

SELECTBOARD, FINANCE COMMITTEE, AND CAPITAL IMPROVEMENTS COMMITTEE  
MEETING MINUTES  
UPSTAIRS MEETING ROOM, 1 AVENUE A, TURNERS FALLS, MA  
WEDNESDAY, MARCH 25, 2020  
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The Chair opened the meeting

**#1** Meeting was opened at 6:06 PM in the Upstairs Meeting Room

**#2** Roll-Call

- **Finance Committee members present:** Jen Audley, Fred Bowman, Greg Garrison, John Hanold, Chris Menegoni, and Francina Wisnewski.
- **Finance Committee members participating remotely:** Jen Audley, Fred Bowman, Greg Garrison, John Hanold (arrived at 6:20), Chris Menegoni (arrived at 6:45), and Francina Wisnewski.
- **Finance Committee members absent:** none
- **Selectboard members present:** Chris Boutwell and Michael Nelson
- **Selectboard members participating remotely:** Chris Boutwell and Michael Nelson (arrived at 6:20)
- **Selectboard members absent:** Rich Kuklewicz
- **Capital Improvement Committee members present:** Steve Ellis and Greg Garrison Fred Bowman
- **Capital Improvement Committee members participating remotely:** Steve Ellis and Greg Garrison Fred Bowman
- **Capital Improvement Committee members absent:** Bob Obear and Joshua Lively
- **Others participating remotely:** Town Administrator Steve Ellis, Town Accountant Carolyn Olsen, Ariel Elan, and reporters Max Marcus of the Greenfield Recorder and Jeff Singleton of the Montague Reporter
- The Chair announced that the meeting is being recorded by GoToMeeting but is not being recorded by MCTV and asked if anyone else was recording the meeting. No one else was recording the meeting. Remote participation for both members and the public was provided by GoToMeeting. The link to the GoToMeeting recording is  
<https://transcripts.gotomeeting.com/#!/s/ef6973b2b4701732d866d3e5e869e2baf045869b9e331c843d88b411bc3e1469>

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**#3 Town Administrator's Report**

Steve Ellis said it's been an eventful 7 days, with additional executive orders impacting our work. We'll continue operations as allowed, noting that some operations such as public safety have become more challenging, and that others such as the services of the Senior Center, Parks and Recreation, and Libraries may not be available, or not be available in the same way. Our staff has been tremendous in their adaptability to this crisis. A significant staff issue is that our Health Director will be unavailable for a few weeks, not related to COVID-19, and the town has appointed recently retired Director of Health Gina McNeely as Acting Director of Health in the interim. A major concern was the question of whether ongoing construction projects can continue. At this time it looks like they can, and contractors have been notified that that they can proceed.

**#4 Discussion of FY21 Budget**

Jen Audley said that we're meeting tonight to wrap up our proposal for budget we've been working on since fall. We're close to being on schedule, but trying to expedite tonight so there's a final budget whenever it's appropriate to provide it to town meeting. There's already been discussion of individual items, so there won't be a lot of discussion tonight. Jen Audley noted that we're voting based on the anticipated warrant, as the Selectboard has not yet placed items on the warrant.

One decision to make is if we're going to recommend the DPW request for \$100,000 for the DPW Discretionary Account or the Capital Improvements Committee's (CIC) recommendation of \$80,000.

**A. Approving FY21 Budget Requests as presented.**

Known issues:

DPW Discretionary fund request – the superintendent requested an allocation of \$100,000 to the DPW equipment fund; the CIC recommends \$80,000, which would bring the anticipated balance to \$100,000 at the beginning of FY21. The anticipated funding source is Taxation.

Greg Garrison, speaking as CIC member, explained their \$80,000 recommendation. Given the current balance, and expected expenditures through June 30, a balance of \$20,000 is expected to remain at the end of this fiscal year. An appropriation of \$80,000 would bring the account up to a balance of \$100,000 that would be available for FY2021.

Fred Bowman prefers the amount of \$80,000. Steve Ellis thinks the CIC felt \$80,000 was sufficient to start FY2021 and feels that the goal was to provide a total of \$100,000 for each

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year, rather than always adding \$100,000. Francia Wisniewski prefers \$80,000. There seems to be a consensus that the Finance Committee will recommend \$80,000.

Chris Boutwell was thinking same and said that if the DPW needs additional funds later they can request it at a Special Town Meeting.

This assumption reduces the deficit to \$42,259.

Jen Audley asked if there were any other funding requests folks were not comfortable approving as submitted. There were none.

Michael Nelson and John Hanold joined the meeting 6:20 PM and were brought up to date.

Both Michael Nelson and John Hanold prefer to recommend the request of \$100,000. Michael Nelson noted that he is hesitant about spending too much due to the current crisis and is nervous about future expenditures, so while he prefers the larger amount it's not a strong opinion. John Hanold referred to Mr. Bergeron's likely spending in FY21 as a basis for supporting his requested appropriation.

