

Town of Northbridge
Finance Committee Meeting Minutes
March 3, 2021 at 6:30PM via Zoom

Committee Members in Attendance: Plato Adams, Jim Barron, Robert Dearborn, Steve Gogolinski, David Graham and Chris Pilla

Finance Committee Member(s) not in Attendance: None

Town of Northbridge Administration in Attendance:

Adam Gaudette, Town Manager, Town of Northbridge, MA
Neil Vaidya, Town Accountant, Town of Northbridge, MA

Walter Warchol, Chief of Police, Town of Northbridge, MA
Tim Labrie, Police Lieutenant, Town of Northbridge, MA

David White, Fire Chief, Town of Northbridge, MA

Jim Shuris, DPW Director, Town of Northbridge, MA
Jamie Luchini, Highway Superintendent, Town of Northbridge, MA
Mark Kuras, Sewer Director, Town of Northbridge, MA

Tom Melia, Board of Selectmen, Town of Northbridge,

Other Attendees:

None

Finance Committee Meeting

Per Governor Bakers Order as noted below, the zoom meeting was called to order by Plato Adams of the Finance Committee at 6:32 PM:

Pursuant to Governor Baker's March 12, 2020 Order Suspending Certain Provisions of the Open Meeting Law, G.L. c. 30A, §18, and the Governor's March 15, 2020 Order concerning imposition on strict limitations on the number of people that may gather in one place, meetings of the Northbridge Finance Committee will be conducted via remote participation to the greatest extent possible. No in-person attendance of members of the public will be permitted, but every effort will be made to ensure that the public can adequately access the proceedings as provided for in the Order.

The following topics were discussed by various Department Heads for the Town of Northbridge as follows:

Police Budget FY 2022

The Chief of Police, Walter Warchol and Lieutenant Tim Labrie presented the FY 2022 Police Budget.

The overall FY22 budget was decreased by \$19,545 which includes the seven (7) employee contractual raises. The decrease is due to the retirement and resignation of two senior officers. The two senior officers are being replaced by two new officers that start at a lower pay rate.

The expense budget remained level funded relative to the FY21 budget.

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Fire Budget FY 2022

The Fire Chief, David White presented the FY 2022 Fire Budget.

This budget reflects an increase of \$24,608.00 in wages and salaries due to contractual obligations set in FY2019. This budget also shows an increase in expenses of \$850.00 due to the clothing allowance addition for 17th firefighter.

Ambulance Budget FY 2022

The Fire Chief, David White presented the FY 2022 Ambulance Budget.

This budget reflects an increase of \$15,890 in wages and salaries due to contract agreements. This budget splits the personnel costs 50% Ambulance and 50% Fire. The expense account is level funded.

Emergency Management Budget FY 2022

The Fire Chief, David White presented the FY 2022 Emergency Management /Budget.

This budget is level funded to last year's appropriation for a total FY 2022 budgeted amount of \$14,700.

DPW – Highway Division Budget FY 2022

The DPW Director, Jim Shuris presented the FY 2022 DPW – Highway Division Budget.

The budget consists of \$563,385 in Personnel Services; \$598,836 in Expenses; and \$100,000 for Snow & Ice, resulting in a TOTAL DEPARTMENT BUDGET of \$1,262,221.

There is also a total of \$778,320 for the FY 2022 CIP. This budget is based on level funding for both Personnel and Expenses and will provide the same level -of-service.

Wages for all collective bargaining personnel are based on a 0% COLA and include steps/longevity adjustments and salaries and hourly wages are based on a 0% COLA as applicable.

DPW – Cemetery Division Budget FY 2022

The DPW Director, Jim Shuris presented the FY 2022 DPW – Cemetery Division Budget.

This budget is level funded for both Personnel and Expenses.

Revenues	\$77,000
Personnel Services	(\$29,203)
Expenses	(\$44,373)
Total:	\$ 3,424

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DPW – Water Division Budget FY 2022

The DPW Director, Jim Shuris presented the FY 2022 DPW – Water Division Budget.

This budget is level funded for both Personnel and Expenses.

Revenues	\$1,694,893
Personnel Services	(\$ 26,619)
Expenses	(\$1,668,274)
Total:	\$0.00

DPW – Sewer Division Budget FY 2022

The DPW Director, Mark Kuras presented the FY 2022 DPW – Cemetery Division Budget.

This budget is level funded for both Personnel and Expenses.

Revenues	\$2,316,377
Personnel Services	(\$ 437,084)
Expenses	(\$1,879,293)
Total:	\$0.00

The FY 2022 CIP consists of the annual continuation of our “Find-It &Fix-t” CWMP Program – Infiltration & Inflow removal project(s) - \$150,000 per year.

Budget Overview FY 2022

Per the Town Manager, Adam Gaudette:

Revenue is projected to total \$51,319,888, an increase of \$1,047,825 or 2.1% over the previous fiscal year.

Charges against revenue are projected to total \$49,141,891, an increase of \$1,018,635 or 2.12% over the previous fiscal year.

Capital Plan

The Town Manager gave an overview / discussion of the five year capital plan as noted below:

Also, see below for additional Capital Expenditures for the next fiscal year:

- \$10,000,000 for Design and Construction of the New Fire Department Headquarters
- \$354,577 for Projects in the High School and Middle School as follows:
 - o \$199,577 for LED Project split among the High School and Middle School
 - o \$125,000 for the removal of Portable Classrooms
 - o \$30,000 for Security Cameras split among the High School and Middle School

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Capital Plan - Continued

- \$296,232 for various projects to be overseen by the DPW, with \$200,00 to be used for the Pavement Maintenance Program
- \$100,000 for Linwood Basketball Courts Upgrade – Second Round

Spring Annual Town Meeting (SATM) Warrant Articles

Per the Town Manager, the time frame for placing items on the SATM Warrant expires on Friday, March 5, 2021.

There are currently 22 Spring Annual Town Meeting (SATM) Warrant Articles.

As noted in the Finance Committee Recommendation and Vote below, Article 3 and Article 21 will be presented / sponsored by the Finance Committee.

Finance Committee Recommendation Votes to Place Sponsored Warrant Articles on the Spring Annual Town Meeting (SATM)

A motion to place Article 3 (e.g. Budget Article) and Article 21 (e.g. Contribution to the Stabilization Fund) on the Spring Annual Town Meeting (SATM) Warrant as listed below was made by David Graham, seconded by Steve Gogolinski and unanimously approved.

ARTICLE 3 (Finance Committee)

To see if the Town will vote to raise and appropriate and/or transfer from available funds in the Treasury and/or transfer from the Health and Insurance Stabilization Fund such sums of money, not to exceed \$49,141,891, to defray the necessary and usual expenses of the several departments of the Town for FY 2022, beginning July 1, 2021 and ending June 30, 2022 or take any other action relative thereto.

ARTICLE 22 (Finance Committee)

To see if the Town will vote to raise and appropriate, and/or to transfer from the undesignated fund balance (free cash), a sum of money to the Stabilization Fund; or take any other action relative thereto.

Calendar

The Spring Annual Town Meeting calendar was reviewed by the Town Manager with the Finance Committee. In particular, the Finance Committee meeting dates that various Town Departments and Other Groups (e.g. BFT, etc.) will present their budget materials were reviewed / discussed by the Town Manager, Adam Gaudette.

During the next scheduled zoom meeting of the Finance Committee, dated Wednesday, March 10, 2021, the following Town Department(s) will present their next fiscal year Budget Overview:

- Northbridge Public Schools, FY 2022 Budget Presentation

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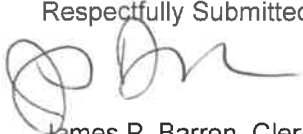
Approval of Previous Finance Committee Meeting Minutes

A motion to approve the Finance Committee Meeting Minutes of Wednesday, February 17, 2021 was made by Chris Pilla, seconded by Steve Gogolinski and unanimously approved.

Adjournment

Since no further business was to be transacted, a motion to adjourn the Finance Committee Meeting at 8:08PM was made by David Graham, seconded by Chris Pilla and unanimously approved.

Respectfully Submitted,

A handwritten signature in dark ink, appearing to read 'JP Barron', is written over the text 'Respectfully Submitted,'.

James P. Barron, Clerk, Town of Northbridge Finance Committee