

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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Minutes 05-25-17

Location: Town Hall
Present: Terri Burchfield, Jay Simeone, John Henshaw, Hannah Anderson, George Martin
Absent: Mark Erickson, Cindy Testa
Guest: Jamie Toale – Selectmen, Heather Lemieux
– Town Manager, Karen Brochu – Town Accountant

1. Chairman called the meeting to order at 7:00 pm. Non Televised meeting. Recorder B06/08
2. Comments:
 - a. Public: The Chairmen announced several upcoming public hearings for the Planning Board regarding cell tower and car wash. Memo from School Committee to Capital Planning regarding budget line item for security cameras at Turkey Hill.
 - b. New Communications:
 - John H. attend meeting Associate of Town Finance Committees (ATFC) on capital and budget process.
 - Jamie Toale will serve as Selectmen liaison to the Finance Committee. Damon McQuaid will serve as Selectmen representative to Capital Planning.
 - Chairman asked for comments from members regarding the Town meeting results. Hannah A. asked about donations, fund raising for town departments for the purchase of requested items, like an ATV for Public Safety.
 - George M. commented about funding from the gas tax for capital items.
 - Jamie Toale: State DOT to pave Rt. 2A from Shirley to Fitchburg.
3. Review debt Policy: John had sent out a final draft of the debt policy for review. Town Accountant and the TM have reviewed the document and are OK with it. John to review final comments and prepare final document.
4. Review minutes: John's notes from Town Meeting. John revised minutes of roll call votes taken at Town meeting. John made a motion to amend the minutes. Hannah seconded. All in favor 4-0. Jay abstained.
5. Town officers reports:

Town Accountant:
At last BOS meeting presented third quarter revenues. Karen noted that 101% of Motor vehicle excise tax estimate had been collected. Any additional collected MVX taxes will go to free cash. Third commitment of motor vehicle excise was just sent out. \$190k, which is double what the third commitment was last year at this time. Preliminary Field work for 2017 town audit to start the first week in June.
Parker Elmore to provide two reports later in the summer. They are revising the GASB 45 report for FY17 and the GASB 75 report for FY18.

Town Manager:
Cable hearing June 15th at 7 pm. Negotiation hearing.
Selectmen Goals: Incorporate Schools projects into the capital plan as well make sure we have a full inventory of our other resources.
Town Hall: Removing old records from Town Hall basement. Records will need to be cleaned. Basement will need to be cleaned and made weather tight. Mold remediation. May need a reserve transfer to cover cost.
Received grant funds of \$40K Electronic permitting process.
Building Commissioner position still open. No response to job posting. Revising job description to hire a local Building Inspector with a Commission certification.

6. Budget Goals and Opportunities:

Financial Policy for managing debt service:
Anticipation of large capital purchases

7. Committee and Department Updates:

<u>Committee/Department</u>	<u>Update</u>
Public Access Cable—Teri	
Capital Planning—John H.	
Dept. of Public Works—John H.	
COA - Cindy	
Library—Terri	
Police Dept – John H.	
Fire Dept - George	Holding their own with the budget. Truck 4 – accident damage from a manhole cover. Damage estimated at 20 to 30K. Will be out of service for extended period. \$1000 deductible. New billing software on line in January to support EMT services.
Schools - Hannah	
Monty Tech - Hannah	
Green Comm Task Force—Jay	
Sewer Commission Task Force—Jay	
School Bldg. Comm. - Mark	
Building Reuse - Mark	

8. Ongoing business:

Pavement management plan
Contract Commitments
Sale of surplus properties

9. Next meeting:

June 8, 2017
June 22, 2017

10. Adjournment: John made a motion to adjourn. George seconded the motion. The committee approved the motion 5-0 at 7:53 pm

Submitted by Jay Simeone

Attachments (0):