Francia Wisniewski voiced concern about the impact on next year's taxes. Michael Nelson agreed, noting that as people struggle with personal finances, government spending will be scrutinized. Jen Audley noted that we can only make recommendations based on current information, and that we can change our votes as we get more information.

Schedule III – John Hanold's proposal for balancing the budget would reduce the Legal, Snow and Ice, and Reserve Fund budgets as described below.

There were no other proposals to diverge from funding requests as presented.

**B. Options for balancing the FY2021 budget:**

John Hanold –

- a. Reduce Legal Budget from \$90,000 to \$85,000, saving \$5,000. Rationale: Labor negotiations are behind us. The FY2021 budget already reduced this item by \$8,000 due to better control of costs. Steve Ellis thinks the \$85,000 amount is workable.
- b. Reduce Snow & Ice Budget from \$278,050 to \$273,050, saving \$5,000. Rationale: It's a partial acceptance of Superintendent Bergeron's request, and any overrun can be handled in May 2021.

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- c. Reduce Reserve Fund Budget from \$60,000 to \$50,000, saving \$10,000. Rationale: Recent years' needs have been lower and budgets are generally approved as submitted.
- d. Use \$25,000 of Free Cash towards the Town's operating budget. Rationale: Retains reduction in use of reserves, but suspends the final step of reducing reliance to zero. John Hanold noted that this would also reduce the taxation amount.
- e. Use \$25,000 of Free Cash towards the GMRSD assessment. Rationale: Same as above.
- f. Reduces shortfall from \$42,762 to a surplus of \$27,238.

Jen Audley –

This year only, reduce total operating transfer to the Town Capital Stabilization Fund by the amount of the shortfall.

Rationale: The annual transfer has increased from the Financial Policy's recommendation of \$41,805 to \$125,021 due to the allocation of the Town's share of the Kearsarge Lease payments to this fund.

At the March 2020 STM we voted to establish a new revenue stream for this fund when we chose to allocate all of the cannabis excise revenue, estimated at \$60,000 annually, to the Town Capital Stabilization Fund.

The balance of this fund now exceeds \$1 million, as it was substantially increased in FY20 by a one-time allocation of \$800,000 from Overlay Surplus.

This option reduces the shortfall from \$42,762 to \$0. Allocation to Town Capital Stabilization would be \$82,259 plus any additional amount allocated Free Cash Balance.

Jen Audley feels it is a reasonable choice to reduce the appropriation to the Town Capital Stabilization fund to reduce the deficit.

Jen Audley asked for thoughts and preferences.

Fred Bowman, Greg Garrison, and Francina Wisnewski favor Jen Audley's proposal

Chris Boutwell is okay with Jen Audley's proposal and Michael Nelson is fine with whatever.

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John Hanold asked to rebut. His position is based on maintaining automatic transfers as recommended by our Financial Policies and recognizing that we have unrelenting capital needs. He is disinclined to cut back on automatic policy changes just because we have additional revenues from Kearsarge and cannabis excise tax

Jen Audley asked if anyone has changed their mind. No one responded.

**Discussion of Options:**

Chris Menegoni arrived 6:45 and was briefly updated.

Finance Committee Moved:

To fund the current deficit using the method proposed by Jen Audley by reducing amount of the transfer to the Town Capital Stabilization Fund.

Vote: Audley –Aye, Bowman –Aye, Garrison –Aye, Hanold –Nay, Menegoni -Aye  
Wisnewski- Aye,

Selectboard Moved:

To fund the current deficit using the method proposed by Jen Audley.

Vote: Boutwell –Aye, Nelson –Aye

At this point Steven Ellis offered to reduce the legal budget by \$5,000.

**#4B Allocations of Free Cash to Reserves**

It is expected that there will be \$204,532 of Free Cash available at the end of the budget approval and funding options. This is usually appropriated into one or more reserve accounts, specifically the Town General Stabilization Fund, Town Capital Stabilization Fund, GMRSD Stabilization Fund, FCTS Stabilization Fund or the OPEB Trust Fund. The Town could also choose to appropriate it into the WPCF Capital Stabilization Fund.

John Hanold's plan to allocate remaining Free Cash would exclude WPCF Capital Stabilization Fund because the WPCF is an enterprise fund. The General Stabilization fund has very few requirements and is already compliant with our benchmark, so he would not apply any there. This leaves the Town Capital Stabilization Fund, the GMRSD Stabilization Fund, the FCTS Stabilization Fund and the OPEB trust. Since we were not required to draw on either of the school stabilization funds, they are arguably satisfactory. He suggests splitting the amount between the Town Capital Stabilization Fund and the OPEB trust, proposing a 50/50 split but easily persuaded to another split.

