

Town of Charlton
Finance Committee Minutes
Town Hall, Meeting Room 1 - Charlton, MA
Date: June 15, 2022 at 6:30pm
Minutes taken by: Jaclyn Bonner, Clerk

Attendees: Henry Camosse Jr.-Chairman, Kristin Kustigian-Vice Chair, Keith Johnson, Jason Julian, Kristen Lemire, Mike Jacobs

Absent: N/A

Guests: Ashley Obrzut -Town Finance Director, Andrew Gołas-Town Administrator.

Board of Selectmen: Chairman – William Borowski, Vice-Chairman – Patsy Rydlak, Members – Stephen Koronis

1. Call Meeting to Order at Time

The meeting was called to order by Henry Camosse at 6:32 P.M on Wednesday June 15.

2. Elections of Chairman and Vice Chairman

- Henry Camosse asks for nominations of chairman and vice chairman for the Finance Committee.
- Jason Julian nominates Henry Camosse for Chairman. Seconded by Kristin Kustigian. Henry Camosse accepts this nomination. Motion to elect Henry Camosse for chairman of the finance committee was made by Mike Jacobs and seconded by Jason Julian. Roll Call: Kristen Lemire, Kristin Kustigian, Mike Jacobs, Keith Johnson, Jason Julian, and Henry Camosse vote yes. Henry Camosse is elected the chairman of the finance committee.
- Henry Camosse nominates Kristin Kustigian for Vice-Chair. Seconded by Keith Johnson. Kristin Kustigian accepts this nomination. Motion to elect Kristin Kustigian for Vice-Chairperson made by Henry Camosse and seconded by Keith Johnson. Roll Call: Kristen Lemire, Kristin Kustigian, Mike Jacobs, Keith Johnson, Jason Julian, and Henry Camosse vote yes. Kristin Kustigian is elected the Vice Chair of the finance committee.
- Elections for Chair and Vice Chair will be held every 2 years going forward.

3. Approval of Minutes from Previous Meeting

- Motion to approve the minutes of April 27, 2022 was made by Keith Johnson. Second by Jason Julian. All members present in favor except for Mike Jacobs who was not yet on the committee. Motion to approve the minutes from the April 27th meeting passes.

4. DCRSD Roof Program

- The director of finance and operations for the Dudley Charlton Regional School District Rich Mathieu attends the meeting with other school representatives to discuss upcoming capital projects including the replacement of a roof for Dudley Charlton Middle school. Please refer to the attached presentation for details.
- Rich begins with a brief history of school capital projects. The current request includes roofs, fire panels, radio communication & cameras. The current request does not include funds for

renovations at Shepherd Hill; funds for a MSBA feasibility study; or athletic field bleachers at Shepherd Hill Carmignani field.

- Shepherd Hill has been invited into the MSBA program which will create opportunity for a sizable percentage of the project to be funded by the state. Henry asking when the MSBA will begin. Rich responding the start date will be in September. Henry asking for clarification on the timeline with Rich restating that we are only in the beginning stages but hopes that phase one would be complete by the end of the summer 2023. Kristin Kustigian asking if the MSBA could be approached to cover the cost of replacing the roof. Rich saying that the MSBA has a 25-year minimum when it comes to roof replacement (our roof is 22 years old currently). Kristin Kustigian asking if the school has ARPA funds available to help cover some of the cost. Rich responds – no.
- Mike Jacobs asking if there is a significant cost difference between the two roof replacement options presented by the school. The school responds that the cost difference would be tough to calculate – but a standard roof would be around \$4 to \$5 less per square foot.
- The schools will need to replace all fire detectors in the upcoming years & would like to replace security cameras/radios.
- Phase 1 of the capital plan will carry an average single-family value of \$345,202 at the current tax rate of \$13.29. The tax increase for the first 5 years of the bond will be \$.31 and \$.18 for the last 10 years.
- Hank Camosse asking if the money needed for future phases will overlap with phase 1. Rich stresses that the impact of COVID-19 can be blamed for the poor timeline – and he is hopeful MSBA will cover 50% of the cost.
- Hank saying the plan is dependent on the September override vote. Hank suggesting that the school be very clear with voters regarding the debt exclusion. It will be hard to get voters on board if they are confused from the beginning.

5. Review of FinCom Annual Goals

Hank ask's the committee if anyone has any suggestions to change the Fincom goals and objectives (attached). No changes were made.

6. Review of 2022-23 Capital Budget

- The library updated a request for \$8K to \$10K for window replacement in Dexter Hall
- Andrew explains that the gutter system was not initially installed correctly which caused damage from leaking over the winter. While looking into this damage to the roof was discovered.
- Hank asking Ashley to explain the methodology behind ranking capital request needs. Ashley explaining the larger projects closer to the bottom are currently on hold for various reasons.
 - Structural Review of Station 2: on hold because we do not have a place to house vehicles if we demolish the building.
 - Townwide Radio Project: will hopefully be funded through ARPA
 - Cemetery Garage & Storage/Operations & Offices: on hold for a design study.
 - Replace Rescue 1: Funded from Amazon \$650K, need additional monies for inflation- Possibly fund with ARPA money.

- Police Station Roof: Currently waiting on a feasibility study including the replacement of the HVAC system.
- Computer Upgrades Police/Town Hall (current system out of date): This was rolled into the IT budget.
- Archival Storage / Town Hall Space Renovation: These are on hold until the towns more immediate needs are met.
- Hank asking why the request for a new dump truck was increased from \$100K to \$440K. Andrew responding that the price increased.
- Hank explaining that the town hall records are being kept in the basement of town hall which is not climate controlled. The building inspector recommended that we digitize these records or move them. These are 'permanent' records which need to be kept forever. Digitizing these records would make it far easier to provide information for public records requests.
- Ashley adding that the town has not yet put any money into stabilization.

7. Review of Auditors Report and Management Letter

- Hank brings attention to the recommendations for the town in the management letter (attached). Ashley explaining that most of the issues have been addressed.

8. Review of OPEB Report

- Hank asks the committee to review the OPEB report (attached) and comments that the report was positive. A goal of the finance committee is to dedicate the first 10% of the fiscal year free cash be voted into the stabilization fund. The report mentions that we did not reach this goal in FY22.

9. Other Agenda Items not Known at the Time of this Posting

- Andrew mentions that the Board of Selectman voted to create two feasibility studies to look at a community center & fire station.

10. Adjourn Meeting

Motion to adjourn was made by Keith Johnson at 8:21 P.M. Seconded by Jason Julian. Motion is accepted by all present members, meeting adjourned.

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Voted: 8/17/22

X Yes

Henry Camosse Jr.

X

Kristin Kustigian

X Yes

Keith Johnson

X Yes

Jason Julian

X

Kristen Lemire

X Yes

Mike Jacobs

X

Alternate

X

Alternate