow up on tech school tuition; whatever is predicted to be under budget needs an article to pay for from free cash. The Finance Committee will wait to recommend articles until after Select Board review. Reserve Fund transfer - funding plan for legal expenses. Need to work with Carlene. Why wasn't this on the agenda? Why weren't warrants drafted as discussed at end of last meeting? Regarding bridges, some engineering may get covered through grants. Don't know how to handle through meetings.
4. Rich moved to adjourn at 9:39pm, Lynn 2nd'd. Further discussion of when the informational meeting will be. 18th is the meeting.
5. **Finance Committee left, Select Board continues with following items. ACTION:** Beth voted to approve Planning Board Bylaws sent to counsel, 2nd by Toby. Passed unanimously. **ACTION:** Sarah made a motion to approve the Heath and Hawlemont Committee letters, Toby 2'nd'd. Passed unanimously. Send Heath paper copy. Send Hawlemont Committee the letter by email.
6. Beth makes a motion to adjourn at 9:49pm. Sarah 2nd'd. Passed unanimously.

Respectfully submitted by Peg Dean 5/5/16

Draft minutes until approved by Select Board.