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Francia Wisnewski asked about OPEB and Steve Ellis explained that it was to provide funding for future health insurance costs of retirees and noted we're quite underfunded at only about 3%. The Town's approach is to first fund out retirement system, noting that Montague is currently in the top 20<sup>th</sup> percentile. Then, when the retirement system is fully funded, currently expected to happen around the year 2030, the Town would reallocate that funding to OPEB. Steve Ellis feels we still need to fund OPEB more, as we are not keeping up with current costs.

Jen Audley is comfortable supporting John Hanold's proposal, as were Chris Boutwell and Michael Nelson. Steve Ellis appreciates the point that we were able to fund the FCTS assessment this year without using reserves, but is concerned about continuing increases due to migration of student populations in and out of the FCTS from the various towns. Steve Ellis thinks that's a place to add a cushion, the FCTS Stabilization Fund warrants additional attention, and he would like to add about \$50,000.

**#5     Vote Recommendations and Funding Sources for Anticipated Articles on the warrant for the Special and Annual Town Meetings scheduled for May 2, 2020.**

**STM BEFORE ANNUAL**

Finance Committee Moved:

To recommend \$51,000 to supplement Article #7 of the March 5, 2020 Special Town Meeting, which appropriated \$75,000 for the removal of the WPCF oil tank and vault and replacement of the oil tank, to be funded from Sewer Retained Earnings.

Vote: Audley –Aye, Bowman –Aye, Garrison –Aye, Hanold –Aye, Menegoni -Aye  
Wisnewski- Aye

Selectboard Moved:

To recommend \$51,000 to supplement Article #7 of the March 5, 2020 Special Town Meeting, which appropriated \$75,000 for the removal of the WPCF oil tank and vault and replacement of the oil tank, to be funded from Sewer Retained Earnings.

Vote: Boutwell –Aye, Nelson –Aye

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**ANNUAL TOWN MEETING**

**Schedules I and II**

**SCHEDULE I  
Elected Officials**

| <b><u>TITLE</u></b>        | <b><u>FY20<br/>BUDGET</u></b> | <b><u>FY21<br/>REQUEST</u></b> | <b><u>FY21<br/>RECOMMEND</u></b> |
|----------------------------|-------------------------------|--------------------------------|----------------------------------|
| <b>MODERATOR</b>           | 370                           | 370                            | 370                              |
| <b>SELECTBOARD</b>         |                               |                                |                                  |
| Chairman                   | 2,355                         | 2,355                          | 2,355                            |
| Second/Third Members       | 2,140                         | 2,140                          | 2,140                            |
| <b>BOARD OF ASSESSOR</b>   |                               |                                |                                  |
| Chairman                   | 1,765                         | 1,765                          | 1,765                            |
| Second/Third Members       | 1,605                         | 1,605                          | 1,605                            |
| <b>TREASURER/COLLECTOR</b> | 64,985*                       | 68,963**                       | 68,963                           |
| *G-5                       |                               |                                |                                  |
| **G-7                      |                               |                                |                                  |
| <b>TOWN CLERK</b>          | 73,905                        | 75,014*                        | 75,014                           |
| *G-11                      |                               |                                |                                  |
| <b>BOARD OF REGISTRARS</b> |                               |                                |                                  |
| Town Clerk                 | 840                           | 840                            | 840                              |
| <b>TREE WARDEN</b>         | 1,575                         | 1,575                          | 1,575                            |
| <b>BOARD OF HEALTH</b>     |                               |                                |                                  |
| Chairman                   | 1,765                         | 1,765                          | 1,765                            |
| Second/Third Members       | 1,605                         | 1,605                          | 1,605                            |

Finance Committee Moved:

To recommend Schedule I as shown.

Vote: Audley –Aye, Bowman –Aye, Garrison –Aye, Hanold –Aye, Menegoni -Aye  
Wisnewski- Aye

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Selectboard Moved:

To recommend Schedule I as shown.

