

Submitted: MED
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**Charlton Board of Selectmen / Finance Committee
Special Meeting
January 15, 2020, 6:30pm
Senior Center**

Board of Selectmen Members present: Chairman – David M. Singer, Vice-Chairman - Karen A. Spiewak and Clerk - William Borowski.

1. Attend Finance Committee Meeting. Andrew Golas – Incoming Town Administrator was introduced and welcomed. Chairman Singer entered at 6:35pm.

Curt Meskus, Chairman of the Municipal Building Committee gave an overview of what would be needed for all buildings and what they would like to have.

Chairman Singer called the meeting of the Board together at 6:47pm. He said due to a work schedule change, Ms. Noble will not be able to attend. Mr. McGrath is working as well and will try to get here after work.

Mr. Camosse stated that the next item on their agenda is to review their goals which were adopted on August 21, 2019 and discuss some parameters for 2021. The Finance Committee goals are to:

1. Maintain stabilization fund at 10% of the town's annual income of the previous year not to include Water and Sewer;
2. Review and maintain a 5 year capital plan;
3. Meet with the town's auditor every other year to review the results of the audit;
4. Meet with Department Heads in January to review the department's status;
5. Meet with the Selectboard at the start of the budgeting process;
6. Meet with the Selectboard on the 2nd Wednesday in April to review the final budget;
7. Complete the town annual operating budget by the first Wednesday of May;
8. Establish an annual workshop with the Selectboard, Town Administrator and Finance Director to work out and revise a 3 year spending plan;
9. Periodically review the minutes and letter with the Finance Director;
10. Review these goals annually.

Mr. Camosse wanted to discuss the parameters of the 2021 budget with the Board of Selectmen. Mr. Borowski said knowing we have just had the override and we have this enormous list of capital expenditures that are here and coming, he said going into this budget season with the exception of the dispatcher the Chief needs, he would like to see a level service budget. Chairman Singer said the board agrees with the goal of stabilization. We have to be very conservative on our approach.

Mr. Camosse said they had come up with some basic prefaces:

1. No matter what, we don't touch the stabilization. It should only come down for emergencies.

2. That the override of 2018 for the schools was for 3 years and there will be no additional school funding this year above state mandated.
He said when Mr. Borowski said level services, he said level funded. After talking with people, he understands that level funded could hurt the town but it needs to be discussed.
3. That we currently review the 5 year capital expenditure budget and we now have more numbers to add to that.
4. That we maintain \$150,000 that we put into OPEB because we have got to get that number down.
5. That we will have the final draft of the budget completed 2 weeks before the 2020 Annual Town Meeting.
6. Do not consider any potential revenues other than the new growth numbers supplied by the Assessor's office.

Chairman Singer agrees and said we should move forward as a team. Ms. Spiewak agrees and would like to see all our needs on one page in a sense and rank them, prioritize and think of revenue enhancement ideas. Chairman Singer feels if we have no use for a property, we should sell it. The Town is not a landlord. We make it taxable. Ms. Spiewak said anyone with a need should justify it.

Ms. Foglio gave an update on budget compilation's. She mentioned that she has 2 or 3 that she does not have yet. When she has it all, she will provide a sheet with everything. Mr. Borowski knows we've always had an ask plan but he would like to see a funding plan as well. Mr. Camosse mentioned that for stabilization, there should be an account in that for vehicles. If anyone sees this go down, they would know not to ask.

Next on the agenda was DPW Superintendent, Gerry Foskett. He is looking for heating units. He said the wash bay and the mechanical bay at the garage have separate heating units. They have been having trouble with these for about a year. The fire box in the unit had a long split in it so the system wouldn't coordinate with the pumps. He is suggesting separate heating boxes in each bay because it's not working. He has a company that can do it within 2 weeks if approved. The cost they gave was \$36,000. Mr. Camosse said they have \$44,000 in the reserve fund. If we give the \$36,000 it gives us \$8,000 to get through June 30th. It was asked if this can be done in sections? Mr. Foskett said he has guys in there working. When it gets really cold, he'll have to pull the guys out of the mechanics bay because it would be too cold for them to work. Motion made by the Finance Committee to grant the Highway Department up to \$36,000, seconded. Chairman Singer said if they vote this before hearing all other department heads, you won't be able to prioritize. Mr. Camosse understands but they also understand the need of the Highway Department. Mr. Foskett said he has a line item for drainage and thinks it's around \$19,000. He said if he has to make a choice, he could forgo this money and apply it towards this. If he has a problem with drainage, he knows that both boards are here. Motion amended to up to \$20,000, seconded, passes.

Next is discussion on Public Safety Building finances. Ms. Foglio said at town meeting, there was a bond authorization. Some of this was to be used for architectural plans and she is looking for the amount to be used. Chairman Singer said he supported this because of new information we didn't have before combined with another possible funding mechanism which is the capital campaign fund that Ms. Spiewak is heading which could possibly lower tax options. Mr. Camosse said they all supported the funding mechanism but what Ms. Foglio is waiting to hear is go get some money from the bonding authorization. Ms. Spiewak gave an update on the Capital Campaign Committee. She feels they can raise a million. Mr. Borowski will

not support a motion to go forward until the tax payers approve for us to use \$1.4 million for a design. Rob Barton said they won't have an exact number until November. This won't be ready for May. He said it would take 8 months to get the numbers. Chairman Singer said if we wait another year, the price will go up. Ms. Spiewak said you have to spend a little money in order to move forward. Ralph Fiske said if we pass the 1.4 right now, we have time to get the cost down. Mr. Camosse said the motion by Fin Com was to support the Finance Director going out to find the bond and release the funds. Chairman Singer and Ms. Spiewak are in support. Mr. Borowski is opposed.

Next was a discussion for how much the Finance Committee wants to put in the reserve fund for next year. Motion made to put \$200,000 in the Finance Committee reserve account, seconded, passed.

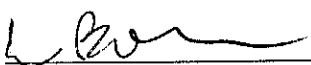
2. Other Business – Unknown at time of posting
3. Adjourn Meeting – **Motion by Ms. Spiewak to adjourn, seconded by Mr. Borowski, motion passes unanimously.**

Submitted by:
Mary C. Devlin
Administrative Assistant

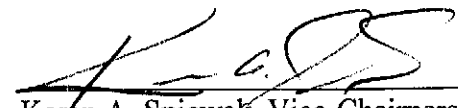
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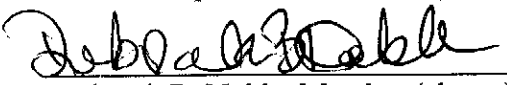
David M. Singer, Chairman



William Borowski, Clerk



Karen A. Spiewak, Vice-Chairperson



Deborah B. Noble, Member (absent)

John P. McGrath, Member (absent)