Rowe Finance Committee
All Boards Meeting
October 28, 2019
6:30 P.M. at Rowe Elementary School Gymnasium

Present: Chair Wayne Zavotka, Christopher "Selmi" Hyytinen, Paul McLatchy III, Laurie Pike

Absent: Vice-Chair Loretta Dionne

Other Attendees:

Dennis Annear	Fire Chief
Herbert Butzke	Board of Assessors/Board of Health
Sandra Daviau	Tax Collector/Council on Aging Co-Chair
David Dvore	MLP Manager
Molly Lane	Library Director
Danielle Larned	Town Hall Custodian
Lance Larned	DPW Superintendent
Sean Loomis	Park Manager
Ellen Miller	Board of Assessors
Mary Paige	School Committee/Gracy House Committee
Margaret Rice	Board of Health Chair
Ramon Sanchez	Conservation Commission Chair
Joanne Semanie	Treasurer/Gracy House Committee Chair
Julie Shippee	Police Chief
Charles Sokol	Board of Selectmen Chair
Frederick Williams	Board of Assessors Chair
Susan Zavotka	School Committee Chair

Call to Order: Chair Zavotka called the meeting to order at 6:35 P.M., with a quorum of the committee present.

Introduction: Chair Zavotka opened the meeting and asked all present to go around and introduce themselves. He explained that these all-boards meetings are held as we all work together and are here to better the town, and that this is a good way to keep everyone up-to-date on the various projects and matters affecting the departments.

Budget Process: The Finance Committee met last week with the Board of Selectmen to review the budget process for the coming season. The Board of Selectmen will be liaising with their departments, while the Finance Committee will focus on the elected boards and committees. The budget calendar (attached) was reviewed.

CIRRP: Mr. McLatchy gave a brief presentation on a draft Capital Improvement, Repair, and Replacement Plan (CIRRP) policy (attached). Once the language is formally adopted, departments will be asked to submit their anticipated capital expenditures to the Finance Committee for inclusion on this plan.

Budget Worksheets: All departments are expected to use the new worksheets that will be disseminated in the next few days. It was made clear that departments that prefer to submit supporting documentation may do so in any format they wish, but that the summary cover sheet need to be submitted in the format provided.

Library: Director Lane spoke about the handicap access ramp project that has been going on. Apparently when the old ramp was removed, they found mold and rotting sills on the side of the building. The architect has been called back multiple times to develop plans for change orders. She believes that they can pay for the increase in cost with grant moneys from the state.

Treasurer: Treasurer Semanie reported that the interest on the Broadband borrowing is going to be covered by the recap. It will be up to the Board of Selectmen to decide how much of the principle the town wants to cover.

Utilities: The Board of Assessors, at the encouragement of the state, have begun the process of appraising the utility lines and easements that were previously excluded from taxable properties. The new valuations have been appealed to the Appellate Tax Board (ATB). In addition, the increase in valuations for the large hydro facilities has also led all three utilities to appeal to the ATB.

Roads: The town is working on replacing King's Highway Bridge. Cyrus Stage Road Bridge is going to be replaced by the state in the next few years. A Mass Works grant has been applied for in order to fix Yankee Road, which is in very poor shape. Additional grants will be sought for other projects in the coming year.

Custodian: Ms. Larned spoke to some updates she'd like to see in some of the town buildings, including some renovations to rooms like the town hall bathrooms.

Council on Aging/Gracy House Committee: Council on Aging Co-Chair Sandra Daviau spoke to the lack of suitable location for the seniors to meet and socialize. They had been meeting at the Gracy House, which has been closed by the Board of Health due to mold issues. The Gracy House Committee is exploring options about what could be done with the building. Ultimately it will be the choice of the voters how to proceed. Herb Butzke suggested that perhaps a committee be formed to explore a "Plan B" in case the decision is to tear the building down.

Broadband: MLP Manager David Dvore noted that the network has been completely constructed, and that most people in town have been connected, with less than a dozen left to do. The town has borrowed $700,000, with another $160,000 available to borrow if needed. He believes that the state will be providing additional moneys for makeready overruns, so he feels confident that additional borrowing is unlikely needed (or would only be a temporary action until state funding comes in).