Vote: Boutwell –Aye, Nelson –Aye

**SCHEDULE II**  
**Appointed Officials**

| <b><u>TITLE</u></b>                | <b><u>FY20<br/>BUDGET</u></b>           | <b><u>FY21<br/>REQUEST</u></b>          | <b><u>FY21<br/>RECOMMEND</u></b>        |
|------------------------------------|---|---|---|
| <b><u>ANNUAL STIPENDS</u></b>      |   |   |   |
| <b>BOARD OF REGISTRARS (3)</b>     | 525                                     | 525                                     | 525                                     |
| <b>EMERGENCY MGMT DIRECTOR</b>     | 5,765                                   | 5,765                                   | 5,765                                   |
| <b>ANIMAL INSPECTOR</b>            | 1,575                                   | 1,575                                   | 1,575                                   |
| <b>BARN INSPECTOR</b>              | 1,050                                   | 1,050                                   | 1,050                                   |
| <b>IT COORDINATOR</b>              | 2,100                                   | 2,100                                   | 2,100                                   |
| <b>MEDIC COORDINATOR</b>           |   | 4,000                                   | 4,000                                   |
| <b>POLICE IT ADMINISTRATOR</b>     | 3,000                                   | 3,000                                   | 3,000                                   |
| <b>FOREST WARDEN</b>               | 1,710                                   | 1,710                                   | 1,710                                   |
| <b><u>RATES PER INSPECTION</u></b> |   |   |   |
| <b>ASST. BUILDING INSPECTOR</b>    | 35.00                                   | 35.00                                   | 35.00                                   |
| <b>GAS INSPECTOR</b>               | 35.00                                   | 35.00                                   | 35.00                                   |
| <b>PLUMBING INSPECTOR</b>          | 35.00                                   | 35.00                                   | 35.00                                   |
| <b>ELECTRICAL INSPECTOR</b>        | 35.00                                   | 35.00                                   | 35.00                                   |
| <b><u>HOURLY RATES</u></b>         |   |   |   |
| <b>EXTRA CLERICAL</b>              | <b><u>Ranges/hr.</u></b><br>12.00-13.75 | <b><u>Ranges/hr.</u></b><br>12.75-14.50 | <b><u>Ranges/hr.</u></b><br>12.75-14.50 |
| <b>ELECTION WORKERS</b>            | 12.00-14.75                             | 12.75-15.50                             | 12.75-15.50                             |
| <b>SUMMER HIGHWAY</b>              | 12.00-14.75                             | 12.75-14.75                             | 12.75-14.75                             |
| <b>SNOW PLOW DRIVERS</b>           | 15.00-25.00                             | 15.00-25.00                             | 15.00-25.00                             |
| <b>PART TIME POLICE OFFICERS</b>   | 17.00-21.00                             | 17.00-21.00                             | 17.00-21.00                             |
| <b>PART TIME DISPATCHERS</b>       | 17.00-21.00                             | 17.00-21.00                             | 17.00-21.00                             |



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**SCHEDULE II**  
**Appointed Officials**

| <u>TITLE</u>                  | <u>FY20</u><br><u>BUDGET</u> | <u>FY21</u><br><u>REQUEST</u> | <u>FY21</u><br><u>RECOMMEND</u> |
|-------------------------------|------------------------------|-------------------------------|---------------------------------|
| <u>HOURLY RATES</u>           | <u>Ranges/hr.</u>            | <u>Ranges/hr.</u>             | <u>Ranges/hr.</u>               |
| <b>PARKS &amp; RECREATION</b> | 12.00-20.00                  | 12.75-20.00                   | 12.75-20.00                     |
| <b>AIRPORT INTERN</b>         | 12.00-14.25                  | 12.75-15.00                   | 12.75-15.00                     |

**Note: Minimum Wage is \$12.75 as of 1/1/20 and goes to \$13.50/hr 1/1/2021**

**NON-UNION EMPLOYEES NOT SHOWN ABOVE**

|                     | <u>Grade</u> | <u>Range FY2020</u> |            | <u>Range FY2021</u> |            |
|---------------------|--------------|---------------------|------------|---------------------|------------|
| <u>SALARIED</u>     |              | <u>Start</u>        | <u>End</u> | <u>Start</u>        | <u>End</u> |
| TOWN ADMINISTRATOR  | J            | 92,811              | 114,221    | 94,203              | 115,934    |
| TOWN ACCOUNTANT     | G            | 60,346              | 73,905     | 61,251              | 75,014     |
| CHIEF OF POLICE     | I            | 84,373              | 103,837    | 85,639              | 105,395    |
| DPW SUPERINTENDENT  | H            | 76,703              | 94,397     | 77,854              | 95,813     |
| DIRECTOR OF HEALTH  | G            | 60,346              | 73,905     | 61,251              | 75,014     |
| LIBRARY DIRECTOR    | G            | 60,346              | 73,905     | 61,251              | 75,014     |
| WPCF SUPERINTENDENT | H            | 76,703              | 94,397     | 77,854              | 95,813     |
| <u>HOURLY</u>       |              |                     |            |                     |            |
| EXECUTIVE ASSISTANT | E            | 22.43               | 27.61      | 22.77               | 28.02      |
| POLICE LIEUTENANT   | G+8.5%       | 36.59               | 40.60      | 37.29               | 41.37      |
| POLICE CUSTODIAN    | A            | 15.03               | 18.50      | 15.26               | 18.78      |

**Informational Only: Fiscal Year 2021 budgeted wages –**

|                     |         |                     |        |
|---------------------|---------|---------------------|--------|
| TOWN ADMINISTRATOR  | 115,934 | DPW SUPERINTENDENT  | 95,813 |
| TOWN ACCOUNTANT     | 75,014  | DIRECTOR OF HEALTH  | 67,610 |
| TREAS/TAX COLLECTOR | 68,963  | LIBRARY DIRECTOR    | 71,748 |
| CHIEF OF POLICE*    | 113,435 | WPCF SUPERINTENDENT | 83,841 |
| EXECUTIVE ASSISTANT | 28.02   | POLICE LIEUTENANT   | 40.36  |
| POLICE CUSTODIAN    | 17.22   |                     |        |

\*includes add'l 20% educational incentive pay

Finance Committee Moved:

To recommend Schedule II as shown.

