

**MINUTES OF THE BOARD OF SELECTMEN & FINANCE COMMITTEE
FY2020 CAPITAL BUDGET SUMMIT**

**Fuller Meadow School
Nathan Media Center
143 South Main Street, Middleton, MA 01949
Saturday, March 2, 2019
8:15 AM**

BOS Present: Kosta Prentakis (KP), Brian Cresta (BC), Timothy Houten (TH), Rick Kassiotis (RK)

Finance Committee Present: John Erickson (JE), Richard Gregorio (RG), Michelle Cresta (MC), Toni Mertz (TM), Jason Vining (JV)

Others Present: Town Administrator Andrew Sheehan (AS), Assistant Town Administrator Tanya Stepasiuk (TS), Town Accountant/CFO Sarah Wood (SW), Other attendees as noted

8:26 AM With a quorum present KP called the meeting to order.

8:26 AM Vote to approve minutes of the Board of Selectmen and Finance Committee FY2020 Operating Budget Summit of February 2, 2019.

Motion TH
Second BC
Approved 9-0

8:27 AM **FY2020 Capital Budget overview: Andy Sheehan (AS), Sarah Wood (SW)**

AS and SW presented an overview of the capital budget and details on the operating budget highlighting a change in health insurance numbers. SW presented projected expenditures, indicating that we did not have final numbers from the schools. AS and SW presented updates since the last meeting including a Town Clerk and Elections update with additional staffing hours moved to the supplemental requests and a more detailed account of expenditures. KP added that he anticipates that next year Masconomet will see a large budget increase.

8:51 AM **Health and Information Technology: Derek Fullerton (DF)**

DF presented his departmental need for a new vehicle. BC expressed an interest in seeing the old vehicle disposed of as surplus rather than a trade-in on the new vehicle. DF also presented the MIS budget. There was general discussion regarding moving toward managed print services for certain copiers.

9:07 AM **Public Buildings: Andy Sheehan (AS)**

AS presented the capital plans for the town's public buildings. There was general discussion regarding the potential future of various buildings with the planned purchase of the gold course property.

AS answered questions regarding the possibility of Essex Tech students or inmates doing some work. AS will look into it for various projects. There was a general discussion of the needs of Memorial Hall including the timing of purchasing and installing a new boiler and paving the parking lot.

9:35 AM **Building Department: Scott Fitzpatrick (SF)**

SF presented his capital request for a new vehicle due to the unsuitability of the current vehicle for job sites. There was general discussion regarding the best suited vehicle and how to dispose of the current vehicle. SF mentioned that his next major capital request in future years will be for digitization of documents.

9:50 AM **Fire Department: Chief Tom Martinuk (TM)**

TM presented his items on the capital budget. He answered questions regarding the AEDs in various town buildings and the building alterations that will be needed in FY21 for a new ambulance. He also mentioned that he was okay moving a request for fire alarm receiver/decoder into the next fiscal year. His major request for a new fire truck will be postponed and there was general discussion regarding the best way to finance it.

10:10 AM **Police Department: Chief James DiGianvittorio (JD)**

JD generally presented his capital budget and answered questions regarding shredding services, reserve officer staffing needs, and the functionality of various Police Department vehicles. Several members of the Board and Finance Committee questioned which were the best vehicles for the uses he intended and whether the vehicles could be rotated for better longevity.

10:45 AM **Authorization of Extension of Land Agreement re Golf Course Property**

Vote to authorize Town Administrator to enter dates and approve 3rd extension of land agreement with the Brown sisters regarding the Middleton Golf Course Property.

Motion TH

Second BC

Approved 4-0 (BOS members)

10:52 AM **Department of Public Works: Ken Gibbons (KG), Paul Goodwin (PG)**

KG and PG presented the projects and items within their capital plan. There was discussion regarding the Brigadoon sidewalk replacement project including timing and funding. There was general agreement that CPA money should be used for the Rubchinuk project if possible. KP requested an estimate by March 8th for possible inclusion. There was general discussion about mowing, particularly in light of the town's possible ownership of the golf course. KG and PG will look into estimates.

11:35 AM **Middleton Elementary School budget: Scott Morrison (SM)**

SM told the body that the School Committee would be meeting the subsequent Wednesday and he would have more information at that time. The "draft budget" was at a 9% increase, but they are trying to get to the 5% target. They have been able to focus on several things to potentially bring the budget down including health insurance, adjusting "levels" on salaries, and targeting the use of \$100,000 in special education stabilization money. SM explained that several other areas would be examined including an operations supervisor and some clerical spending. SM alerted the body that he had submitted a grant request to the state regarding a true regionalization plan for the three towns in the union.

12:20 PM **Supplemental Budget Requests**

KP pointed out that they could not consider the supplemental budget requests at this point because information from the schools was missing. He stated that these would likely be considered in the future. There was a general discussion regarding additional employees. There was general agreement that school technology should be gradually moved into the operating budget. There was brief discussion regarding putting money toward the Masconomet stabilization account.

1:15 PM **Special Town Meeting Articles**

AS reviewed the Special Town Meeting articles and answered a few brief questions. The Finance Committee will vote their recommendation prior to Town Meeting.

The meeting adjourned at 1:20 PM.

Respectfully submitted,

Tanya Stepasiuk, Assistant Town Administrator

Rick Kassiotis, BOS Clerk

John Erickson, Finance Committee Co-Chair

Richard Gregorio, Finance Committee Co-Chair