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**Finance Committee
Meeting Minutes
September 11, 2017**

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

The September 11, 2017, meeting of the Finance Committee was held in the Board of Selectman's Meeting Room and was called to order at 7:00 P.M., by Mr. Mike Fiore, Chairman. Members Present: Mr. Walter Eykel, Mr. Aaron Smith, Ms. Aimee Sawyer, Mr. Peter Carignan, Mr. Paul Helmreich, Mr. Tom Deluca, Mr. Richard Dorney and Mr. Stephen Evans. Also in attendance was Mr. Mike Yunits, Town Manager. Not in attendance: Mr. William Rotundi and Mr. Joseph Coakley.

II. Approval of Minutes

Motion was made by Mr. Dorney to approve the Finance Committee Minutes of Meeting dated July 10, 2017 as amended on September 11, 2017. Seconded by Mr. Fiore Vote: (7-0-2) MOTION CARRIES

III. Reorganization

MOTION was made by Mr. Deluca to recommend Mr. Dorney as Chairman of the Finance Committee. Seconded by Mr. Helmreich. Vote: (8-0-1) MOTION CARRIES

MOTION was made by Mr. Deluca to recommend Mr. Rotondi as Vice Chair of the Finance Committee. Seconded by Mr. Helmreich. Vote: (8-0-1) MOTION CARRIES

IV. Designate Capital Improvements Committee Representative

MOTION was made by Mr. Deluca to nominate Mr. Carignan as representatives of the Capital Improvements Committee. Seconded by Mr. Helmreich. Vote: (8-0-1) MOTION CARRIES

V. Financial Update

Mike Yunits came before the Board and presented a financial update. Mr. Yunits stated the largest changes are due to local aid, equally a net amount of about \$32K. Based on operating revenue and expenditures, the surplus equals \$81,652.

VI. Warrant Article Discussion

Mr. Yunits reviewed the various articles that will be discussed and voted on at the Town Meeting in October, 2017.

- a. Article 1 – These include the previous years' expenses and include two bills that are outstanding.
- b. Article 2 – This article is regarding separation expenses associated with the retirement of various employees from the Town of Norton. Mr. Yunits stated all departments are confirming any upcoming employee retirements for approval.
- c. Article 3 – This article is seeking approval to fund a sum of money to implement Collective Bargaining Agreements between the Town and the Unions. Currently, three unions have not settled contracts.
- d. Article 4 – approves the supplement to the budgets.
- e. Article 5 – appropriates funds to supplement the 2018 Water Enterprise operating budget.
- f. Article 6 – appropriates funds to supplement the 2018 Sewer Enterprise operating budget.
- g. Article 7 – appropriates funds for the Capital Improvements Fund.
- h. Article 8 – approves funds for any additional amendments or purchases of the Capital Improvements Fund.
- i. Article 9 – appropriates funds for a federally mandated OPEB Actuarial report preparation as required by GASB. This is done annually in October.
- j. Article 10 – appropriates 12K for the 2018 five-year certification and its associated costs as mandated by the Department of Revenue.
- k. Article 11 – approves a tax incremental financing agreement between the Town and Home Market Foods, Inc. and Dowe Realty, LLC. This company desires to purchase the vacant Cisco building, primarily for freezer storage space.
- l. Article 12 – appropriates funds to cover the cost of the engineering and design for a new Town Hall and Senior Center. There is a one-time fee for the building permit of \$1.4 million.
- m. Article 13 – appropriates funds to purchase a girl scout camp for the purchase price of \$481,550. Formally Camp Edith Read, the property includes 46 acres off North Worcester Street. The Town anticipated a grant of \$308,192. In response to a question raised by a member, Mr. Yunits stated Park and Rec included anything done on the property including, but not limited to: camping, hiking, fishing, etc.
- n. Article 14 – appropriates funds in the amount of \$35,93 to contract an engineer to perform an inspection and investigation of Chartley Pond, more specifically the Chart Leaf Dam.
- o. Article 15-appropriates funds to repair the Chartley Pond due to the presence of sink holes in the last few years. The Conservation Committee will provide more detail at the Town Meeting.
- p. Article 16- appropriates funds in the amount of \$182,000 for the replacement of two culverts at Walker Street and the Wading River to reduce the flooding during heavy rains.
- q. Article 17 – appropriates funds to refurbish, replace or rebuild the Norton Town Common fence located in the historic district. The Historical Commission has requested to keep the existing fence instead of replacing it.
- r. Article 18 & 19 – appropriates funds to the Water and Sewer Commissioners for the construction of a Water Treatment Plant facility and to replace asbestos pipe water main and appurtenances. More information will be provided at the Town Meeting.
- s. Article 20 – seeks approval for the preservation of certain portions of property under the care of the Board of Water and Sewer Commissioners.
- t. Article 21- water and sewer to conduct sewer flow metering as required by state and according to agreement.
- u. Article 22 – the Board of Water and Sewer Commissioners seek approval to allow the Town to charge interest on unpaid bills.