Vote: Audley –Aye, Bowman –Aye, Garrison –Aye, Hanold –Aye, Menegoni -Aye  
Wisniewski- Aye

Selectboard Moved:

To recommend Schedule II as shown.

Vote: Boutwell –Aye, Nelson –Aye

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**Schedule III Town Operating Budget**

Finance Committee Moved:

To recommend \$10,527,445 for general government budgets, broken down as follows, to be funded with \$47.30 from Transportation Infrastructure Funds, and \$10,527,397.70 from Taxation.

|     |                    |           |
|-----|--------------------|-----------|
| 113 | Town Meeting       | 2,090     |
| 122 | Selectmen          | 192,014   |
| 131 | Finance Comm       | 1,000     |
| 132 | Reserve Fund       | 60,000    |
| 135 | Town Accountant    | 81,934    |
| 141 | Assessors          | 195,422   |
| 145 | Treas/TaxColl      | 239,560   |
| 151 | Town Counsel       | 90,000    |
| 155 | Information Tech   | 58,100    |
| 159 | Shared Costs       | 72,759    |
| 161 | Town Clerk         | 167,001   |
| 175 | Planning           | 121,184   |
| 176 | ZBA                | 1,200     |
| 182 | MEDIC              | 5,000     |
| 190 | Pub Bldg Utilities | 141,320   |
| 211 | Police             | 1,698,119 |
| 211 | Police Cruiser     | 53,000    |
| 212 | Dispatch           | 311,584   |
| 241 | Building Insp      | 141,444   |
| 244 | Sealer of Weights  | 2,750     |
| 291 | Emergency Mgmt     | 5,765     |
| 292 | Animal Control     | 20,414    |
| 294 | Forest Warden      | 1,710     |
| 299 | Tree Warden        | 20,285    |
| 420 | DPW                | 1,441,408 |
| 420 | Flail Lease (3/5)  | 24,090    |
| 423 | Snow & Ice         | 278,050   |
| 433 | Solid Waste        | 598,886   |
| 480 | Charging Stations  | 7,000     |
| 491 | Cemeteries         | 7,000     |

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|     |                    |           |
|-----|--------------------|-----------|
| 511 | Board of Health    | 135,948   |
| 541 | COA                | 46,980    |
| 543 | Vet Benefits       | 98,400    |
| 610 | Libraries          | 426,950   |
| 630 | Parks & Rec        | 143,539   |
| 691 | Historical Comm    | 500       |
| 693 | Soldiers' Memorial | 1,300     |
| 700 | Debt               | 1,128,500 |
| 840 | Intergovernmental  | 111,179   |
| 910 | Employee Benefits  | 2,298,057 |
| 946 | General Insurance  | 96,000    |

Vote: Audley –Aye, Bowman –Aye, Garrison –Aye, Hanold –Aye, Menegoni -Aye  
Wisnewski- Aye

Selectboard Moved:

To recommend \$10,527,445 for the Town Operating budget, funded with \$47.30 from Transportation Infrastructure Funds and \$10,527,397.70 from Taxation.

Vote: Boutwell –Aye, Nelson –Aye

Finance Committee Moved:

To recommend \$2,449,068 for the WPCF budgets, broken down as follows, and funded with \$220,559 from Taxation and \$2,228,509 from Sewer User Fees.

|     |                 |           |
|-----|-----------------|-----------|
| 440 | WPCF            | 1,585,763 |
| 700 | WPCF Debt       | 520,551   |
| 910 | WPCF Benefits   | 291,954   |
| 449 | WPCF DPW Sub    | 42,800    |
| 449 | DPW Sub Capital | 8,000     |

Vote: Audley –Aye, Bowman –Aye, Garrison –Aye, Hanold –Aye, Menegoni -Aye  
Wisnewski- Aye

Selectboard Moved:

To recommend \$2,449,068 for the WPCF budgets, broken down as follows, and funded with \$220,559 from Taxation and \$2,228,509 from Sewer User Fees.

|     |               |           |
|-----|---------------|-----------|
| 440 | WPCF          | 1,585,763 |
| 700 | WPCF Debt     | 520,551   |
| 910 | WPCF Benefits | 291,954   |
| 449 | WPCF DPW Sub  | 42,800    |

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449 DPW Sub Capital 8,000  
Vote: Boutwell –Aye, Nelson –Aye

Finance Committee Moved:

To recommend \$55,694 for the Airport budget, funded with \$1,405 from Taxation and \$54,289 from Airport Revenue.

Vote: Audley –Aye, Bowman –Aye, Garrison –Aye, Hanold –Aye, Menegoni -Aye  
Wisnewski- Aye

Selectboard Moved:

To recommend \$55,694 for the Airport budget, funded with \$1,405 from Taxation and \$54,289 from Airport Revenue.

