

Finance Committee

Minutes

February 23, 2016

Call meeting to order: 7:03 p.m.

Members: Mary Braney, Chair, Paul McLaughlin, Vice Chair, Nancy Herholz, Clerk, Bill Wall, Chris Bowen, Tom Parker & Robbin Joyce.

Adam Gaudette, Town Administrator; Tony Pepe, BoS

Minutes: January 26, 2016 meeting

- **Motion:** Bill Wall
- **Second:** Tom Parker
- **Approve:** Unanimous

Correspondence:

- Summary of *Conflict of Interest Law; Bay Path Budget; Suburban Coalition Chapter 70 Funding.*

Liaison Reports:

- **Financial Management Planning Committee:** Paul McLaughlin deferred to Adam Gaudette to present the outcome from the joint meeting of FMPC and BoS. Notice of the Public hearing on February 29, 2016 at 6:00 p.m. in the McCourt Hall of the Town Hall. The determination of the hearing is to make available information regarding the widespread roads project needing to be done in Spencer and all the necessary funding that would be associated with this project.

Public Hearing for Spencer Roads Capital Improvement Project (#2) will be held February 29, 2016

Discussion, questions and comments.

- **Capital Planning Improvement Committee:** Nancy Herholz reported that the committee met, Tuesday, February 2, 2016 for preliminary assessment of funds (\$1.4 million) being requested by Town departments for capital projects. Committee will meet March 1, 2016 with all departments at the library to listen to everyone's presentation; committee will rank and recommend each request, then submit to the Town Administrator no later than March 7, 2016. Final meeting is scheduled for March 8, 2016, as the committee will review the compilation of scores; at that time the

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committee will make their recommendation to the Town Administrator.

- **SEBRSC:** A representative from the Finance Committee is still needed; Mary Braney will attend and others are welcomed to fill in.

DPHS Building Committee: Representative still needed; Mary Braney will attend the meetings.

Building Property & Reuse Committee: Adam Gaudette reported that they are still in the process of analyzing buildings, (estimated to be 50 to 60 properties), beginning with Lake Street School; Architect to develop a report with regard to unoccupied properties, along with analysis of buildings. The outcome of data will equip the Town with the information necessary to make informed conclusions about public investment at key properties, and will support and motivate investment by private property owners.

"This project is funded through a FY2013 Community Development Fund grant from the Massachusetts Department of Housing and Community Development to the Town of Spencer, using Community Development Block Grant funds from the US Department of Housing and Urban Development." (<http://www.pvpc.org/SpencerPARP>)

Landfill Solar Development Advisory Committee: Committee has not met due to not having a full complement of members.

Town Administrator:

- **FY2017 Budget:** Adam Gaudette presented and explained the town's revenue structure and how funding is generated in order to fund the FY2017 budget. Also explained was the amount to be raised by real and personal property tax, estimated receipts and other sources of revenue. New revenue projection will be an increase of \$343,008.00. Explanation as to why \$288,594.00, from various accounts, was cut in order to meet the projected FY2017 budget. Stated that Chapter 70 & 90 contribution will be level funded even though the minimum local contribution for public education has increased for SEBRDS by 3.95% and 13.56% Bay Path Regional; therefore, some figures presented and amounts are subject to change (possibly increase) as the budget continues to develop.
- **Any other:** Reminder of the Public Hearing, the *Spencer Roads Capital Improvement Project*, Monday evening February 29, 2016 at 6:00p.m.

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Discussion, questions & comments.

- **Any other:** Mary Braney asked if committee members would be interested in scheduling the March 8th and 22nd Finance Committee meetings to 6:30 p.m. and March 29th to 6:00 p.m.; Committee unanimously agreed to meeting at the suggested time(s).

Finance Committee Public hearing is scheduled for April 12, 2016 at 7:00 p.m.

Adjourn: 7:55 p.m.

Motion: Chris Bowen

Second: Tom Parker

Approve: Unanimous

Respectfully submitted,

Nancy E. Hertz

Dates to note:

Finance Committee meeting schedule February - May, 2016

Feb. 23, 2016: Finance Committee: Initial FY2017 Town Administrator Budget Presentation

Mar. 8, 2016: Finance Committee (Special): Budget Presentations from Staff (Public Works - Sewer, Water, Highway, Transfer Station and U&F; and Parks & Recreation)

Mar. 22, 2016: Finance Committee: Budget Presentations from Staff (Police, Fire, Library & Council on Aging)

Mar. 29, 2016: Finance Committee (Special): Budget Presentation from Schools (Bay Path and SEBRSD) and from Staff (Accounting, Board of Assessors, and Treasurer Collector)

Apr. 12, 2016: Finance Committee (Special): Public Hearing on FY2017 Budget (*Place ad in New Leader) and Vote Recommendations on Annual Town Meeting Warrant

Apr. 13, 2016: FinCom Drop Dead to have the Warrant book to printer (must have in hand 4 days before ATM)

May 5, 2016: Annual Town Meeting

May 10, 2016: Town Elections

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