### Joint Finance Committee/Capital Committee Meeting February 3, 2015 Butterick Building, Room 205

In Attendance:

Finance Committee: Bob Brown, Mary Cliett, Jerry Kokernak, Cynthia Secord and Joe Sova. Barbara Bartlett arrived at 6:04 PM.

Absent: Ed Sweet

Capital Committee: Bob Brown, Mary Cliett, Jerry Kokernak, Scott Moroney, Michael Murphy and Joe Sova. Arden Sonnenberg arrived at 6:11 PM.

Interim Town Administrator Michael Szlosek was also present for the meeting,

The Finance Committee meeting was called to order at 6:01 PM and the Capital Committee meeting at 6:02 PM.

### **Approve Minutes of Prior Finance Committee Meeting:**

A motion to approve the minutes of the January 20, 2015 meeting was made by Joe Sova and seconded by Jerry Kokernak. The minutes were approved by Bob Brown, Joe Sova and Jerry Kokernak.

### **Reserve Fund Transfers:**

No Reserve Fund Transfers were submitted.

### Capital Requests;

The committees reviewed a spreadsheet provided by Bob Brown, which described projected capital expenses for the next five years. Bob suggested the committee members evaluate and determine which requests to support for FY16.

Capital Requests received to date are from these departments: Fire, Police, DPW, IT and Maintenance (for the 1835 Town Hall roof).

Bob suggested a joint Finance Committee/Capital Committee meeting be held on February 17, 2015, at 6 PM, with the heads of the departments listed, to review their capital requests.

A draft article, drawn up by Bob Brown, describing the town's existing and projected debt and leases, was distributed, with the possibility of posting the article on the town website, providing interested residents with information to review before the annual town meeting.

## Review Draft of 2015 Annual Town Meeting Calendar and FinCom FY2016 Budget Schedule:

This draft was reviewed, adding an additional joint Finance Committee/Capital Committee meeting on February 25, 2015, from 6-7 PM. Once adjourned, Finance Committee members will attend the Board of Selectman's meeting at 7 PM to present their final capital request recommendations.

Bob emphasized finance committee members should meet with the department heads for which they are liaisons, as soon as possible, to discuss their budgets.

### Expenses:

To date, expenses of concern which are unknown, are schools, compensation and insurance.

### **Public Session:**

No one presented for public session.

### Adjourn:

A motion to adjourn the Finance Committee meeting was made by Joe Sova and seconded by Barbara Bartlett. All in favor.

A motion to adjourn the Capital Committee meeting was made by Mike Murphy and seconded by Scott Moroney. All in favor.

The joint meeting adjourned at 7:42 PM.