Vote: Boutwell –Aye, Nelson –Aye

**Special Article Recommendations**

Finance Committee Moved:

To recommend \$79,750 for the Colle budget, funded from Colle Receipts Reserved for Appropriation.

Vote: Audley –Aye, Bowman –Aye, Garrison –Aye, Hanold –Aye, Menegoni -Aye  
Wisnewski- Aye

Selectboard Moved:

To recommend \$79,750 for the Colle budget, funded from Colle Receipts Reserved for Appropriation.

Vote: Boutwell –Aye, Nelson –Aye

Finance Committee Moved:

To recommend \$10,732,268 for the GMRSD assessment, funded from Taxation.

Vote: Audley –Aye, Bowman –Aye, Garrison –Aye, Hanold –Aye, Menegoni -Aye  
Wisnewski- Aye

Selectboard Moved:

To recommend \$10,732,268 for the GMRSD assessment, funded from Taxation.

Vote: Boutwell –Aye, Nelson –Aye

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Finance Committee Moved:

To recommend \$1,255,456 for the FCTS assessment, funded from Taxation.

Vote: Audley –Aye, Bowman –Aye, Garrison –Aye, Hanold –Aye, Menegoni -Aye  
Wisnewski- Aye

Selectboard Moved:

To recommend \$1,255,456 for the FCTS assessment, funded from Taxation.

Vote: Boutwell –Aye, Nelson –Aye

Finance Committee Moved:

To recommend \$16,250 for Utility Valuations, funded from Taxation.

Vote: Audley –Aye, Bowman –Aye, Garrison –Aye, Hanold –Aye, Menegoni -Aye  
Wisnewski- Aye

Finance Committee Moved:

To recommend \$21,953 for Building Assessment Studies at Hillcrest, Sheffield/Admin, and GFMS/TFHS, funded from Taxation.

Vote: Audley –Aye, Bowman –Aye, Garrison –Aye, Hanold –Aye, Menegoni -Aye  
Wisnewski- Aye

Finance Committee Moved:

To recommend \$20,000 for a dividing wall in the Sheffield library, to be funded from Taxation.

Vote: Audley –Aye, Bowman –Aye, Garrison –Aye, Hanold –Aye, Menegoni -Aye  
Wisnewski- Aye

Finance Committee Moved:

To recommend \$5,000 for surveying the Montague Center park, to be funded from Taxation.

Vote: Audley –Aye, Bowman –Aye, Garrison –Aye, Hanold –Aye, Menegoni -Aye  
Wisnewski- Aye

Finance Committee Moved:

To recommend \$4,800 to provide the town match for state and federal grants for a Wildlife Hazard Assessment Study, to be funded from Airport Retained Earnings.

Vote: Audley –Aye, Bowman –Aye, Garrison –Aye, Hanold –Aye, Menegoni -Aye  
Wisnewski- Aye

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Finance Committee Moved:

To recommend \$820.49 to provide additional funds for the Town's DPW Facility, to be funded from Reserve for Excluded Debt.

Vote: Audley –Aye, Bowman –Aye, Garrison –Aye, Hanold –Aye, Menegoni -Aye  
Wisnewski- Aye

Selectboard Moved:

To recommend the following special articles and funding sources:

|                             |        |                           |
|-----------------------------|--------|---------------------------|
| Utility Valuation           | 16,250 | Taxation                  |
| GMRSD Building Assessments  | 21,953 | Taxation                  |
| Sheffield Library Wall      | 20,000 | Taxation                  |
| Montague Center Park Survey | 5,000  | Taxation                  |
| Airport Grant Local Match   | 4,800  | Airport Retained Earnings |
| DPW Facility                | 820.49 | Reserve for Excluded Debt |

Vote: Boutwell –Aye, Nelson –Aye

Finance Committee Moved:

To recommend the following special articles and funding sources:

|                            |        |           |
|----------------------------|--------|-----------|
| OPEB                       | 50,000 | Taxation  |
| Town General Stabilization | 61,507 | Taxation  |
| Town Capital Stabilization | 82,259 | Taxation* |
| GMRSD Stabilization        | 39,185 | Taxation  |

Vote: Audley –Aye, Bowman –Aye, Garrison –Aye, Hanold –Aye, Menegoni -Aye  
Wisnewski- Aye

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Selectboard Moved:

To recommend the following special articles and funding sources:

|                            |        |          |
|----------------------------|--------|----------|
| OPEB                       | 50,000 | Taxation |
| Town General Stabilization | 61,507 | Taxation |
| Town General Stabilization | 82,259 | Taxation |
| GMRSD Stabilization        | 39,185 | Taxation |

Vote: Boutwell –Aye, Nelson –Aye

Finance Committee Moved:

To recommend \$50,000 for roof replacement and chimney repair at the Montague Senior Center, to be funded from Free Cash.

