

Town of Northbridge
Finance Committee Meeting Minutes
March 30, 2016 at 6:00PM

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Finance Committee Attendees:

Finance Committee Members in Attendance: Plato Adams, Bob Brochu, Jim Barron, ~~Lisa Ferguson~~, Chris Thompson and Steve Gogolinski

NORTHBRIDGE TOWN CLERK
DOREEN A. CEDRONE

Finance Committee Member not in Attendance: Lisa Ferguson and Chris Pilla

Town of Northbridge Administration and Other Attendees:

Ted Kozak, Town Manager and Neil Vaidya, Town Accountant - Town of Northbridge

Dr. Catherine Stickney, Superintendent of Schools, Town of Northbridge Public Schools

Michael Lebrasseur - Chairperson - Town of Northbridge School Committee

Michael Beaudoin, Chairperson and Kevin Soden, Member - Building, Planning and Construction Committee (BPCC)

Finance Committee Meeting

The meeting was called to order by the chairman; Plato Adams at 6:00PM.

Prior Meeting Minutes

A motion to approve the meeting minutes of March 14, 2016 was made by Steve Gogolinski, seconded by Bob Brochu and unanimously approved with Chris Thompson abstaining from the vote.

Article ARTICLE 17: (Building, Planning and Construction Committee BPCC)

Michael Beaudoin and Kevin Soden from the BPCC discussed the proposal to renovate the current DPW facility on Fletcher Street. It appears there will be a metal building with dimensions of 80 X 100 with 6 bay garages. The proposal would be funded by a ten year borrowing at a reasonable interest rate. A project estimate for the DPW Upgrade and New Vehicle Storage Building was handed out with a total dollar estimate of \$2.5 million which includes a project contingency amount of \$320,000. Since the information was recently received, a vote on this article will be taken at a later date.

The proposed article 17 is as follows: 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 unexpended appropriated funds of one or more of the departments of the Town a sum of money for the purpose of financing the design and construction of a DPW Building at 11 Fletcher Street, including renovation of the current administration building and garage, permitting, site improvements and soil remediation, said sum to be expended under the direction of the Building, Planning and Construction Committee, and that to meet this appropriation the Treasurer/Collector, with the approval of the Board of Selectmen, be authorized to borrow said sum under M.G.L. Chapter 44, section 7(3) and 3(A), as amended, or any other enabling authority, and to issue bonds or notes of the Town therefor; to authorize the Board of Selectmen, and any other appropriate officials of the Town, to apply for and accept any forms of financial

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assistance that may be available to the Town on account of this project from the United States Department of Agriculture (USDA) and its Rural Development programs, and in connection therewith to enter into any necessary agreements with the USDA for a loan, and otherwise to contract with the USDA with respect to any such loan or loans; and to authorize the Building, Planning and Construction Committee to take any action necessary to carry out this construction and renovation project provided, however, that no debt shall be incurred hereunder unless and until the Town first votes to exempt from the provisions of M.G.L. Chapter 59, Section 21C (Proposition 2½, so-called), the amounts required to pay the principal and interest of said debt; or take any other action relative thereto.

ARTICLE 1: (Board of Selectmen)

Per the Town Accountant there are no bills to pay from the prior time period. Based on the discussion a motion to support that Article 1 be passed over was made by Jim Barron, seconded by Bob Brochu and unanimously approved.

The proposed article 1 is as follows: 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 unexpended appropriated funds of one or more of the departments of the Town the following sums of money and authorize the payment of prior year bills.

ARTICLE 2: (Board of Selectmen)

Since detailed backup information was still being gathered it was agreed that this article will be voted on next week.

The Town Accountant and Town Manger discussed: To see if the Town will vote to amend the votes taken under Article 3 of the 2015 Spring Session of the Annual Town Meeting (May 5, 2015), and under Article 2 of the 2015 Fall Session of the Annual Town Meeting (October 27, 2015), appropriations and transfers under the Omnibus Budget Article; or take any other action relative thereto.

Transfers are anticipated as follows but are subject to change:

General Government:

Line 5B: Assessors Expenses by transferring from Line 4B (Town Accountant Expenses) the additional sum of \$1,000.

Public Safety

Police Department

Line 14B: Police Expenses by transferring from Line 14A (Police Personnel) the additional sum of \$20,000.

Fire Department

Line 15A: Fire Personnel by transferring from Line 20B (Veterans Expenses) the additional sum of \$15,000.

and by transferring from Line 41 (Employee Insurance Benefits) the additional sum of \$13,350.

Code Enforcement

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Line 17B: Code Enforcement Expenses by appropriating from Wages and Measures Account the additional sum of \$500.

