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TOWN OF NORTON
FINANCE COMMITTEE
Norton Town Hall Conference Room
OCTOBER 3, 2018
7:00 P.M.

MINUTES

I. 7:00 P.M. Call to Order

The October 3, 2018 meeting of the Finance Committee was held in the Norton Town Hall Media Conference Room and was called to order at 7:00 P.M., by Mr. William Rotondi, Chairman.

Members Present: Mr. Thomas DeLuca, Mr. Richard Dorney, Mr. Stephen Evans, Mr. Walter Eykel, Mr. Michael Fiore, Mr. Paul Helmreich, Ms Aimee Sawyer, Mr. Aaron Smith, and Ms Bonnie Yezukevich.

Absent: Mr. Peter Carignan

A. Review of Fall Town Meeting Warrant Articles

Mr. Yunits reviewed all Articles tonight. He stated that the money for these articles is coming from the following areas: \$75,000 returned from Bristol Agricultural School for fees not used, \$1, 918,144 from Free Cash, and \$84,000 from Ambulance Reserve.

Mr. Yunits also stated that there is currently \$3,340,583.00 in Free Cash and the balance will drop to \$572,791 after the conclusion of these articles.

Article 1 – Unpaid Bills

Mr. Yunits stated \$352.32 is needed for Planning Board expenses in the prior fiscal year.

Mr. Evans motioned to approve the transfer of \$352.32 from Free Cash. Mr. Fiore seconded. Unanimous – MOTION CARRIES

Article 2 – Separation Expenses

Mr. Yunits stated that there are no Separation Expenses at this time.

Mr. Evans motioned for No Action on this article. Mr. Fiore seconded. Unanimous – MOTION CARRIES

Article 3 – FY19 Operating Budget Amendments

Mr. Yunits explained the reasons additional funds were needed from each Department. The supplement requests are as follows:

Account	Department	Use	Amount	Motion	Second	Vote
001-147-510	Treasurer	Salary	\$ 5,362.00	Mr. Evans	Mr. Dorney	9-Yes 0-No 1-Abstain
001-171-570	Conservation	Expense	\$ 1,090.00	Mr. Evans	Mr. Dorney	Unanimous

Account	Department	Use	Amount	Motion	Second	Vote
001-210-510	Police	Salary	\$ 149,000.00	Mr. Evans	Mr. Dorney	Unanimous
001-220-570	Fire	Salary	\$ 103,000.00	Mr. Evans	Mr. Dorney	Unanimous
001-220-570	Fire	Expense	\$ 19,000.00	Mr. Evans	Mr. Dorney	Unanimous
001-230-570	Emergency Medical	Expense	\$ 21,000.00	Mr. Evans	Mr. Dorney	Unanimous
001-290-510	Communications	Salary	\$ 31,000.00	Mr. Evans	Mr. Dorney	Unanimous
001-300	School	Budget Supplement	\$ 366,830.00	Mr. Evans	Mr. Dorney	6-Yes 4-No
	K-12 Materials and Supplies	\$ 281,440.00				
	Extended School Services K-5	\$ 61,275.00				
	Professional Development PreK-12 (Social Emotional, Behavioral Best Practices)	\$ 24,115.00				
001-541-510	Council on Aging	Salary	\$ 840.00	Mr. Evans	Mr. Dorney	Unanimous
001-750-594	Interest	Expense	\$ 5,000.00	Mr. Evans	Mr. Dorney	9-Yes 0-No 1-Abstention
	General Gov't Request	\$ 335,292.00				
	Norton Public Schools Request	\$ 366,830.00				
	Total:	\$ 702,122.00				

Mr. Evans made a motion to raise and appropriate \$75,000.00 and to move \$627,122.00 from Free Cash. Mr. Dorney Seconded. Unanimous vote. MOTION CARRIES

Article 4 – FY19 Water Operating Budget Amendment

Mr. Yunits recommended no action needed on this Article.

Mr. Evans made a motion of no action on article 4. Mr. Dorney Seconded. Unanimous. MOTION CARRIES

Article 5 – FY19 Sewer Operating Budget Amendment

Mr. Yunits recommended no action needed on this Article.

Mr. Evans made a motion of no action on article 5. Mr. Dorney Seconded. Unanimous. MOTION CARRIES

Article 6 – Capital Improvements (Funding)

Mr. Yunits recommended the transfer of \$900,000 from Free Cash to bring the total of this account to \$1,170,390.00 of which \$479,850.00 will be used to fund Article 7 if approved, leaving a balance of \$690,540.00.