Facilities Manager: Ms. Paige, a member of the Gracy House Committee, spoke about the possibility of looking into a facilities manager or inspector. This could include regular inspections by a professional who would look for more complex issues, such as mold or structural problems.

This was well-received by the others present. It was suggested that problems like the Gracy House might have been averted had a position like this existed.

Police: The radios that the Police and Fire Department use will need to be replaced at some point, with the regional network looking to shift from the 400 system to an 800 system. There are no cost estimates at this time, but it is known that the radios *will* be expensive.

Fire: The Fire Department has reduced its fleet from five vehicles to three and a half. Capital items in the next few years will include vehicles and a new roof. There is a 10,000-gallon fuel tank buried at the school for the generator that may need to be removed. Chief Annear reported that he is looking into an electronic access system for the Fire Station.

Health: Chair Rice was pleased to report that since the introduction of dump tags and stickers, there has been a decrease in household trash tonnage by nearly 50%. That said, due to the expiration of contracts, the price per ton will rise from $70 to approximately $93.50, or about 33%. The Board of Health is looking into charging for large things like tires and mattresses. The ramp near the compactor is getting fixed. Lastly, the Board is hoping to join a district to set out mosquito traps in early spring to limit the risk of Eastern Equine Encephalitis (EEE).

School: The school has continued their "Forest Friday" program, where the ¾ class spends the entire day in the woods- regardless of weather. The 5/6 class will start doing it as well. Teachers contracts are under review, and the School Committee will be looking at the wage/benefit structure of the non-union staff. The pump house needs to have surge protection added, as it has been hit by lightning twice. Security measures will be reviewed and updated, and the School Committee is also looking into paving another portion of the property to expand on parking.

Park: The tennis courts are in rough shape and will need to either be closed or replaced. The Park Commission is looking into gauging public opinion, as they don't want to ask for money for something that people aren't going to use. A multi-purpose court has also been considered. In the next few years, a new play structure will be needed as the current one is beginning to deteriorate. They are also going to discuss whether they might be able to share a vehicle with the school and look into something newer, rather than receiving hand-me-downs from the DPW (which often need expensive repairs in a short period of time). Lastly, they are looking into alternatives for the fitness center, as there have been complaints from town hall staff about the noise.

Assessors: The assessors are working on the appeals filed by the utilities with the ATB. To minimize a negative impact, they are setting aside additional moneys in the overlay account, which could be used to help pay out an abatement should the ATB find in favor of the utilities. If the ATB finds in favor of the town, any moneys in the overlay would be declared as surplus and available for the town to spend or transfer to reserves.

Split: At 8:37, the all-boards meeting came to an end, and the Finance Committee remained seated to continue their meeting.

Reserve Fund Transfer: A request was made to transfer funds from the reserve fund to cover vehicle repair costs. The park's truck did not pass inspection and required work that was

unanticipated. It was agreed that it might be better to wait until closer to the end of the fiscal year in case the budget could absorb the costs. In addition, as both Mr. Hyytinen and Ms. Pike are both members of the Park Commission, the committee could not act on the transfer at this meeting anyway.

Next Meeting: The Committee will meet at 6:30 P.M. on Thursday, November 7th. Topics will include the CIRRP, selecting liaisons to various elected boards, and going over the budget and worksheets.

Adjourn: A motion was made by Mr. McLatchy and seconded by Mr. Hyytinen to adjourn the meeting at 8:47 P.M. The vote was 4-0-0 in favor.

Respectfully Submitted,
Paul McLatchy III, Secretary

Approved: November 7, 2019

Wayne Zavotka
Wayne Zavotka, Chairman

Paul McLatchy III, Secretary

Christopher "Selmi" Hyytinen, Member

Laurie Pike
Laurie Pike, Member

Attachments:

- Agenda
- Budget Calendar
- Draft CIRRP Policy
- Example Budget Worksheets

Town of Rowe

All Boards/Committee/Town Officials Meeting

AGENDA

Posted for the following Committees/Boards: Board of Assessors, Board of Health, Board of Selectmen, Park Commission, Cemetery Commission, Conservation Commission, Planning Board, Bylaw Review Committee, Finance Committee, and School Committee

Monday, October 28, 2019

ROWE ELEMENTARY SCHOOL - 6:30 p.m.