\$9,926,391 \$1,204,283 \$1,204,250 \$1,036,738 \$100,000 \$2,600 \$2,985 \$1,300 \$10,000 \$10,000 \$40,000 \$40,000 \$40,000 \$5,100,000 \$2,149 \$23,203,922	EXPENSE	FY15	FY16 Request FINCOM		FY15/FINCOM Notes	Notes
filtrum     \$8,988,885     \$9,294,507       light Minimum     \$1,164,684     \$1,204,283       \$4,164,684     \$1,204,283       \$1,164,684     \$1,204,283       \$1,164,684     \$1,204,283       \$1,164,684     \$1,036,738       \$1,164,684     \$1,036,738       \$1,000     \$1,000,000       Maintenance     \$5,000     \$5,000       Scirant     \$2,000     \$1,300       Scirant     \$1,300     \$1,000       Scirant     \$2,1,300	Town Operating Budget	\$9,618,716	\$9,926,392	\$9,926,391	3.2%	
Vet Minimum     \$1,164,684     \$1,204,283       Sef7,868     \$1     \$1       \$1     \$1     \$1       \$1     \$1     \$1       \$1     \$1     \$1       \$1     \$1     \$1       \$1     \$1     \$1       \$1,000,000     \$1,000,000     \$1,000,000       \$2,000     \$2,000     \$2,000       \$2,000     \$2,000     \$2,000       \$2,985     \$2,985     \$2,985       \$1,300     \$1,300     \$1,300       \$1,300     \$1,300     \$1,300       \$1,300     \$1,300     \$1,300       \$1,300     \$1,300     \$1,300       \$1,300     \$1,300     \$1,300       \$1,300     \$1,300     \$1,000       \$1,300     \$1,300     \$1,000       \$1,300     \$1,000     \$1,000       \$282,149     \$28,66,375     \$38,667     \$38,867       \$1,000     \$1     \$1,000     \$1,000       \$1,000     \$1,000     \$1,000     \$1,000 <tr< td=""><td>WRSD Net Minimum</td><td>\$8,988,885</td><td>- The state of the</td><td>\$9,294,507</td><td>3,4%</td><td>Assume 3.4 % increase</td></tr<>	WRSD Net Minimum	\$8,988,885	- The state of the	\$9,294,507	3,4%	Assume 3.4 % increase
sept. 425     \$1     \$2	WRSD Above Net Minimum	\$1,164,684		\$1,204,283	3.4%	Assume 3.4 % increase
Fig. 6. St., O45, 771 St., O36, 738 St., O36, O30 St.,	Monti-tech	\$677,868		\$691,425	2.0%	Assume 2 % increase
efector     \$1,045,771     \$1,036,738     \$1,036,738       Fund     \$100,000     \$100,000     \$100,000       Maintenance     \$5,000     \$2,000     \$5,000       irant     \$2,600     \$2,600     \$2,600       ycle Center     \$2,385     \$2,985     \$2,985       ust     \$1,300     \$1,300     \$1,300       wet     \$1,300     \$1,300     \$1,300       elicit     \$1,300     \$1,000     \$1,000       effoit     \$282,100     \$586,375     \$10,000       effoit     \$524,866     \$6     \$40,000       bobt Payment     \$62,149     \$62,149     \$62,149       elease Payment     \$62,149     \$62,149     \$62,149       posit     \$58,867     \$100,000       prosit     \$5     \$100,000       \$6     \$100,000     \$100,000       \$1     \$23,23,23,223,223,223,223,223,223,223,22	Chapter 90	₩ 1	\$1	\$1	%0 0	
-und     \$100,000     \$100,000     \$100,000       Maintenance     \$5,000     \$5,000     \$5,000       irant     \$2,600     \$2,600     \$2,600       ycle Center     \$2,985     \$2,985     \$2,600       ycle Center     \$1,300     \$1,300     \$1,300       ycle Center     \$1,300     \$1,000     \$1,000       \$1,300     \$1,300     \$1,000     \$1,000       \$2,82,300     \$2,82,375     \$5,86,375     \$1,000       Pebt Payment     \$62,149     \$6,000     \$0       Bebt Payment     \$62,149     \$6,149     \$6,000       posit     \$6,000     \$1,000     \$1,000       posit     \$6,000     \$1,000     \$1,000       posit     \$6,000     \$1,000     \$1,000       \$1,000     \$2,03,03,922     \$2,1,777,77     \$23,203,922	Water Enterprise	\$1,045,771	\$1,036,738	\$1.036.738	%6:0-	The second secon
Maintenance     \$5,000     \$5,000     \$5,000       stant     \$2,600     \$2,600     \$2,600       ycle Center     \$2,985     \$2,985     \$2,985       ust     \$1,300     \$1,300     \$1,300       ycle Center     \$1,300     \$1,300     \$1,300       \$1,300     \$1,000     \$1,000     \$1,000       ycle Center     \$2,82,100     \$2,100     \$2,100       ycle Center     \$2,100     \$2,100     \$2,100 <td< td=""><td>Town Reserve Fund</td><td>\$100,000</td><td>\$100,000</td><td>\$100.000</td><td>%0°0</td><td>the state of the s</td></td<>	Town Reserve Fund	\$100,000	\$100,000	\$100.000	%0°0	the state of the s