Mr. Evans made a motion to move \$900,000.00 from Free Cash to Capital Improvement Fund. Mr. Dorney Seconded. 9-Yes 1-Opposed. MOTION CARRIES

Article 7 – FY19 Capital Plan Amendment

Mr. Yunits recommended transferring \$479,850.00 from the Capital Improvements Account and \$84,000.00 from the Ambulance Reserve Fund to purchase or lease the following items:

DEPARTMENT	REQUEST FOR	AMOUNT
Data Processing (155)	E-Permitting (Software, Hardware, and Misc. set-up fees and expenses)	\$102,000.00
Police Department(210)	Police Line Cruiser Replacements (Fall Request – One)	\$ 41,000.00
Police Department(210)	Replace Training Room/Locker Room HVAC Unit #3)	\$ 13,5000.00
Police Department(210)	Cellbrite Digital Investigation Software and Training	\$ 14,350.00
Police Department(210)	Police Station Roof Drains	\$ 10,000.00
Fire Department(220)	Chassis-Special Hazards (80/20)	\$105,000.00
Fire Department(220)	Pumper Replacement (Year 1 of 5)	\$ 26,000.00
Schools(300): A.)District B.)District C.)L.G.Nourse School	A.)Technology: Upgrade system and data backup B.)Technology: Promethean Interactive Displays C.) Heating Pipe Replacement/Relocation	A.)\$ 60,000.00 B.)\$101,000.00 C.)\$ 55,000.00
Highway(420)	Peterbilt 348-473118 with Tank(1 of5)	\$ 36,000.00

Mr. Evans motioned to move Article 7 as written by funding with \$479,850.00 from the Capital Improvements Account and the amount of \$84,000.00 from the Ambulance Reserve for a total of \$563,850.00. Mr. Dorney Seconded. Unanimous vote. MOTION CARRIES

Article 8 – Street Light Conversion Project

Mr. Yunits stated this is to approve a consultant which will be used for the engineering, design, and procurement services phase of the conversion of the town street lights to LED.

Mr. Evans motioned to approve the transfer of \$42,284.00 from Free Cash. Mr. Dorney seconded. Unanimous – MOTION CARRIES

Article 9 – Planning, Design, and Construction of Water Main and Appurtenance in Holmes Street and East Main Street and Associated Expenses

Mr. Evans motioned to approve the \$520,000.00 from Water Retained Earnings. Mr. Dorney seconded. Unanimous – MOTION CARRIES

Article 10 – Planning, Design, and Construction of Water Main and Appurtenance in Pine Street from Well No. 1 to Plain Street and Associated Expenses

Mr. Yunits stated that this article is to borrow \$2,700,000.00 for 6,100 feet of water main, appurtenances, and trench pavement extending from Well No. 1 to Plain Street.

Mr. Evans motioned to approve borrowing the amount of \$2,700,000.00 which will be paid from the Water Retained Earnings. Mr. Dorney Seconded. Unanimous – MOTION CARRIES

Article 11 – Permanent and Temporary Easements on Land at Woodland Meadows on Southerly Side of West Main Street for Sewer Pump Station, Sewer Line, Utilities, and Access

Mr. Evans motioned to approve Article 11 as written. Mr. Dorney Seconded. Unanimous – MOTION CARRIES

Article 12 – Permanent and Temporary Easements for Recreational Trail, Construction, Drainage, Utility, Access and/or Related Purposes in, on and under Parcels of Land Abutting and/or Near North Washington Street, Cobb Street, Arrowhead Drive, Johnson Drive, Briggs Street, and Crane Street

Mr. Yunits recommended no action needed on this Article.

Mr. Evans made a motion of no action on article 12. Mr. Dorney Seconded. Unanimous. MOTION CARRIES

Article 13 – Route 123/East Main Street Corridor Improvement Project

Mr. Yunits recommended no action needed on this Article.

Mr. Evans made a motion of no action on Article 13. Mr. Dorney Seconded. Unanimous. MOTION CARRIES

Article 14 – Consultant for Solar Electric Procurement Support Services in Development of Solar Strategies

Mr. Yunits recommended the transfer of \$15,000.00 from Free Cash for a consultant regarding possible Solar Panels on the property behind Water & Sewer Department.

Mr. Evans motioned to approve \$15,000 from Free Cash to retain a consultant for Solar Panels. Mr. Dorney Seconded. Unanimous. MOTION CARRIES

Article 15 – Accept MGL Chapter 148, Section 56 (Parking)

Mr. Yunits stated that public parking is becoming a bigger problem in town. This would put in regulations for Open Air Parking and allow the police to have some enforcement power. There would need to be a plan showing how many cars will be parked on a particular lot, safe access in and out of the lots, no drinking on those lots. There would probably be an annual fee.

