

Town of Lunenburg

Finance Committee:

Terri Burchfield, Chairman
Mark Erickson, Vice-Chairman
Jay Simeone, Secretary
John Henshaw
Hannah Anderson
George Martin
Cindy Testa



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Lunenburg Finance Committee Minutes 02-16-17

A handwritten signature in black ink, likely belonging to Terri Burchfield, the Chairman of the Finance Committee.

Location: Town Hall
Present: Terri Burchfield, Mark Erickson, Jay Simeone, John Henshaw, George Martin, Cindy Testa
Absent: Hannah Anderson
Guest: Tom Alonzo, Sue Doherty – Council on Aging, Adam Burney – Land Use Director, members of the public

1. Chairman called the meeting to order at 7:00 pm. Televised meeting. Available on the Lunenburg Public Access channel.

<https://www.youtube.com/watch?v=skGFZEmM1sw>

2. Comments:
 - a. Public: None
 - b. New Communications: Submitted the warrant report to Elaine for the Town Report.

3. Department Budget Presentations:

Council on Aging (COA): The Director is requesting to move Outreach Coordinator salary from the State Formula Grant funding to a Town funded position. The State Grant Formula has not been consistent. The State keeps changing the cost per elder. Currently the State covers 13 hours per week, and the Town covers 14 hours per week. The State Formula Grant is based on the Town Census from 2010. The census is not scheduled to be done again until 2020. There has been a 33% increase in elder population in Lunenburg from 2010 to 2016, based on the Federal Census. There are approximately 2800 elders in Lunenburg. The FY17 Grant funding was \$21,060. The Grant funds could be used for other purposes, like renovations to kitchen. The kitchen has not been updated since 1998.

The COA receives a lot of in kind donations of services from outside vendors.

The COA manages their own drivers and vehicles. The drivers have been sent to skid school training. MART reimburses the Town thru the Cherry sheet. MART pays for 12 hours of the van dispatcher, the drivers, fuel and maintenance on the vans. The Town turns over all collected fares to MART.

Land Use Departments: Adam Burney – Land Use Director: Four budgets come under Land Use: Planning Board, Conservation Commission, Building Inspections, Zoning Board of Appeals. All are remaining at level service.

Former Building Commissioner, Mike Sauvageau, recently retired as of February 06, 2017. His salary line is being carried forward as if he was continuing his employment as it has been budgeted for. His salary was at the maximum on the pay scale. This will allow for negotiating room for hiring a qualified candidate. The position has been advertised. Presently a retired Building Commissioner who worked for the Town of Lexington has been contracted until the position is filled.

The Director is working on one capital project, E permitting. He is looking for grant money to fund it.

The Chairman asked if there were any questions about this past Tuesday's Town Manager (TM) budget presentation. There was discussion around the free cash amount which is certified at \$888,994K which is a little less than the \$900K that was previously estimated. The TM is recommending Free cash to fund the Capital budget, OPED, and Stabilization. The numbers don't seem to add up. There is also concern about the capital

budget being funded by free cash as free cash varies from year to year. A member commented that free cash in the past years has only averaged around \$250k.

4. Budget Goals and Opportunities:

a. Financial Policy for Managing Debt Service:

John H. presented a second draft of the Financial Policy he has been working on, a spreadsheet on "Summary of Debt Service FY2013 - FY2029" and a "Table of Contents" from the Town of Barre.

John reviewed the revisions he has incorporated into the Financial Policy as a result of the committee discussions of the debt service and borrowing and comments from the Town Auditors. The "Summary of Debt Service FY2013-2029" is a FYI for members. It is a snap shot of a portion of the spreadsheet that the Town Account puts together for regular debt, debt funded by enterprise betterment funds and excluded debt.

The "Table of Contents" is from the Town of Barre and is also a FYI for members. The Town of Barre contracted the services of the Collins Group to help develop a profile of there budget.

b. Anticipation of future large capital purchases:

5. Review Minutes: None

6. Town Financial Officers Report: None

7. Committee and Department Updates:

<u>Committee/Department</u>	<u>Update</u>
Public Access Cable—Teri Capital Planning—John H.	Planning to contact PACC to review their budget before presenting
Dept. of Public Works—John H. COA - Cindy	No report.
Library—Terri Public Safety—	No Report.
Schools - Hannah	No Report.
Monty Tech - Hannah Green Task Force—Jay	No Report.
Sewer Commission Task Force— Jay	No Report.
School Bldg. Comm. - Mark	Met last Wed. Mark was not able to attend. Still signing and approving warrants. A presentation from Unitil. \$82K in energy savings. Still an issue with projectors bouncing during class transition.
Building Reuse - Mark	Met on Tuesday. The Select Board approved the RFP's to be released.

8. Ongoing Business:

Pavement Management Plan:

Contract Commitments:

Sale of Surplus Property:

9. Next meeting: February 23, 2017

10. Adjournment: Mark made a motion to adjourn. John seconded the motion. The committee approved the motion 6-0 at 7:53 pm

Submitted by Jay Simeone

Attachments (0):