OPEN MEETING - EACH COMMITTEE/BOARD WITH A QUORUM

FINANCE COMMITTEE & BOARD OF SELECTMEN

Present FY2021 Budget Calendar and Information

BOARD/COMMITTEE UPDATES

Board of Assessors
Board of Health
Board of Selectmen
Broadband – MLP
Bylaw Review Committee
Cemetery Commission
Conservation Commission
Council on Aging
DPW
EMD
Finance Committee
Fire Dept.
Library
Pelham Lake Park
Planning Board
Police Dept.
Rowe School Committee/Rowe School

Citizen Comments
Adjournment

Rowe Board of Selectmen	Finance Committee
Chuck Sokol, Chairman	Wayne Zavotka, Chairman

*The listing of matters are those reasonably anticipated by the Chair which **may** be discussed at the meeting. Not all items listed **may** in fact be discussed, and other items not listed **may** also be brought up for discussion to the extent permitted by law.*

Posted: Janice Boudreau 10-21-19 at 3:00 pm
Filed: Town Clerk 10-21-19

REVISION Posted: Janice Boudreau 10-24-19 at 8:15 pm
REVISION Filed: Town Clerk 10-24-19

ROWE BUDGET CALENDAR FY21

WHEN	EVENT	WHO
9/30/2019	Free Cash Certification	Town Accountant
10/22/19	Financial Roundtable	BOS, Fin Com and Assessors
10/28/2019	Hold Elected/Appointed Officials Form to share information assessment of financial picture	BOS, Fin Com, Dept. Heads
Oct 31st	Begin Budget Process for FY 21	BOS, Dept. Heads, Fin Com, School
Oct 31st	Set Tax Rate	Assessors, BOS
Oct 1 - Nov 15	Help & Review Departmental Budgets Send out Notices and meet with BOS & Fin Com Liaisons	all Depts.
Nov 1st	Begin Capital Planning process- including 5 year projections	BOS, Fin Com, Acctnt, all Depts.
Dec 6th	Submit FY 21 Budget & Capital Requests	all Departments
Dec 15th	Prepare initial revenue/expenditures projections including capital expenditures	BOS, Fin Com, Accountant
Jan 1st	Release "House 1" first indication of state aid for FY21	Governor
Jan-Feb 1	Meet with Dept. Heads to review Budget Recommendations	Fin Com, Dept. Heads
March	If Legislature passes Local Aid Resolution, Cherry Sheets Issued	State Legislature, DOR
March	Prepare final revenue/expenditure projection for FY21 in preparation for Annual Town Meeting	BOS/Fin Com
March	Prepare Town Meeting Warrant Recommendations	BOS/Fin Com
May	Annual Town Meeting	
June	Make any reserve fund transfers necessary, to complete fiscal year	

Rev. 10-22-2019

The Capital Improvement, Repair, and Replacement Plan (CIRRP)

Proposed Guidelines

Capital Improvement: Major upgrades to town buildings, properties, and permanent fixtures that are valued at at least $25,000, have a useful lifespan of 20 years or more, and have at least one of the following properties:

- Increases the lifespan of the overall building/property
- Increases energy efficiency or provides cleaner energy sources, AND reduce operating expenses
- Improves work efficiency/quality
- Improves community/government use of building/property
- Adds additional space that has a proven need
- Replaces an existing building or property at the end of its expected lifespan

New projects (that are not on the original CIRRP) must be requested in advance based on the value:

- $25,000-$49,999: Presented 1 year or more in advance
- $50,000-$99,999: Presented 2 years or more in advance
- $100,000-$249,999: Presented 3 years or more in advance
- $250,000+: Presented 4 years or more in advance

Note: Emergency needs may be exempted.