Non-Departmental

Line 36: Medicare by transferring from Line 41 (Employee Insurance Benefits) the additional sum of \$15,000.

Total Article 2: \$64,850

ARTICLE 3: (Finance Committee)

A motion 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 Insurance Stabilization Fund such sums of money not to exceed \$40,699,321 to defray the necessary and usual expenses of the several departments of the Town for FY 2017, beginning July 1, 2016 and ending June 30, 2017; or take any other action relative thereto was made by Chris Thompson, seconded by Bob Brochu and unanimously approved.

ARTICLE 4: (Board of Selectmen)

A motion to approve the proposed article 4 as noted below was made by Chris Thompson, seconded by Jim Barron and unanimously approved. The article is as follows: To see if the Town will vote to raise and appropriate and/or transfer from the Retained Earnings Account of the Sewer Enterprise Fund the sum of \$2,170,000 for expenses and debt service to operate the Sewer Enterprise Operation of the Department of Public Works for FY 2017; said sum to be offset by the sum of \$2,100,000 from betterments and other revenues received by the Sewer Enterprise Fund during Fiscal Year 2017, and \$70,000 to be transferred from the Retained Earnings Account of the Sewer Enterprise Fund. Said appropriations to be used in the amount of \$1,926,440 and further vote to transfer \$243,560 from said \$2,170,000 to the General Fund as reimbursement for shared costs and fringe benefits.

ARTICLE 5: (Board of Selectmen)

A motion to approve the proposed article 5 as noted below was made by Steve Gogolinski, seconded by Chris Thompson and unanimously approved. The article is as follows: To see if the Town will vote to raise and appropriate and/or transfer from the Retained Earnings Account of the Water Enterprise Fund the sum of \$1,648,668 for expenses and debt service to operate the Water Enterprise Operation of the Department of Public Works for FY 2017; said sum to be offset by the sum of \$1,648,668 from revenues received by the Water Enterprise Fund during Fiscal Year 2017. Said appropriations to be used in the amount of \$1,617,570 and further vote to transfer \$31,098 from said \$1,648,668 to the General Fund as reimbursement for shared costs and fringe benefits.

ARTICLE 6: (Board of Selectmen)

A motion to approve the proposed article 6 as noted below was made by Chris Thompson, seconded by Jim Barron and unanimously approved. The article is as follows: To see if the Town will vote to appropriate a sum of money and such additional funds as may become available from the Commonwealth's Department of Transportation, Chapter 90 Bond Issue proceeds, to be used by the Department of Public Works for the repair and maintenance of Town roads in conformance with MGL and further to see if the Town will vote to meet said

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appropriation by borrowing and to authorize the Treasurer/Collector, with approval of the Board of Selectmen, to issue bonds or notes of the Town therefor in anticipation of the receipt of said State Aid; or take any other action relative thereto.

ARTICLE 7: (Board of Selectmen)

A motion to approve the proposed article 7 as noted below was made by Chris Thompson, seconded by Jim Barron and unanimously approved. The article is as follows: To see if the Town will vote to authorize the Treasurer/Collector to enter into a compensating balance agreement or agreements for FY 2017, pursuant to Chapter 44, Section 53F of the M.G.L.; or take any other action relative thereto.

ARTICLE 8: (Playground & Recreation Commission)

A motion to approve the proposed article 8 as noted below was made by Jim Barron, seconded by Steve Gogolinski and unanimously approved. The article is as follows: To see if the Town will vote to reauthorize a revolving account pursuant to M.G.L. Chapter 44, Section 53E 1/2 for the Playground & Recreation Commission, to which account shall be credited any grants, donations, program user fees and fund raising proceeds received by said Commission and from which funds may be expended by said Commission to maintain the Town's playgrounds and recreation fields, to make improvements thereto and to purchase, lease or rent equipment and support facilities for programs and activities taking place thereon provided, however, that the total amount which may be expended from the account in FY 2017 is \$20,000; or take any other action relative thereto.

ARTICLE 9: (Board of Health)

A motion to approve the proposed article 9 as noted below was made by Chris Thompson, seconded by Bob Brochu and unanimously approved. The article is as follows: To see if the Town will vote to reauthorize a revolving account pursuant to MGL Chapter 44 Section 53E ½ for the Northbridge Board of Health to receive funds received from food related permit fees, plan reviews, and non-compliance fees and to authorize the Northbridge Board of Health to spend these funds to carry out the duties of the Board of Health including but not limited to inspections, plan reviews, purchasing of supplies and any other administrative related costs, provided, however, that the maximum amount of money that can be expended from the account for FY 2017 is \$20,000; or take any other action relative thereto.

