**Finance Committee Meeting Minutes**

**Town Hall ~ April 4, 2019**

**Sturbridge, MA**

**Call to Order:**

The Finance Committee chair called the Finance Committee meeting to order at 7:00 pm. The following committee members were present: Kathy Neal (KN), James Waddick (JW), Karen Davis (KD), Michael Hager (MH), Joni Light (JL), Bruce Boyson (BB), Larry Morrison (LM), Kevin Smith (KS), and Jared Burns (JB).

Guests: Becky Gendreau (BG), Conservation Agent; Butch Jackson (BJ), DPW Director; Becky Plimpton (BP), Library Director; Joyce Sinnot (JS), Library Trustee; Tom Chamberland (TC), Tree Warden and Trails Committee; Jeff Bridges (JBr), Town Administrator; David Peterkin (DP), Trails Committee.

**Review of Fiscal Year 2020 Conservation Commission Budget**

BG stated that the Conservation Budget is basically level funded. She said BBa has recommended additional hours for the administrative assistant to cover night meetings and preparing meeting minutes.

The following items were reviewed for Conservation Commission. The motion was moved to recommend lines

35, 36, 37 and 38 for a total of $88,322.00 by JW.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Line** | **Account**  | **Conservation Commission** |   |   |
|   |  | Department Head Salaries | $60,128.00 |   |
|   |  | Salaries/ Wages | $20,149.00 |   |
| 35 | 11711 | Personnel Costs | $80,277.00 |   |
|   |   |   |   |   |
| 36 | 11712-52000 | Purchase of Services | $6,068.00 |   |
| 37 | 11712-54000 | Supplies | $1,300.00 |   |
| 38 | 11712-57000 | Other Charges | $677.00 |   |
|   |   | Total Expenses | $8,045.00 |   |
|   |   |   |   |   |
|   |   | **Conservation Commission Total** | $88,322.00 | JW; KS seconds. Motion accepted 9-0-0. |

There was discussion regarding water testing at the public beaches and the private lakes in Sturbridge. BG stated that most lakes have their own treatment plans and are not funded by the Town of Sturbridge – with the exception of public beaches; she said these are tested weekly during the summer. Once annually, the water quality in the five great lakes of Sturbridge is tested by the Town and volunteers prepare the reports.

BG stated that the outbuildings on the Plimpton Property are slated for removal in the next few weeks.

**Review of Fiscal Year 2020 for Department of Public Works Budget**

The following line items were reviewed for the Department of Public Works (DPW). The motion was moved to recommend lines 92, 93, 94 and 95 for a total of $1,046,538.00 by KD.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Line** | **Account**  | **Department of Public Works** |   |   |
|   |  | Department Head Salaries | $79,326.00 |   |
|   |  | Salaries/ Wages | $795,092.00 |   |
|   |  | Overtime | $14,000.00 |   |
|   |  | Longevity | $1,400.00 |   |
| 92 | 14101 | Personnel Costs | $889,818.00 |   |
|   |   |   |   |   |
| 93 | 14102-52000 | Purchase of Services | $68,280.00 |   |
| 94 | 14102-54000 | Supplies | $86,240.00 |   |
| 95 | 14102-57000 | Other Charges | $2,200.00 |   |
|   |   | Total Expenses | $156,720.00 |   |
|   |   |   |   |   |
|   |   | **Department of Public Works Total** | $1,046,538.00 | KD; KS seconds. Motion accepted 9-0-0. |

BJ stated that the DPW will be fully staffed with the addition of one more employee. He said that the Town recently received a mandate to have emergency plans in place for the Cedar Lake and Big Alum Lake dams by December 31, 2019. There was discussion about CDL drug testing and marijuana use. BJ stated that the federal government oversees the CDL drug testing program and a violation is a violation regardless of the legality of the substance tested for.

**Review of Fiscal Year 2020 Items for Town Road Maintenance Budget**

The following item was reviewed for Town Road Maintenance. The motion was moved to recommend line 96 for a total of $6,000.00 by KD.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Line** | **Account** | **Town Road Maintenance** |   |   |
| 96 | 14212-52410 | Private Road Maintenance | $6,000.00 |   |
|   |   | Total Expenses | $6,000.00 |   |
|   |   |   |   |   |
|   |   | **Town Road Maintenance Total** | $6,000.00 | KD; KS seconds. Motion accepted 9-0-0. |

BJ stated that there are eleven private roads in Sturbridge; the DPW keeps them passable in winter and grades them once or twice in summer.

**Review of Fiscal Year 2020 Snow and Ice Removal Budget**

The following item was reviewed for Snow and Ice Removal. The motion was moved to recommend line 97 for a total of $218,719.00 by KD.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Line** | **Account**  | **Snow & Ice Removal** |   |   |
|   |  | Overtime | $48,719.00 |   |
|   | 14231 | Personnel Costs | $48,719.00 |   |
|   |   |   |   |   |
|   |   | Purchase of Services | $70,000.00 |   |
|   |   | Supplies | $100,000.00 |   |
|   | 14232 | Total Expenses | $170,000.00 |   |
|   |   |   |   |   |
| 97 | 14231/14232 | **Snow & Ice Control Total** | $218,719.00 | KD; KS seconds. Motion accepted 9-0-0. |

**Review of Fiscal Year 2020 Items in the Betterment Budget for Department of Public Works**

* DPW – Lawn Tractor w/Mower Deck

BJ stated that this is mostly for use in the cemeteries.

* DPW – Sidewalk Maintenance

Discussion followed concerning the condition of the public roads in Town, the Champeaux Road bridge, and possible future capital expenditures.