Capital Repair/Replacement: A repair or replacement of a building or portion of a building that is valued at at least $15,000, has a useful life of at least 10 years, and has at least one of the following properties:

- Brings a building up to code if not in compliance
- Major repairs due to damage or wear from time
- Replacement of fixed/stationary major building components (heating systems, roofing, windows, stairs, doors, carpeting, etc.) that have reached the end of their lifespan or would save on operating expenses to replace

Property Replacement: Replacement of town property* that is valued at at least $10,000, has a useful lifespan of 7 years or more, and has at least one of the following properties:

- The item is required for the work of town officials/staff
- The item greatly improves the efficiency of town officials/staff
- Not replacing the property would hinder work or make certain services unavailable

**Property being defined as any equipment, vehicle, technology, or other physical object that would not be considered part of a building.*

Notes:

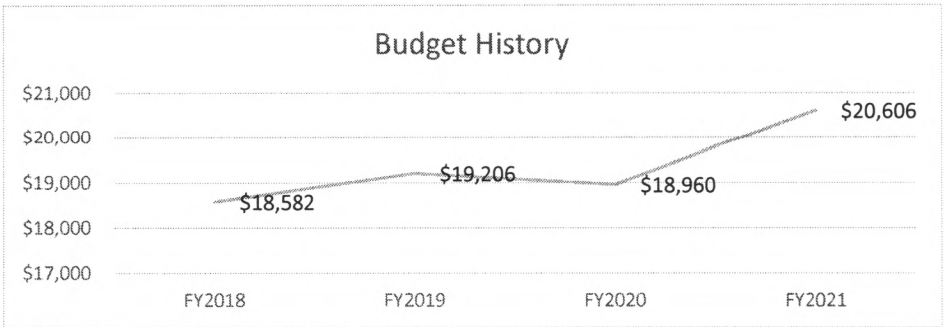
- Priority will be given to projects where equipment and/or facilities are utilized/benefited by multiple departments (sharing)
- Capital improvements under $25,000 and/or useful life of 20 years should be requested as a special project from free cash
- Capital repairs/replacements under $15,000 and/or useful life of 10 years should be requested as a special project from free cash
- Property replacements under $10,000 and/or useful life of 7 years should be requested as a special project from free cash
- Replacement does not necessarily mean with an identical item: upgrades or different styles/models are acceptable (i.e. tile instead of carpets, propane vs. oil boiler, Chevy vs. Ford, etc.)

Town Clerk Budget - EXAMPLE ONLY

$18,960
Voted FY20

$20,606
Requested Amount

$1,646
Amount of Increase



Account #	Sub	Description	VOTED FY2018	VOTED FY2019	VOTED FY2020	REQUESTED FY2021
01-5-161-440		**Town Clerk Expenses**	**$5,350**	**$5,709**		
	58	**Town Clerk Ops**				
		Postage				$ 400
		Dog Tags				$ 75
		Office Supplies & Equipment				$ 200
		Archiving Supplies				$ 50
		Sub-Total			$ 1,500	**$ 725**
	66	**Registrar/Census Comp.**				
		Census Expenses			$ 50	**$ -**
		Registrars (4x$100)			$ 400	$ 400
		Sub-Total	**$ -**	**$ -**	**$ 450**	**$ 400**
	67	**Election/Teller Expenses**				
		State Primary - September 15, 2020				$ 1,600
		General Election - November 3, 2020				$ 1,600
		Annual Election - May 15, 2021				$ 1,200
		Teller Training & Expenses				$ 250
		Sub-Total	**$ -**	**$ -**	**$ 2,725**	**$ 4,650**
	XX	**Association Dues & Education**				
		Membership Dues				$ 50
		Course/Conference Fees				$ 200
		Mileage & Expenses				$ 400
		Sub-Total				**$ 650**
01-5-161-100		**Town Clerk Stipends**				
	XX	*Town Clerk Stipend*	$ 13,232	$ 13,497	$ 13,835	$ 12,981
		Sub-Total				**$ 12,981**
	XX	*Assistant Town Clerk Stipend*			$ -	$ 1,200
		Sub-Total				**$ 1,200**
		Totals:	**$ 18,582**	**$ 19,206**	**$ 18,960**	**$ 20,606**
		Actual Increase (decrease):		**$ 624**	**$ (246)**	**$ 1,646**
		Percentage Change:		**3.36%**	**-1.28%**	**8.68%**