Vote: Audley –Aye, Bowman –Aye, Garrison –Aye, Hanold –Aye, Menegoni -Aye  
Wisnewski- Aye

Finance Committee Moved:

To recommend \$80,000 for the DPW Discretionary Account, to be funded from Taxation.

Vote: Audley –Aye, Bowman –Aye, Garrison –Aye, Hanold –Nay, Menegoni -Aye  
Wisnewski- Aye

Finance Committee Moved:

To recommend \$37,260 for repairs to the Millers Falls Stairs and 7<sup>th</sup> Street Walking Path, to be funded from Free Cash.

Vote: Audley –Aye, Bowman –Aye, Garrison –Aye, Hanold –Aye, Menegoni -Aye  
Wisnewski- Aye

Finance Committee Moved:

To recommend \$100,000 for pump and blower upgrades at the Montague WPCF, to be funded from WPCF Capital Stabilization Fund.

Vote: Audley –Aye, Bowman –Aye, Garrison –Aye, Hanold –Aye, Menegoni -Aye  
Wisnewski- Aye

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Finance Committee Moved:

To recommend \$40,000 to replace a primary sludge pump at the Montague WPCF, to be funded with \$15,439.53 from the unspent balance of Article #19 of the May 7, 2016 Annual Town Meeting and \$24,560.47 from WPCF Capital Stabilization Fund.

Vote: Audley –Aye, Bowman –Aye, Garrison –Aye, Hanold –Aye, Menegoni -Aye  
Wisnewski- Aye

Finance Committee Moved:

To recommend \$60,000 for the Hillcrest façade and roof project, to be funded from Free Cash.

Vote: Audley –Aye, Bowman –Aye, Garrison –Aye, Hanold –Aye, Menegoni -Aye  
Wisnewski- Aye

The GMRSD requested \$60,000 to wrap the building masonry skirt at the administration building and do repairs to the entrance canopy.

The following is a message from Josh Lively, Chair of the CIC:

The special article request from GMRSD which provides \$50,000 to wrap the failing masonry skirt at the administrative building along with the repair of upper trim woodwork for the entrance canopy should not move forward as is. I think that moving forward with the upper trim work repair is called for and should move forward. The masonry wrap request on the other hand passed the CIC 3-2. There are a few reasons why I think the Town should hold off on addressing the concrete skirt deterioration this year.

#1. Unconventional method: Wrapping trim work with aluminum is typically reserved for wood trim work. While wrapping concrete in aluminum sheet metal has been and can be done properly, the chances of an issue resulting are significant. There are very few examples that I have seen which can be pointed to as a precedent for this method of repair. The issue is a phenomenon referred to as “oil-canning”, whereby wind gets behind the metal and causes it to move and buckle over time, ruining the clean lines which signify a proper install.

#2. Other methods haven’t been quoted. Through no fault of their own, the district was unable to obtain an estimate which would price out the repair of the concrete skirting with masonry materials, or utilize a better suited material such as copper.



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#3. Potential chemical reaction. When anodized aluminum comes in contact with Portland cement a chemical reaction occurs that results in the premature molecular degradation of the aluminum. While we can spec out that the aluminum must be coated on both sides with paint, scratches and dings will inevitably occur which could result in premature failure of the aluminum. Copper would be a much wiser, and most likely more expensive, choice. I personally thing that copper wrapping would be the best choice if the town plans on holding onto that building for the next 20 years.

It is my belief that holding off for a few months to a year while the district and CIC explore alternative solutions to the problem would not greatly increase the damage being caused to the concrete skirt. The building has been there for about 100 years and the skirt is still in the early-mid stage of deterioration and currently poses no public safety hazards. Thank you for your time.

Steve Ellis confirmed that \$10,000 of the original \$60,000 request would be the amount for entry canopy repair.

Finance Committee Moved:

To recommend \$10,000 for the GMRSD administration building entry canopy repair, to be funded from Free Cash.

Vote: Audley –Aye, Bowman –Aye, Garrison –Aye, Hanold –Aye, Menegoni -Aye  
Wisnewski- Aye

Finance Committee Moved:

To recommend \$60,000 to resurface the GFMS/TFHS tennis court, to be funded from Free Cash.

Vote: Audley –Aye, Bowman –Aye, Garrison –Aye, Hanold –Aye, Menegoni -Aye  
Wisnewski- Aye

Selectboard Moved:

To recommend the following special articles and funding sources:

|   |         |                            |
|---|---------|----------------------------|
| Senior Center Roof/Chimney                | 50,500  | Free Cash                  |
| DPW Discretionary Account                 | 80,000  | Taxation                   |
| MF Stairs/7 <sup>th</sup> St Walking Path | 37,260  | Free Cash                  |
| WPCF Pump/Blower Upgrades                 | 100,000 | WPCF Capital Stabilization |