reart     \$2,600     \$2,600     \$2,600     \$2,600       yele Center     \$1,300     \$1,300     \$1,300     \$1,300       \$1,300     \$1,300     \$1,300     \$1,300     \$1,300       \$1,300     \$1,300     \$1,300     \$1,300     \$1,300       \$1,300     \$10,000     \$1,300     \$1,300     \$1,300     \$1,000       effeit     \$282,400     \$586,375     \$586,375     \$50,000     \$20,000       Debt Payment     \$62,40     \$62,149 <th< td=""><td>1835 Town Hall Maintenance</td><td>\$5,000</td><td>\$5,000</td><td>\$5,000</td><td>%0.0</td><td></td></th<>	1835 Town Hall Maintenance	\$5,000	\$5,000	\$5,000	%0.0	
ycle Center     \$2,985     \$2,985     \$2,985       ust     \$1,300     \$1,300     \$1,300       \$1,000     \$10,000     \$10,000     \$10,000       efficit     \$282,100     \$586,375     \$586,375       Debt Payment     \$62,400     \$0     \$40,000       Be Lease Payment     \$62,149     \$62,149     \$62,149       posit     \$62,149     \$62,149     \$62,149       posit     \$50,000     \$100,000       \$22,099,492     \$11,773,707     \$23,203,922	Fire Matching Grant	\$2,600	\$2,600	\$2,600	0.0%	
ust     \$1,300     \$1,300     \$1,300       \$10,000     \$10,000     \$10,000     \$10,000       efficit     \$328,100     \$586,375     \$586,375       Debt Payment     \$62,400     \$0     \$100,000       e Lease Payment     \$62,149     \$62,149     \$62,149       e Lease Payment     \$38,867     \$38,867     \$38,867       posit     \$0     \$100,000     \$100,000       \$22,099,492     \$11,773,707     \$23,203,922	Wachusett Recycle Center	\$2,985	\$2,985	\$2,985	0.0%	
\$1,300     \$1,300     \$1,300       \$10,000     \$10,000     \$10,000       effoit     \$282,100     \$586,375     \$586,375       Debt Payment     \$34,866     \$0     \$40,000       case Payment     \$62,149     \$62,149     \$62,149       e Lease Payment     \$62,149     \$62,149     \$62,149       plosit     \$0     \$100,000       \$22,099,492     \$11,773,707     \$23,203,922	Sterling Land Trust	\$1,300	\$1,300	\$1,300	0.0%	Politica de la constanta de la
\$10,000     \$10,000     \$10,000     \$10,000       efficit     \$34,86     \$6,375     \$586,375       Debt Payment     \$62,400     \$0     \$0       asse Payment     \$62,149     \$62,149     \$62,149       e Lease Payment     \$38,867     \$38,867     \$38,867       prosit     \$0     \$100,000       \$22,099,492     \$11,773,707     \$23,203,922	Greenways	\$1,300	\$1,300	\$1,300	%0.0	
flicit     \$282,100     \$586,375     \$586,375       efficit     \$34,866     \$40,000       Debt Payment     \$62,400     \$0     \$0       ease Payment     \$62,149     \$62,149     \$62,149       prosit     \$58,867     \$38,867     \$100,000       prosit     \$0     \$100,000       \$22,099,492     \$11,773,707     \$23,203,922	OPEB	\$10,000	\$10,000	\$10,000	%U U	Addition of the second of the
efficit     \$34,866     \$100,000       Debt Payment     \$62,400     \$0     \$0       asse Payment     \$62,149     \$62,149     \$62,149       e Lease Payment     \$38,867     \$38,867     \$38,867       posit     \$0     \$100,000       \$22,099,492     \$11,773,707     \$23,203,922	Capital Articles	\$282,100	\$586,375	\$586,375	107.9%	
efficit     \$34,866     \$40,000       Debt Payment     \$62,400     \$0     \$0       asse Payment     \$62,149     \$62,149     \$62,149       e Lease Payment     \$38,867     \$38,867     \$38,867       sposit     \$0     \$100,000       \$22,099,492     \$11,773,707     \$23,203,922	Overlay		The state of the s	\$100,000		And the second s
Debt Payment     \$62,400     \$0     \$0       ease Payment     \$62,149     \$62,149     \$62,149       e Lease Payment     \$38,867     \$38,867     \$38,867       sposit     \$0     \$100,000       \$22,099,492     \$11,773,707     \$23,203,922	Snow and Ice Deficit	\$34,866		\$40,000	14.7%	Address of the state of the sta
aase Payment \$62,149 \$62,149 \$62,149 \$62,149 \$100,000 \$100 \$100,00	2004 Fire Truck Debt Payment	\$62,400	0\$	0\$	-100.0%	Last payment in FY15
## ## ## ## ## ## ## ## ## ## ## ## ##	2010 Pumper Lease Payment	\$62,149	\$62,149	\$62,149	0.0%	1
posit \$0 \$100,000 \$10	2015 Ambulance Lease Payment	\$38,867	\$38,867	\$38,867	%0.0	The state of the s
\$22,099,492 \$11,773,707 \$23,203,922	Capital Fund Deposit	0\$	0\$	\$100,000		
\$22,099,492 \$11,773,707 \$23,203,922	The contract of the contract o					Tribuna Philips
	TOTAL EXPENSE	\$22,099,492	\$11,773,707	\$23,203,922	5.0%	
						The state of the s
	and deposits a second s					The same of the sa