ARTICLE 10: (Board of Health)

A motion to approve the proposed article 10 as noted below was made by Chris Thompson, seconded by Bob Brochu and unanimously approved. The article is as follows: To see if the Town will vote to reauthorize a revolving account pursuant to MGL Chapter 44 Section 53E ½ for the Northbridge Board of Health to receive funds from the sale of compost site stickers and to authorize the Northbridge Board of Health to spend these funds to carry out the duties of the Board of Health including but not limited to the salary of the compost site monitor, the purchase of supplies and any other administrative related costs, provided, however, that the maximum amount of money that can be expended from the account for FY 2017 is \$10,000; or take any other action relative thereto.

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ARTICLE 11: (Board of Selectmen)

A motion to approve the proposed article 11 as noted below was made by Chris Thompson, seconded by Bob Brochu and unanimously approved. The article is as follows: To see if the Town will vote to amend the votes taken under Article 3 of the 2015 Spring Session of the Annual Town Meeting (May 5, 2015), and under Article 2 of the 2015 Fall Session of the Annual Town Meeting (October 27, 2015), appropriations and transfers under the Omnibus Budget Article, by transferring a sum of money in the amount of \$24,750 to the Compensated Absences Fund; or take any other action relative thereto.

ARTICLE 12: (Board of Selectmen)

A motion to approve the proposed article 12 as noted below was made by Chris Thompson, seconded by Bob Brochu and unanimously approved. The article is as follows: 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 undesignated fund balance (free cash), and/or transfer from the Stabilization Fund a sum of money in the amount of \$25,000 for the Compensated Absences Fund for FY 2017; or take any other action relative thereto.

ARTICLE 13: (Board of Selectmen)

A motion to approve the passing over of the proposed article 13 as written was made by Bob Brochu, seconded by Chris Thompson and unanimously approved. The article is as follows: To see if the Town will vote to raise and appropriate and/or amend the votes taken under Article 3 of the 2015 Spring Session of the Annual Town Meeting (May 5, 2015), and under Article 2 of the 2015 Fall Session of the Annual Town Meeting (October 27, 2015), appropriations and transfers under the Omnibus Budget Article, by transferring a sum of money to the Stabilization Fund; or take any other action relative thereto.

ARTICLE 14: (Board of Selectmen)

A motion to approve the proposed article 14 as written was made by Steve Gogolinski, seconded by Chris Thompson and unanimously approved. The article is as follows: To see if the Town will vote to transfer a sum of money in the amount of \$45,000 from the Pine Grove Cemetery Trust to fund operations of the Pine Grove Cemetery for FY 2017 beginning July 1, 2016 and ending on June 30, 2017, said funds to be expended under the direction of the Director of Public Works; or take any other action relative thereto.

ARTICLE 15: (Board of Selectmen)

A motion to approve the proposed article 15 as written was made by Jim Barron, seconded by Chris Thompson and unanimously approved. The article is as follows: To see if the Town will vote to appropriate and transfer a sum of money in the amount of \$39,213 from the Town Building Maintenance Fund, established pursuant to Chapter 438 of the Acts of 2012, for maintenance of Town-owned buildings and facilities in Fiscal Year 2017; or take any other action relative thereto.

ARTICLE 16: (Board of Selectmen)

A motion to approve the proposed article 16 as written was made by Chris Thompson, seconded by Jim Barron and unanimously approved. The article is as follows: To see if the Town will vote

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to accept the provisions of G.L. c. 64L, §2 authorizing the imposition of a local sales tax in the statutory amount of .75% on the sale of restaurant meals originating within the Town, such tax to take effect January 1, 2015; or take any other action relative thereto.

ARTICLE 18: (Board of Selectmen)

A motion to approve the proposed article 18 as written was made by Steve Gogolinski, seconded by Jim Barron and unanimously approved. The article is as follows: To see if the Town will vote to raise and appropriate, and/or borrow, and/or transfer from available funds in the Treasury, or any combination thereof, a sum of money in the amount of \$100,000 from Free Cash and the additional borrowing of \$75,000 for the purpose of funding the repair and renovation of the Great Hall including design, preparation of bid documents, construction oversight and all other associated costs, said funds to be expended under the direction of the Board of Selectmen and/or the Building, Planning & Construction Committee; or take any other action relative thereto.

ARTICLE 19: (Planning Board)

A motion to approve the proposed article 19 as written was made by Chris Thompson, seconded by Jim Barron and unanimously approved. The article is as follows: To see if the Town will vote to accept as a public way, the remaining portion of Fairway Drive [Shining Rock Golf Community] as heretofore laid out by the Board of Selectmen, a copy of which layout is on file with the Office of the Town Clerk, and further authorize the Board of Selectmen, in the name and behalf of the Town, to acquire by purchase, eminent domain, gift or otherwise, easements in said way for the purpose for which public ways are used in the Town; or take any other action relative thereto.

ARTICLE 20: (Planning Board)

A motion to approve the proposed article 20 as written was made by Chris Thompson, seconded by Bob Brochu and unanimously approved. The article is as follows: To see if the Town will vote to amend Zoning Bylaw Chapter 173 Section 173-12 [Table of Use Regulations] as follows: "Stores usually selling a combination of 2 or more of the following: dry goods, apparel and accessories, furniture and home furnishings, small wares, hardware and food" by-right (P) within the B-2 Zoning District whereas such use is currently allowed by special permit (S), as follows:

USE	ZONING DISTRICT											
	R-1	R-2	R-3	R-4	R-5	R-6	B-1	B-2	B-3 (1)	I-1	I-2	H
Retail and Service:												
Stores usually selling a combination of 2 or more of the following: dry goods, apparel and accessories, furniture and	--	--	--	--	--	--	P	S-P	P	S (3)	S (3)	--

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home furnishings, small wares, hardware and food <i>[Amended 10-23-2007 ATM, Art. 12]</i>												
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ARTICLE 21: (Planning Board)

A motion to approve the proposed article 21 as written was made by Chris Thompson, seconded by Bob Brochu and unanimously approved. The article is as follows: To see if the Town will vote to amend Zoning Bylaw Chapter 173 Section 173-12 [Table of Use Regulations] by designating "Establishments primarily selling food and drink for home preparation and consumption or on its premises" by-right (P) within the B-2 and B-3 Zoning Districts whereas such use is currently allowed by special permit (S), as follows:

USE	ZONING DISTRICT											
Retail and Service:	R-1	R-2	R-3	R-4	R-5	R-6	B-1	B-2	B-3 (1)	I-1	I-2	H
Establishment primarily selling food and drink for home preparation and consumption or on its premises <i>[Amended 10-23-2007 ATM, Art. 12]</i>							P	S-P	S-P	S (3)	S (3)	--

ARTICLE 22: (Planning Board)

A motion to approve the proposed article 22 as written was made by Chris Thompson, seconded by Bob Brochu and unanimously approved. The article is as follows: To see if the Town will vote to amend Zoning Bylaw Chapter 173 Section 173-12 [Table of Use Regulations] by designating "Miscellaneous business offices and services" by-right (P) within the B-2 Zoning District whereas such use is currently allowed by special permit (S), as follows:

USE	ZONING DISTRICT											
Retail and Service:	R-1	R-2	R-3	R-4	R-5	R-6	B-1	B-2	B-3 (1)	I-1	I-2	H

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Miscellaneous business offices and services <i>[Amended 10-23-2007 ATM, Art. 12]</i>	--	--	--	--	--	--	P	SP	P	S (3)	S (3)	--
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ARTICLE 23: (Planning Board)

A motion to approve the proposed article 23 as written was made by Chris Thompson, seconded by Bob Brochu and unanimously approved. The article is as follows: To see if the Town will vote to amend Zoning Bylaw Chapter 173 Section 173-12 [Table of Use Regulations] by designating "Office for administrative, executive, professional, sales and other similar uses" by-right (P) within the B-1, B-2 and B-3 Zoning Districts whereas such use is currently not permitted (--), as follows:

USE	ZONING DISTRICT											
Retail and Service:	R-1	R-2	R-3	R-4	R-5	R-6	B-1	B-2	B-3 (1)	I-1	I-2	H
Office for administrative, executive, professional, sales and other similar uses <i>[Amended 2-21-2012 STM, Art. 3]</i>	--	--	--	--	--	--	--P	--P	--P	S	P	S

ARTICLE 24: (Planning Board)

A motion to approve the proposed article 24 as written was made by Chris Thompson, seconded by Bob Brochu and unanimously approved. The article is as follows: To see if the Town will vote to amend Section 173-4 by extending the Business-Two (B-2) Zoning District along Church Street to include the Assessor Map 14 Parcel(s) 162 & 160, the former Milford Regional Medical Center located at 18 & 28 Granite Street; the subject property is currently included in the Residential-Three (R-3) Zoning District. See NbridgeGIS data layer illustration(s) attached; or take any other action relative thereto.