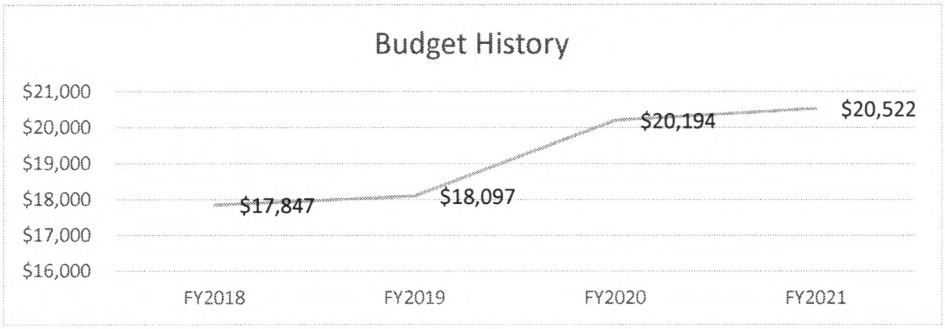
Explanation: Of the new spending amount of $1,646, $1,600 is for an additional election.

ACCOUNTANT BUDGET - EXAMPLE ONLY

$20,194
Voted FY20

$20,522
Requested Amount

$328
Amount of Increase



Account #	Sub	Description	VOTED FY2018	VOTED FY2019	VOTED FY2020	REQUESTED FY2021
01-5-135-000		**Town Accountant**				
		Accountant Salary	$ 15,732	$ 16,047	$ 18,119	$ 18,572
01-5-135-430		**Accountant Expenses**	$ 2,115	$ 2,050	$ 2,075	
		Postage				$ 50
		Software				$ 1,500
		Office Supplies				$ 200
		Miscellaneous				$ 200
		Totals:	**$ 17,847**	**$ 18,097**	**$ 20,194**	**$ 20,522**
		Actual Increase (decrease):		**$ 250**	**$ 2,097**	**$ 328**
		Percentage Change:		**1.40%**	**11.59%**	**1.62%**

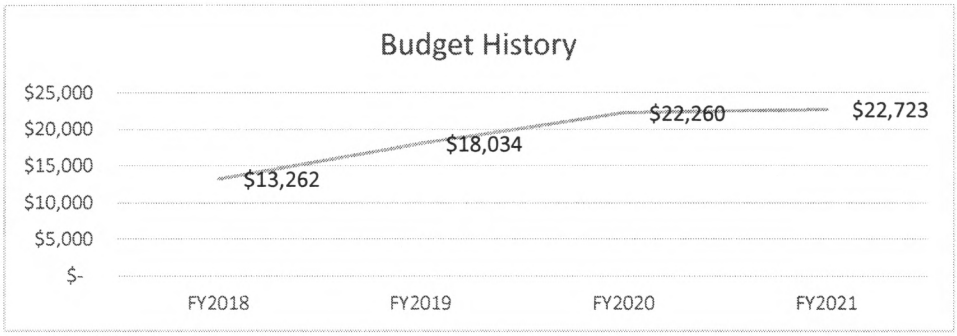
Explanation:

TOWN HALL CUSTODIAN - EXAMPLE ONLY

$22,260
Voted FY20

$22,723
Requested Amount

$463
Amount of Increase



Account #	Sub	Description	VOTED FY2018	VOTED FY2019	VOTED FY2020	REQUESTED FY2021
01-5-192-110		**Town Hall Custodian Wages**	$ 13,262	$ 18,034	$ 18,485	$ 18,948
01-5-192-400		**Custodian Expenses**	$ -	$ -	$ 3,775	$ 3,775
		Totals:	**$ 13,262**	**$ 18,034**	**$ 22,260**	**$ 22,723**
		Actual Increase (decrease):		**$ 4,772**	**$ 4,226**	**$ 463**
		Percentage Change:		**35.98%**	**23.43%**	**2.08%**

Explanation: