

Town of Charlton

Finance Committee Minutes- Joint Meeting with Board of Selectman
Senior Center Meeting Room

Date: September 11, 2019 Meeting came to order at 6:00PM

Minutes taken by: Ashley Ingram, Clerk

Attendees: Hank Camosse- Chairman, Joe Spiewak, Keith Johnson, Jason Julian, Cory Hanson, Carol Brodeur, John Grondalski, Maura O'Connor

Guests: Board of Selectman, Police Chief, Fire Chief, Planning Board Chairman, LNG Task Group Chairman, Cemetery Department Chairman, Finance Director, Town Administrator, Recreation Commission

1. Call meeting to order

- a. Hank Camosse Called the meeting to order at 6:02 PM

2. Approval of minutes of August 21, 2019

- a. Keith Johnson made a motion to accept Finance Committee meeting minutes from August 21, 2019, Joe Spiewak second. All in favor, minutes accepted

3. Discussion of Proposed Capital Exp of Police Cars

- a. The Police Chief explains that on a normal year they ask for two cruisers, however this year due to the shortage in their fleet and the unserviceable cruisers they have currently they are asking for three. Since these cars run 24/7 and have so many miles on them, per Ford since they run at high speeds during pursuits they are unserviceable. We can keep them for details, which we would bill back to the company requesting the detail. Hank is asking if the 2016 cruisers would come out of service, and the Police Chief stated that he would keep these on for details if they need them, if they do not need them they will come off the insurance and go to the overflow lot at the Highway Barn. However, we have had a lot of work going on around town and we need the vehicles for details at this time. Joe Spiewak asked since we are not rotating the cars out what the impact to the insurance on the town. The Finance Director stated that we would need to add more to insurance and the fuel account to account for these additional vehicles.

4. Discussion of Proposed Capital Exp of Fire Truck

- a. The Fire Chief is asking for a new fire engine to replace engine 1, which is currently over 25 years old and is out of compliance. There are many changes in the compliances over the past 25 years that the vehicle no longer meets the standards of NFPA. The chief says that this will be the first thing that will be looked at if there is an accident with this vehicle. They are trying to change the life of the engines to 15 years, and this is standard across most fire departments. Hank stated that the next vehicle they would be asking for was a rescue truck in two years. The Fire Chief stated that there would also be an ambulance in there as well. Those last about 20 years. The Fire Chief also stated that here is two phases left of the Radio Communication project for the Highway, Police and Fire departments. This will allow them to be able to communicate back to base and with each other, which they have a hard time doing now since calls drop and they have dead zones in town. To complete the project this will cost about \$500,000 per the Chief. Phase 1 was just to upgrade what is already in town but did not complete the project. The Finance Director suggesting that if we go out to

borrow we should include the Rescue Truck as well to save us borrowing costs. The Finance Director also noted that the cost to borrow for 10 years is \$77,000 per year. This cost would increase if we add in the Rescue Truck. Mara O'Connor stated that the savings to borrow all at once would be about \$15,000.00. The Fire Chief also made note of possibly using the Ambulance Receipts Account to help pay the borrowing costs.

5. Discussion of Planning Board Capital Exp on Master Plan

- a. The Planning Board Chair is stating that the \$50,000 that was voted at May Town Meeting to rewrite and review the bylaws has not been used yet so she thought they would not need any additional money at this time. The Town Administrator stated that she spoke with the Planning Board Director and he stated that they were ready to move on with the Master Plan and that this \$50,000 in the warrant for Special Town Meeting was for that, not the bylaws. Planning Board Chair stating that the Master Plan is a huge project to take on along with the bylaws. She said that they would go back to their board to discuss with their board at their next meeting (on September 18) before deciding on when they will take on the master plan. Donna asking if they would be willing to postpone the Master Plan for one year. The Planning Board Chair stated that they had an estimate to complete the bylaws of \$100,000. They asked if we can change the article to have, the 50K for zoning bylaw since that is going to cost \$100K total and they only were authorized \$50k. The Planning Board Chair suggesting that if at their meeting they want to take on the Master Plan they could ask for it in May once they have an idea of how much it would cost. Donna suggesting that they come back for zoning and planning in May since we have a more pressing capital project that needs attending to and planning is not ready for more projects at this time and have not spent the other \$50,000 for zoning yet. The Planning Board chair confirmed that the original \$50,000 would get them through May Town Meeting. Hank Camosse stating that they would scratch the \$50,000 out of article 4 for planning board at this time.