ARTICLE 25: (School Committee)

Dr. Catherine Stickney, Superintendent of Schools, Town of Northbridge Public Schools and Michael Lebrasseur - Chairperson - Town of Northbridge School Committee discussed a proposal to approve the expenditure in the amount of roughly \$775,000 a feasibility study for the replacement of the W. Edward Balmer Elementary School located at 21 Crescent Street, in

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Whitinsville, Massachusetts and as further described as parcels 138 (21.04 ac.) & 141 (9.04 ac.) on the Town of Northbridge Assessors' Map 7. The town would be eligible for a 57% reimbursement of the feasibility study amount of \$775,000 or roughly \$441,750 for a total net outlay of approximately \$333,250.

Since the detail of the expenditures was not readily available; the Finance Committee would first obtain and review the details and vote on the proposed article at the next Finance Committee meeting; scheduled for Wednesday, April 6, 2016.

The article is as follows: To see if the Town will vote to appropriate, borrow or transfer from available funds an amount of money to be expended under the direction of the School Building Committee for the costs of a feasibility study relating to the replacement of the W. Edward Balmer Elementary School located at 21 Crescent Street, in Whitinsville, Massachusetts and as further described as parcels 138 (21.04 ac.) & 141 (9.04 ac.) on the Town of Northbridge Assessors' Map 7, for which feasibility study the Town may be eligible for a grant from the Massachusetts School Building Authority, with the understanding that the MSBA's grant program is a non-entitlement, discretionary program based on need, as determined by the MSBA, and any costs the Town incurs in connection with the feasibility study in excess of any grant approved by and received from the MSBA shall be the sole responsibility of the Town; or take any other action relative thereto.

ARTICLE 26: (Petition)

A motion to approve the proposed article 26 as written was made by Chris Thompson, seconded by Jim Barron and unanimously approved. The article is as follows: To see if the Town will vote to raise and appropriate or transfer from available funds, a sum of money not to exceed \$14,000 for the purpose of purchasing a LUCAS CPR Device for use by the Northbridge Fire Department; or take any action relative thereto.

ARTICLE 27: (Petition)

A motion to approve the proposed article 27 as written was made by Steve Gogolinski, seconded by Chris Thompson and unanimously approved. The article is as follows: To see if the Town will vote to amend the Northbridge Zoning Bylaw, Article II (Definitions), §173-2B, by inserting the following defined term:

Contractor's Yard: Premises, other than a construction site on which a building permit is in force, used by a building or construction contractor or subcontractor, or any other tradesman or landscaper, principally for storage of equipment and supplies, fabrication of subassemblies, and parking of equipment used by such contractor, subcontractor, other tradesman or landscaper, whether conducted inside or outside of a building; or take any other action relative thereto.

ARTICLE 28: (Petition)

A motion to approve the proposed article 28 as written was made by Chris Thompson, seconded by Jim Barron and unanimously approved. The article is as follows: To see if the Town will vote to amend the Northbridge Zoning Bylaw, Article V (Use Regulations), §173.12, by inserting the following in the Table of Use Regulations:

Use

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Wholesale and Manufacturing:	R-1	R-2	R-3	R-4	R-5	R-6	B-1	B-2	B-3	I-1	I-2	H
Contractor's Yard	--	--	--	--	--	--	--	S	S	S	S	--

Or take any other action relative thereto.

ARTICLE 29: (Petition)

A motion to approve the proposed article 29 as written was made by Chris Thompson, seconded by Jim Barron and unanimously approved. The article is as follows: To see if the Town will vote to amend the Northbridge Zoning Bylaw, Article VIII (Off-Street Parking and Loading), §173-27C, by inserting the following in the Table of Off-Street Parking Standards under the category "Industrial and institutional":

Contractor's Yard 1 per 750 square feet of nfs

Or take any other action relative thereto.

ARTICLE 30: (Petition)

A motion to approve the proposed article 30 as written was made by Chris Thompson, seconded by Jim Barron and unanimously approved. The article is as follows: To see if the Town will vote to accept the donation of approximately 127 acres of open space land located off of Hill Street and Prospect Street, in and around the subdivision known as "The Hills at Whitinsville"; or take any other action relative thereto.

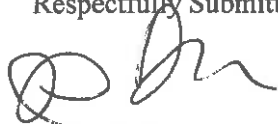
Future Meetings

The next meeting of the Finance Committee will be held on April 6, 2016 at 6:00PM. At this meeting the Finance Committee to vote positions on warrant articles. In particular the Finance Committee will vote on Articles 2, Article 17 and Article 25.

Adjournment

Since no further business was to be transacted, a motion to adjourn at 7:28 PM was made by Chris Thompson, seconded by Jim Barron and unanimously approved.

Respectfully Submitted,



James P. Barron

Clerk

Town of Northbridge Finance Committee