- v. Article 23- The Norton School Department is requesting funds to replace windows and doors at the Henri A. Yelle Elementary School. Mr. Yuntis stated this has been approved by MSBA and that an extension was given to be presented at the town meeting to approve the funding source.
- w. Article 24 – accepts Autumn Lane as a public way.
- x. Article 25 – approves funds for the purpose of conducting hazardous waste collection day(s).
- y. Article 26 – reserves funds for administrative costs of Water Pollution Abatement Trust Program.
- z. Article 27 – approves any necessary changes to the Town’s By-laws.
- aa. Article 28 – approves codification to put all rules and regulation zoning in a consistent, online format.
- bb. Article 29 – approves changed verbiage to “Proposed Zoning Amendment – Non-Conforming Single and Two Family Residential Structures”. This new verbiage will lower the number of applications sent to the Zoning Board of Appeals that are not detrimental. This will allow individuals currently on a legal non-conforming lot to be able to perform work on their property that the building inspector can approve instead of going to the Zoning Board.
- cc. Article 30 – a vote to amend the Norton Zoning Bylaw Article IV to include a temporary moratorium on recreational marijuana establishments. As of April 1, 2018, individuals can start applying for permits from the state to be allowed to sell marijuana. The Moratorium will be in place until after the election to decide if they want to allow the sale of marijuana in this town. Rules and regulations need to be established if it gets approved.
- dd. Article 31- currently a placeholder and includes appraisals on property on Main Street. This will be going out to bid in the spring and includes bike lanes, sidewalks and repaving.
- ee. Article 32 – approves funds to the “Other Post-Employment Benefits Liability Trust Fund”.
- ff. Article 33 – approves funds for the stabilization fund.

Mr. Yunits presented Article 1 – Prior Year Bills which included a \$575.00 assessor fee for applied geographics and a \$3,687.00 fee for Berry Insurance. This totals \$4,262.00. Mr. Yunits recommends using free cash.

MOTION was made by Mr. Fiore to recommend Article 1, Unpaid Bills, in the amount of \$4,262.00 as written. Seconded by Mr. Helmreich. VOTE: Unanimous. MOTION CARRIES

Motion was made by Mr. DeLuca to recommend \$25,000 from free cash for Article 9, OPEB Actuarial Report Preparation required by GASB. Seconded by Mr. Helmreich. Vote: Unanimous. MOTION CARRIES

MOTION was made by Mr. Fiore to recommend \$10,000 from free cash for Article 25, for the Board of Health to conduct Household Hazardous Waste Collection Day(s). Seconded by Mr. DeLuca. Vote: Unanimous. MOTION CARRIES

MOTION was made by Mr. Fiore to recommend \$10,000 from free cash for Article 26 to fund the Water Pollutions Abatement Trust Program Reserve for Appropriation Account administrative costs. Seconded by Mr. DeLuca. Vote: Unanimous. MOTION CARRIES

Mr. Evans inquired about the previous two years’ administrative costs. Mr. Yunits will supply this information at a later meeting.

MOTION was made by Mr. Fiore to fund the sum of \$12,000 from free cash for the fiscal year 2018 mandatory five-year certification. Seconded by Mr. DeLuca. Vote: Unanimous. MOTION CARRIES

It was decided by Committee members to meet every Monday night until the Town Meeting on October 23, 2017. Mr. Evans inquired about the schedule of pension benefits. Mr. Yunits will provide at a later meeting. Mr. Helmreich commented if all items are being paid from the free cash account, there is \$81K that needs to come from somewhere else. Mr. Yunits replied this would come from budgets.

VII. Town Report Submission for July 1, 2016 through June 30, 2017

Mr. Fiore will complete this report and submit at a future meeting.

VIII. Adjournment

MOTION was made by Mr. DeLuca to Adjourn at 7:41 p.m. Second by Mr. Evans. Vote: Unanimous. MOTION CARRIES.

Materials Provided:

- FY18 Estimated Operating Revenues and Expenditures
- FY18 Cherry Sheets – Final
- Warrant Draft Articles
- ATM Score Sheet
- Prior Year Bills Summary

Respectfully Submitted by:

Kayleigh Correia
Recording Secretary

Minutes Approved by Committee

on: September 25, 2017
(Date)

Signature: Richard F. Farney