Mr. Helmreich motioned to approve Article 15. Mr. Dorney Seconded Vote 9-Yes 1-No. MOTION CARRIES

Article 16 - Personnel Bylaw Amendment

Mr. Yunits stated that this Article will amend the Town's Personnel Bylaws to add a new position of "Payroll and Benefits Administrator" under 'Job Classification' and is also adjusting the Salary Plan as follows:

SALARY PLAN	CURRENT	PROPOSED
Office Administrator	\$42,000 - \$ 61,000	\$44,558 - \$ 65,345
Assistant to the Town Manager	\$65,000 - \$ 89,000	\$68,959 - \$ 95,339
Highway Superintendent	\$70,000 - \$103,000	\$74,263 - \$110,336
Assistant Town Accountant	\$50,000 - \$ 67,000	\$53,045 - \$ 71,772
Water & Sewer Superintendent	\$80,000 - \$111,000	\$84,872 - \$118,906
Asst. Water & Sewer Superintendent	\$50,000 - \$ 66,000	\$52,045 - \$ 70,701
Information Technology Director	\$60,000 - \$ 85,000	\$63,645 - \$ 91,054
Tax Collector – Treasurer	\$69,000 - \$ 97,000	\$73,202 - \$103,909
Public Health Nurse	\$ 21.43 - \$ 34.00	\$ 22.73 - \$36.42
Custodian – Municipal	\$ 15.00 - \$ 21.00	\$ 15.91 - \$21.42
Town Clerk	\$60,000 - \$ 72,000	\$ 63,654 - \$74,986
Outreach Counselor	\$ 17.00 - \$ 21.00	\$ 18.04 - \$22.50
Parks and Recreation Coordinator	\$ 17.00 - \$ 21.00	\$ 18.04 - \$22.50
Payroll and Benefits Administrator		\$ 42,000 - \$ 58,000

Mr. Evans motioned to approve Article 16 as written. Mr. Dorney Seconded. Unanimous. MOTION CARRIES

Article 17 – Petition: Personnel Employment Contracts for All Departments

Ms Sawyer stated that this article is to make all employee contracts for all departments assessable electronically through a link on the Norton Town website.

Ms Yezukevich motioned to approve Article 17. Mr. Fiore Seconded. 6-Yes 3-No 1- Abstained. MOTION CARRIES

Article 18 – Petition: Procurement Contracts Greater than \$5,000 for All Departments

This article is to make each and every procurement contract with a value of \$5,000 or greater for all departments which has been signed and is in force accessible electronically through a link on the Norton Town Website.

Mr. Yunits recommended no action needed on this Article.

Mr. Smith made a motion to move Article 18. Mr. Fiore Seconded. 0-Yes 10-No Article not moved

Article 19 – Other Post Employment Benefits (OPEB)

Mr. Yunits requested a transfer of \$90,000.00 from Free Cash to the OPEB trust fund.

Mr. Evans motioned to transfer of \$90,000.00 from Free Cash to the OPEB trust fund. Mr. Dorney Seconded.

9- Yes 1-No MOTION CARRIES

Article 20 – Stabilization Fund

Mr. Yunits requested a transfer of \$300,000.00 from Free Cash. This will bring us to \$2.45 million and will then be at the required amount of 5% of the town budget and will not have to put any more in Stabilization for some time.

Mr. Evans recommended moving \$300,000.00 from Free Cash to the Stabilization Fund. Mr. Dorney Seconded.

Unanimous. MOTION CARRIES

II. Old Business

III. Open items

Next meeting, if needed, Wednesday, October 10, 2018

There will also be a meeting at 6:00 PM before the Town Meeting in the Cafeteria on Monday, October 15, 2018

IV. Minutes

Mr. Fiore motioned to approve minutes from September 10, 2018 as written. Mr. Dorney Seconded. Unanimous

Mr. Fiore motioned to approve minutes from September 17, 2018 as written. Mr. Dorney Seconded. 7-Yes, 0- No, 3-Abstained.

Ms Sawyer motioned to approve minutes from September 24, 2018 as amended. Mr. DeLuca Seconded. 9-Yes 0-No, 1 Abstained

V. Adjournment

Mr. DeLuca motioned to adjourn the meeting at 10:26 P.M.

Seconded by Mr. Evans

Unanimous

Respectively submitted by: William G. Rotondi 7/10/19
William Rotondi, Finance Committee Chair Date Approved
Patricia Tarantino
Patricia Tarantino, Recording Secretary