6. Discussion on Other Proposed Capital Expenses

- a. Discussion on Voting System and the need for it by the Board of Selectmen. The question came up on whether this was \$20,000 was a onetime cost or if it would cost this yearly. It is believed that the \$20,000 is for the technology and that there would be a yearly software cost of much less. The Board of Selectmen stated that they have all been approached by townspeople that they would really like this technology to make Town Meetings go faster and allow the townspeople to vote freely. Both boards agree that this would save us time and money in other areas, like town council. Hank Camosse is concerned that we would be creating a secret vote at an open Town Meeting on all votes now.

7. Cemetery Department – Expenditure Request

- a. The Cemetery Commission chair is requesting monies to repair retaining wall at north side cemetery. The wall is starting to give way and needs repair as soon as possible. The Cemetery Superintendent received a couple quotes for repair of the wall and they came in under \$25,000. We can apply for a grant but we need official quotes first. The Cemetery Commission Chair said that if they can get funding the fix the first half of the wall they can work on repairing that first and deal with the other half later. The Town Administrator suggested that since they are having a hard time receiving quotes they can go out to bid so it is advertised they may receive more bids. Hank Camosse is stating

that they will put a line into the warrant for \$30,000 for repair to the Northside Cemetery wall.

8. Discussion on Cost Associated with Computer Attack

- a. Town Administrator working with insurance company for cost. Internal, replacements, external IT consultant cost, attorney cost (paid for by insurance company)

9. Discussion with BOS on Stabilization Fund Long Range Goals

- a. Both boards agree to 10% of budget into stabilization

10. Policies and Procedures for Legal Funds Budgeting and Expenditures

- a. Hank Camosse reached out to Town Council on his legal opinion on who can sign and spend funds for legal in town. Per Attorney Cosgrove, only the Board of Selectmen can authorize legal funds, spending, and signing of contracts. Hank Camossee is suggesting that we decide on how much money we want to spend on legal this year and bulk up the Legal Fees GL account rather than creating new accounts. The Finance Director asks if their intent is have the funds carry forward year over year until the funds are spent, or do they want them to only be able to spend on bills from this fiscal year. There are suggestions from both boards on creating these as articles so they roll over for spending in other fiscal years, or just adding into the FY20 operating budget. Discussions between boards on why each option is better. Oversight is key so we can keep track on how much is spent and so only, the Board of Selectmen have authorization to spend these funds. Both Boards discuss and agree that having these as separate articles it opens us up to show our hand on how much we want to spend on legal services. There are also discussions on putting money into Contract Obligations if we need to pay consultants because we can only pay for legal services out of Town Council. We can however pay for both legal and consultants out of contract obligations. Discussions to remove articles 8, 9 and 10 and put into one article for \$300,000 from stabilization to contract obligations/Town Council. This will not show our hand on how much we want/have to spend for each legal case.