## DRAFT FY16 Budget

REVENI IE					**************************************
	The state of the s				
STATE REVENUE	200			7370	The second secon
Cherry Sheet	***************************************				
Unrestricted	\$616,904	\$616,904	\$616,904	0.0%	The second secon
Veteran's Benefits	\$10,386	\$10,386	\$10,386	0.0%	Total and the second se
Exemptions	\$31,727	\$31,727	\$31,727	0.0%	
State Owned Land	\$21,477	\$21,477	\$21,477	0.0%	- inditaria
Public Libraries	\$9,959	\$9,959	\$9.959	%0.0	· · · · · · · · · · · · · · · · · · ·
Chapter 90	\$1	55	\$1	%0.0	
SBA Reimbursement	\$1,034,230	\$1,034,230	\$1,034,230	%0.0	All the state of t
TOTAL STATE REVENUE	\$1,724,684	\$1,724,684	\$1,724,684	0.0%	
1997					
LOCAL REVENUE	FY15	FY16			
Local Receipts	0\$	0\$		IUI/VIU#	A111111 - 1111111 - 1111111 - 1111111 - 111111
Overlay Surplus	0\$	0\$		#DIV/0	Part of the state
Capital Fund Distributions	0\$	0\$		#DIVIO#	many and a special section of the se
Stabilization Fund Distributions	0\$	0\$		#DIV/OI	
Old Articles	\$0	0\$		#DIV/0	
Wachusett		\$112,008	\$112.008	, IO//VIC#	Wachusett return minus treasurer software
Certified Free Cash	0\$	\$581.241	\$581 241	וט//עכ#	
Water Enterprise	\$1,045,771	\$1.036.738	\$1 036 738	10/VIO#	and the second s
Wachusett Fund	0\$	0\$	5	10//IC#	No. of the state o
Cemetery	09	0\$		10/AIC#	
Ambulance Receipts	\$	OS S		יס/אים#	- Annual Control of the Control of t
Bonds	0\$	0\$	The state of the s	10/NG#	
TOTAL LOCAL REVENUE	\$1,045,771	\$1,729,987	\$1,729,987	65.4%	
The state of the s					proper and a second sec
TAX LEVY	09	0\$	\$0		
100 mm of the control		1000	, and the second		And the second s
IOIAL REVENUE	\$2,770,455	\$3,454,671	\$3,454,671		
		Manual Control of the	- Indiana		
P					
TAX LEVY	EY17	- INTE			The second secon
1000		0T1L			

	i0//\lq#	#DIV/0i	#DIV/Oi	#DIV/loi	#DIV/0i	#DIV/Oi		30.1%
			\$150,000			\$150,000		\$3,604,671
			\$150,000			\$150,000		\$3,604,671
1,000						80		\$2,770,455
Prior Year Lew	Pius 2-1/2	New Growth	New General Overrides	Debt Exclusions	TOTALLEVY		TOTAL REVENIIE	

# DRAFT FY16 Capital Requests

FY16-24 CAPITAL DESCRIPTION	EY15	FY16	FY17	FY18	EV19	EV20	EV24	200	COXI	1
DPW - 6 Wheel Dump Truck #6	\$148,000				1		77.	77 1	3711	77.1
DPW - 1-1/2 ton cab / chassis					\$65.000					
DPW - 42,000 lb wheel cab / chassis				\$1,70,000						
DPW Loader #11 2001		\$160,000								
DPW - Pickup with Plow and Sander			\$50,000							
DPW – Rehab 1984 Motor Grader	\$19,700									
DPW Sidewalk Tractor			\$125,000		Wal					
DPW – Sweeper						\$200,000				
FAC - 1835 Roof		\$150,000								
FAC - Library Chimney Liner	\$3,500									
FAC – Library exhaust controls	\$7,000					-				
FAC - Library Windows	\$10,000									
FAC - Town Hall Carpeting	\$7,000									
FAC - Town Hall Telephone Switch	\$19,000									
Fire - Jaws of Life Replacement		\$35,000								
Fire – Matching Grant Air Compressor		\$3,875								
Fire – Protective Clothing	006'98\$	\$45,000								
Fire - Rescue 1 Replacement (2018) \$550K					\$127,325	\$123.475	\$110 675	4115 775	#111 00E	
Fire Roof Repair	\$25,000						20,01	0.000	276,1114	- in the land the second to th
Fire – SUV Fire Chief			\$50,000							
Fire – 4x4 Utility Vehicle		\$82,500								
IT - 1 Server, 3 Notebooks, 5 Workstations			\$23,500							
IT ~ 1 Server, 3 Workstations		\$17,000								
IT - 3 Workstations, 1 Notebook		\$5,000					and the state of t			
IT – 5 Workstations, 1 Notebook, 1 Server				\$11,500						
IT – 7 Workstations					\$7.200					100
IT - Upgrade Office from 2007 40 licenses		\$12,000								
Police – Key Card System	\$5,000									
Police - Replace Chief's 2007 Car		\$38,000								
Police – Replace Detective's 2006 Car		\$38,000								
Police – Roof Repair	\$1,000									
7/2										
					:					
TOTAL	\$282,100	\$586,375	\$248,500	\$181,500	\$199,525	\$323,475	\$119,625	\$115,775	\$111,925	S