**Finance Committee Meeting Minutes**

**Town Hall ~ January 30, 2018**

**Sturbridge, MA**

**Call to Order:**

The chair called the meeting to order at 7:00pm.

**The following committee members were present:** Kathleen Neal (KN), Joni Light (JL), Michael Serio (MS), James Waddick (JW), Mike Hager (MH), Jared Burns (JB), Larry Morrison (LM). Bruce Boyson (BB) arrived at 7:15.

**Guest:** Barbara Barry(BBa), Finance Director, Treasurer/Collector and Karen Davis (KD) new Finance Committee member.

**Welcome:** KN welcomed Karen Davis new finance committee member and she will need to be sworn in by Town Clerk before voting. KN also welcomed Mary Plasse as the new recording secretary. The balance of the Reserve Fund is $143,000.00 for 2018, and these are the first to be considered in the new fiscal year.

**Reserve Fund transfers**

Request from Police Chief for funds to be moved to the Extra Detail account for work details on New Boston Road and Route 20 improvements. The hotel owner was making said improvements but because the town was to benefit for the improvements they picked up the detail cost.

JW moved the motion to approve amount requested of $3,158.00 to be transferred to account #23000-51100; LM seconds. Motion accepted 7.0.0 (BB was not present at time of voting).

Request for additional funds for the repainting of the Sturbridge Nursery School. This was for scraping and re-painting of the exterior building.

JL moved the motion to approve amount requested of $3,300.00 to be transferred to account #11982-52000; MH seconds. Motion accepted 7.0.0 (BB was not present at time of voting).

**Review of Special Town Meeting Warrant for February 26, 2018**

**ARTICLE 42 - TOWN REPORT – RECREATION**

JW moved the motion to accept Article 42 as written; JB seconds. Motion accepted. 7.0.0 (BB was not present at time of voting)

**ARTICLE 43 - FREE CASH TRANSFER – INSPECTORS PERSONNEL COSTS**

JL moved the motion to accept Article 43 as written; MH seconds. Motion accepted. 7.0.0 (BB was not present at time of voting)

**ARTICLE 44 - FREE CASH TRANFER – STUDENT ACTIVITY ACCOUNT AUDIT**

LM moved the motion to accept Article 44 as written; JW seconds. Motion accepted. 7.0.1 (BB abstained). BBa explained that this audit will coincide with the town audit cycle of every three years, and will likely be included in the same line item in the budget.

**ARTICLE 45 - TRANSFER OF FUNDS – SOUTHBRIDGE FEES**

MH moved the motion to accept Article 45 as written; JB seconds. Motion accepted. 8.0.0.

**ARTICLE 46 - FREE CASH TRANSFER – ELECTRONIC VOTE TABULATORS**

BBa explained that the current machines are no longer being made and replacement parts will be difficult to find if at all. Current machines are approximately 15 years old. The maintenance fee included in the budget will remain at $800 annually. MH moved the motion to accept Article 46 as written; JB seconds. Motion accepted. 8.0.0.

**ARTICLE 47 - FREE CASH TRANSFER – WATER CONTAMINATION ENGINEERING SERVICES**

Deleted.

**ARTICLE 48 - FREE CASH TRANSFER – FIRE DEPARTMENT ENERGY EFFICIENCY PROGRAM**

BBa explained that National Grid performed an audit for cost savings at the Safety Complex and significant savings can be recognized over the next two and a half years by merely replacing 327 lighting fixtures to LED fixtures. An annual savings of approximately $9,688.00 which would recover costs in just around 2.9 years. JW asked BBa to confirm if the light fixtures included both external and internal fixtures. More discussion around the actual savings and the effects of the town’s electricity costs continued. MS inquired about the feasibility studies that were still in process, and if the building was to be renovated, yet BBa was only aware of the Senior Center Study being completed. MH moved the motion to accept Article 48 as written; JW seconds. Motion accepted 8.0.0.

**ARTICLE 49 - FREE CASH TRANSFER – LIBRARY HVAC IMPROVMENTS**

KN would like to put this article on hold until some questions can be answered. The committee suggest having the Town Administrator and Facilities Manager attend a subsequent Finance Committee meeting to answer questions.

**ARTICLE 50 - GENERAL BYLAW AMENDMENT – REVOLVING FUNDS**

BBa explained that due to changes in municipal laws revolving funds must be included in town by-laws. Town Counsel is reviewing the article to ensure it is worded appropriate to the change. This by-law must be in place by July 1, 2018. All other appropriations will continue to be included in Annual Town Meeting Warrant. MH moved the motion to accept Article 50 as written; MS second. Motion accepted. 8.0.0.

**ARTICLE 51 - GENERAL BYLAW – LOGGING VIOLATIONS**

The committee reserved voting on the article at this time.

**ARTICLE 52 - GENERAL BYLAW – NON – CRIMINAL DISPOSITION**

The committee reserved voting on the article at this time.

**ARTICLE 53 - GENERAL BYLAW – FALSE ALARMS**

The committee reserved voting on the article at this time.

**ARTICLE 54 - STREET ACCEPTANCE – ACORN LANE**

MH moved the motion to accept Article 54 as written; JB second. Motion accepted. 8.0.0.

**ARTICLE 55 - STREET ACCEPTANCE – OLDE TOWN WAY**

MH moved the motion to accept Article 55 as written; JB second. Motion accepted. 8.0.0.

**ARTICLE 56 - UNPAID BILLS OF A PREVIOUS FISCAL YEAR**

MS moved the motion to accept Article 56 as written; JW second. Motion accepted. 8.0.0.

**ARTICLE 57 - ACCEPTING OF GENERAL LAWS CHAPTER 50 § 57A**

JW moved the motion to accept Article 57 as written; JB second. Motion accepted. 8.0.0.

**ARTICLE 58 - COMMUNITY PRESERVATION – DEBT SERVICE**

JW moved the motion to accept Article 58 as written; MS second. Motion accepted. 8.0.0.

**ARTICLE 59 - FREE CASH TRANSFER – STABILIZATION FUND**

LM moved the motion to accept Article 59 as written; MS second. Motion accepted. 8.0.0. BBa confirmed that the balance plus the amount in this article brings the total stabilization fund balance to $2,218,396.00.

**ARTICLE 60 - FREES CASH TRANSFER – TOWN COUSEL**

MH moved the motion to accept Article 60 as written; LM second. Motion accepted. 8.0.0. Legal cases have increased significantly.

**ARTICLE 61 - GENERAL BY LAW AMENDMENT – LICENSE AND PERMITS OF DELINQUENT TAXPAYERS**

MH moved the motion to accept Article 61 as written, provided it will be proofread to ensure misspellings are corrected; JW second. Motion accepted. 8.0.0. BBa assured the committee that anyone delinquent on tax payment would always be allowed to enter a payment plan with the finance director and no changes would be made because of this by law to discontinue this practice. This is merely a necessary by-law that needs to conform with state laws.

**ARTICLE 62 - PETITION TO GENERAL COURT FOR A PACKAGE STORE LIQUOR LICENSE FOR LUCKY MART (122 MAIN STREET)**

The committee reserved voting on the article at this time.

**JULY 13, 2017 FINANCE COMMITTEE MEETING MINUTES**

LM moved to accept meeting minutes as written; MS second. Motion accepted. 5.0.3 (BB, MH, JW abstained)

**No Old Business**

**No New Business**

*Next Meeting scheduled for Thursday; February 8th at 7pm.*

LM moved the motion to adjourn at 8:57pm

Respectfully Submitted by Mary Plasse

01/31/18