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|                           |        |  |
|---------------------------|--------|--|
| WPCF Primary Sludge Pump  | 40,000 | 15,439.53 from #19 of the 5/7/16<br>ATM and 24,560.47 from WPCF Capital<br>Stabilization |
| Hillcrest Façade/Roof     | 60,000 | Free Cash  |
| GMRSD Admin Masonry/Entry | 10,000 | Free Cash  |
| GFMS/TFHS Tennis Court    | 60,000 | Free Cash  |

Vote: Boutwell –Aye, Nelson –Aye

There is now \$290,000 of available Free Cash. Chris Menegoni thinks the extra \$50,000 should go to the Town Capital Stabilization fund for use towards the GMRSD administration building skirt wrapping once the current issues are resolved. This would be in addition to a three way split of the original \$240,000 estimated Free Cash between the Town Capital Stabilization Fund, the FCTS Stabilization Fund, and the OPEB Trust Fund. The final amounts would be \$130,000 to the Town Capital Stabilization Fund, and \$80,000 each to the FCTS Stabilization Fund and the OPEB Trust Fund.

Finance Committee Moved:

To recommend \$130,000 be appropriated to Town Capital Stabilization fund, \$80,000 be appropriated to the FCTS Stabilization Fund, and \$80,000 appropriated to the OPEB Trust Fund, all to be funded from Free Cash.

Vote: Audley –Aye, Bowman –Aye, Garrison –Aye, Hanold –Aye, Menegoni -Aye  
Wisnewski- Aye

Selectboard Moved:

To recommend \$130,000 be appropriated to Town Capital Stabilization fund, \$80,000 be appropriated to the FCTS Stabilization Fund, and \$80,000 appropriated to the OPEB Trust Fund, all to be funded from Free Cash.

Vote: Boutwell –Aye, Nelson –Aye

## **#6 Minutes**

Finance Committee Moved:

To approve the minutes of February 12, 2020.

Vote: Audley –Aye, Bowman –Aye, Garrison –Aye, Hanold –Aye, Menegoni -Aye  
Wisnewski- Aye

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Selectboard Moved:

To approve the minutes of February 12, 2020.

Vote: Boutwell –Aye, Nelson –Aye

Finance Committee Moved:

To approve the minutes of March 18, 2020.

Vote: Audley –Aye, Bowman –Aye, Garrison –Aye, Hanold –Aye, Menegoni -Aye  
Wisnewski- Aye

Selectboard Moved:

To approve the minutes of March 18, 2020.

Vote: Boutwell –Aye, Nelson –Aye

Selectboard Moved:

To adjourn at 7:44 PM.

Vote: Boutwell –Aye, Nelson –Aye

**#7 Plan for Writing Finance Committee Report to Town Meeting**

Jen Audley shared her plan for FY2021 Finance Committee Report to Town Meeting Narrative sections, and asked if anyone wanted to write any of the sections. There were no volunteers, so she will write and circulate a first draft by April 1<sup>st</sup>.

**#8 Requests for future agendas**

**#9 Topics not anticipated within the 48 hour posting requirements**

**#10 Motion to Adjourn**

Finance Committee Moved:

To adjourn at 7:48 PM.

Vote: Audley –Aye, Bowman –Aye, Garrison –Aye, Hanold –Aye, Menegoni -Aye  
Wisnewski- Aye

**Upcoming Finance Committee Meeting Dates** April 8 and 15 Note that the April 1<sup>st</sup> meeting has been canceled.

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**List of Documents and Exhibits:**

- Minutes of February 12, 2020
- Minutes of March 18, 2020
- Plan for Finance Committee Report to Town Meeting (shown below)

Respectfully submitted by Carolyn Olsen

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## **Plan for FY2021 Finance Committee Report to Town Meeting**

### **Narrative sections:**

- **Letter to Town Meeting members** (one page - describes budget development process, who was involved, thank yous)
- **Introduction & Funding Goals** (1.5 pages)
- **Revenues** (3 pages, including pie chart and table which Carolyn may be able to provide, focus on highlights)
- **Expenditures** (3 pages, including 2 pie charts which Carolyn may be able to provide, focus on highlights)
- **Conclusion** (.5 page)
- **Historical Budget Summary and Summary of Warrant Articles** (tables, Carolyn will provide)

### **Warrant section:**

In our FY2020 report, an annotated warrant was incorporated in the Fin Com report. The Fin Com took the lead on writing the background information for articles for Schedule I, Schedule II, Schedule III, Schedule IV, Colle, Airport, FCTS, GMRSD and contributed to comments on other special articles that involved finances.

### **Articles Anticipated for FY21 for which FinCom could provide background and commentary:**

- Schedule I (Elected Officials)
- Schedule II (Appointed Officials – two new stipended positions)
- Schedule III (Town Operating Budget, many subsections)
- Schedule IV (WPCF)
- Colle
- Airport
- FCTS
- GMRSD
- Non-capital special articles
- Special articles requested by the Finance Committee (allocations to funds)
- Capital special articles (only necessary if FC comments are distinct from what's covered by CIC report)