

Town of Lunenburg

Finance Committee:
Mark Erickson, Chairman
Terri Burchfield, Vice-Chairman
John Henshaw, Secretary
Karin Menard
Jay Simeone



Mark Erickson
9/24/15

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Lunenburg Finance Committee Minutes September 10, 2015 Meeting

Location: Town Hall
Present: Mark. Erickson, Terri Burchfield, Jay Simeone, John Henshaw
Not Present: Karin Menard
Not Present: Kerry Lafleur, Karen Brochu, Tom Alonzo, BOS Liaison

1. Meeting called to order by Mark E. at 7:02 pm.
2. Comments:
 - a. Public--None.
 - b. Committee:
 - i. This Saturday, 9/12 from 11:00 to 5:00 at Stillman's Farm the Board of Selectmen will staff a booth and will meet with all interested citizens about openings on various Town Boards.
 - ii. The annual Association of Town Finance Committee meeting will be held on Saturday, October 17, in Sturbridge, MA. For more information click on www.MMA.org
3. Town Manager's Report:
 - a. There was no Town Manager Report; Kerry did not attend this meeting.
4. Committee discussion on the FY2017 budget process
 - a. Constraints on Setting Priorities and/or reallocating funding:
 - i. The annual growth of revenues (historically it ranges from 3.5% to 3.8%) limits opportunities to pursue new initiatives.
 - ii. By statute, a large percentage of Town expenditures are either non-discretionary or only partly discretionary, which further limits changes the committee might propose.
 - b. Terri handed out copies of *Anatomy of a Priority-Driven Budget Process*, an article published by the Government Finance Officers Association www.gfoa.org which may help frame approaches to the Town's FY2017 budget.
 - i. Terri circulated an article on a priority driven budget process.
☐ Mark suggested we familiarize ourselves with her article for a discussion at the September 24 meeting.
 - c. John has begun to look at school department expenditures over time but was the spreadsheet was not yet ready for committee review.

- i. Mark suggested making a chart with two indexes—one showing total cost over time and the second showing cost per student over time.
- ii. John will work on the spreadsheet and see what he can come up with prior to the next meeting.

5. Minutes:

- a. John did not bring the printed copy of the minutes. He will bring the copy to the next meeting on September 24th, along with a printout of these minutes.
- b. The committee can then review the minutes for both meetings then.

6. Committee Updates:

<u>Committee/Department</u>	<u>Update</u>
DPW—John H.	No report.
Capital Planning—John H.	The committee met and discussed extending the horizon for the capital plan to 15 or more years, and when to borrow compared with purchasing capital equipment with cash.
Public Access Cable—John H.	No report.
Library—Terri B.	The Board of Trustees will meet next Thursday.
Public Safety—Terri B.	No report.
Schools—Karin M.	No report.
Monty Tech—Karin M.	No report.
Sewer Commission—Jay S.	The Commission met to review the pump issue.
Green Task Force—Jay S.	No report.
School Building Comm--Mark E.	Change order #3 in the amount of \$49,000 is to correct a drainage problem with the initial paving of the parking lot and other less costly changes made at the Town's request. Sometimes at Town's request (mirrors, revised granite curbing). Change orders 1 & 2 amounted to \$88,800; total change orders total nearly \$140,000. Unexpended monies in the contingency fund will be spent on the schools as they will be what remain from the new school building project.
Building Re-Use—Mark E.	No report.

7. Ongoing Business:

- a. Mark has added sale of surplus property to our future agendas.
- b. Pavement Management Plan

8. The next two meetings will be September 24th and October 8th.

9. Meeting Adjourned: Terri B. moved to adjourn the meeting and Jay S. seconded the motion. The board voted 4-0 in favor; the meeting adjourned at 8:21.

Respectfully submitted by John Henshaw September 14, 2015

Copy: Karen Brochu, Tom Alonzo