11. Review of STM 10/8/19 Warrant Articles and Motions

- a. Discussion about creating one legal article for a total of \$300,000 for legal services to a carryover article for both legal and consulting services, remove article 8,9,10 to 1 article. Discussion on creating a separate carryforward article for both consulting and legal services for \$300,000 in place of articles 8, 9 and 10. Hank Camosse asked the Board of Selectmen what article 11 is. The Vice Chairman of the Board of Selectmen stated that this is a study that they would like performed for better technology, efficiency and such at the town hall between departments. She stated that Chairman Singer could better explain this at the next meeting and at Town Meeting. Other towns have done a similar study called a Process Audit and this was similar to what Chairman Singer wanted. Joe Spiewak stating that the purpose of this discussion was to keep Stabilization whole, and after this, we are \$220,000 short of the amount we started with. Hank Camosse stating what articles can we discuss to remove to put more money into Stabilization. Recreation Commission member, Lucas Stevens stating that they were hit with a fine in 2017/early 2018 from ADA at Maynard Field. We need to add a lower counter at the snack shack, a wheelchair ramp into the bleachers and fix the lower lot for the handicap accessible spots. These are mandatory fixes that the state is requiring us to update. There are plans in the Conservation Office for the ADA compliance updates. They are requesting \$170,000 to do these updates, which is in Article 5. They are

planning to start this in the spring upon funding. The Finance Director suggested that we borrow on the \$170,000 and not take it from stabilization. Taking from stabilization does affect our borrowing rating also. If we put it in to borrow then find we have money leftover in other accounts, like contract obligations, we can pay for this out of those monies. Just because we authorize a borrowing does not mean we have to borrow. Both Boards would like to have article 5 as a borrowing article rather than coming from Stabilization. Discussion to remove the interdepartmental study of \$50,000 from free cash over a cruiser. Both Boards agree that a cruiser is more important at this time. Removing \$50,000 interdepartmental study from free cash. Discussion between the boards on if the basement ceiling and misc repairs to the town hall is a want or a need. Even though we should do this we cannot keep reducing stabilization, we have to operate within our budget and keep stabilization whole. Remove basement ceiling and misc repairs from article 4. Article 6 there is discussion as to why we are moving money from free cash to stabilization to just move it back out for legal. Discussions as to if legal is important and if we want to get it voted on do we want it as a majority vote or 2/3 vote. Change monies articles to come from Free Cash and whatever is remaining be moved to stabilization.

12. FY21 Budget Planning Calendar Review

- a. Next meeting the Finance Committee will vote to support/nor to support warrant articles. Next meeting will be 9/18/19 at 6:30PM.

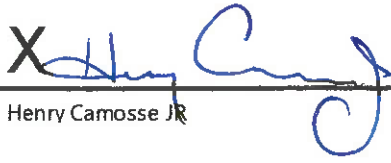
13. Other Agenda Items unknown at time of Posting

- a. Recreation Commission member, Lucas Stevens stating that they were hit with a fine in 2017/early 2018 from ADA at Maynard Field. We need to add a lower counter at the snack shack, a wheelchair ramp into the bleachers and fix the lower lot for the handicap accessible spots. These are mandatory fixes that the state is requiring us to update. There are plans in the Conservation Office for the ADA compliance updates. They are requesting \$170,000 to do these updates, which is in Article 5. They are planning to start this in the spring upon funding.
- b. Motion to revise \$50K 2019908-1 from BOS to Legal, move to Contract obligations for consulting services for LNG. Keith, Joe Second. All in favor

14. Adjourn Meeting- 8:32 Maura, Jason second all in favor

- a. Motion to adjourn meeting at 8:32 PM by Maura O'Connor, Second by Jason Julian. All in Favor, meeting Adjourn.

Next Meeting information Wednesday 6:30 9/18/19

X 

Henry Camosse Jr

X

Joe Spiewak

X 

John Grondalski


X 

Jason Julian

X

Keith Johnson

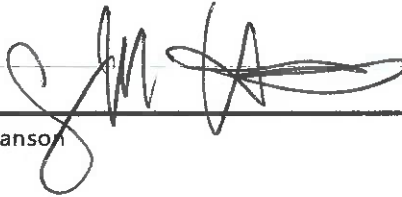
X


Carol Brodeur

X

Mara O'Connor

X


Cory Hanson