**Review of Fiscal Year 2020 Joshua Hyde Library Operations**

After extensive discussion regarding the proposed position of Program Coordinator, it was decided to hold the vote on Library Operations until the Town Administrator and Board of Selectmen could review a substitute proposal from BP for that position.

**Review of Fiscal Year 2020 for Joshua Hyde Library Building**

The following items were reviewed for Joshua Hyde Library Building. The motion was moved to recommend items 60 and 61 for a total of $25,314.00 by LM.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Line** | **Account** | **Joshua Hyde Library Building** |   |   |
| 60 | 11962-52000 | Purchase of Services | $23,664.00 |   |
| 61 | 11962-54000 | Supplies | $1,650.00 |   |
|   |   | Total Expenses | $25,314.00 |   |
|   |   |   |   |   |
|   |   | **Joshua Hyde Library Building Total** | $25,314.00 | LM; KS seconds. Motion accepted 9-0-0. |

There was discussion regarding the ongoing issues with the leaking roof and the need for a replacement HVAC system in the future.

**Review of Fiscal Year 2020 Item in the Betterment Budget for Joshua Hyde Library**

* Beautification – Joshua Hyde Library

**Review of Fiscal Year 2020 Item in the Capital Budget for Joshua Hyde Library**

* Library – Furnishing for Main Floor Renovation

**Review of Fiscal Year 2020 for Trails Committee Budget**

The following items were reviewed for Trails Committee. The motion was moved to recommend lines 129 and 130 for a total of $400.00 by JW.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|   | **Account** | **Trails Committee** |   |   |
| 129 | 16502-52000 | Purchase of Services | $300.00 |   |
| 130 | 16502-57000 | Other Charges | $100.00 |   |
|   |   | Total Expenses | $400.00 |   |
|   |   |  |   |   |
|   |   | **Trails Committee Total** | $400.00 | JW; KS seconds. Motion accepted 9-0-0. |

TC explained that the decrease in the budget was due to two Trail Committee members attending an international training in Syracuse, NY, in fiscal year 2019. For the current budget, two committee members will be sent to a state-wide trails conference.

**Review of Fiscal Year 2020 Items in the Betterment Budget for Trails Committee**

* Trail Committee – RTV mounted Flail Mower

TC explained that most equipment owned by the Town is of a larger size than is needed for the trails. He said this equipment would be used on 10-12 miles of trails to keep brush cut back which would also help with tick prevention. KS asked where the equipment will be stored. TC stated that there are three equipment sheds and all equipment is stored under cover.

* Trail Committee – Logging Trailer

TC stated that the logging trailer would be used to tow telephone poles up the trails for building bridges.

* Trail Committee – Trail Construction and Maintenance Supplies/Materials

TC stated that more people are asking that the trails be groomed for cross country skiing; he is currently checking on cost and availability of trail-grooming equipment and will submit a request in next year’s budget. He added that other people have requested that the trails be cleared of snow for winter hiking use.

MH stated that the Trails Committee does a great job of developing and maintaining trails. TC stated that he is tracking volunteer hours this year and will forward the numbers to the Finance Committee. DP stated that in addition to the third Saturday of the month trail crew, volunteers may also participate in a weekday trail crew.

TC explained the items submitted to the Community Preservation Committee (CPC) for this budget. They are: 1) $30,350.00 to build a 28-car parking lot and 2,300 feet of Grand Trunk Trail; 2) a feasibility study for the Grand Trunk Trail Central Section; 3) legal costs and recording fees for an easement on Stallion Hill Road. He stated that the CPC has recommended funding all three items. TC stated that the feasibility study is necessary due to the large numbers of factors involved in joining the individual sections of trail together.

**Review of Fiscal Year 2020 Tree Warden Budget**

The following items were reviewed for Tree Warden. The motion was moved to recommend items 84, 85, 86 and 87 for a total of $20,710.00 by JW.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Line** | **Account** | **Tree Warden** |   |   |
|   |  | Salaries/ Wages | $2,719.00 |   |
| 84 | 12941 | Personnel Costs | $2,719.00 |   |
|   |   |   |   |   |
| 85 | 12942-52000 | Purchase of Services | $16,131.00 |   |
| 86 | 12942-54000 | Supplies | $675.00 |   |
| 87 | 12942-57000 | Other Charges | $1,185.00 |   |
|   |   | Total Expenses | $17,991.00 |   |
|   |   |   |   |   |
|   |   | **Tree Warden Total** | $20,710.00 | JW; KS seconds. Motion accepted 8-1-0 (JL against). |

TC stated that the Town’s scheduled removal of Gypsy Moth damaged trees is wrapping up; when the trees leaf out, he will know if there are any additional trees that need attention. He added that the Emerald Ash Borer was discovered in Sturbridge last year, and he expects to see an increase in ash tree damage.

There was discussion regarding parking on the Town Common. TC stated that the only trees that are doing well on the common are the ones along Route 131 where curbing and the sidewalk prevent parking. He said that his position is not to replace trees on the common. TC stated that there was an appropriation for a landscape architect to study the Town Common, but the bids exceeded the appropriation.

**Review of Fiscal Year 2020 Items in the Betterment Budget for Tree Warden**

* Tree Warden – Tree Maintenance (Town-wide)
* Tree Warden – Town Common Tree Maintenance
* Tree Warden – Main Street Tree and Park Maintenance (Street Landscaping)

TC stated that this is the thirtieth consecutive year that Sturbridge will be awarded the Tree City USA designation.

**No Reserve Fund Transfers**

**No Meeting Minutes to Approve**

**No New Business**

**Old Business**

KS asked when the schools would be scheduled. KN said that it is usually during April vacation week.

**No Public Access**

KD moved the motion to adjourn. JB seconds. Motion accepted 9-0-0 and meeting adjourned at 9:25 pm.

/jme