



James M. Kreidler, Jr.
Town Administrator

OFFICE OF THE BOARD OF SELECTMEN

Wayne Miller, Chairman
Veronica Kell, Vice Chairman

SELECTMEN'S MEETING MINUTES FOR NOVEMBER 23, 2020 AT 6:00 P.M.

JOINT MEETING WITH THE FINANCE COMMITTEE

Governor Baker declared a State of Emergency to respond to COVID-19 on March 10, 2020 and ordered a suspension of certain provisions of the Open Meeting Law M.G.L. c. 30A, s 20.

The Board of Selectmen closed the town offices, including boards and committee meetings consistent with the Governor's order, to public access to promote social distancing and reduce the spread of COVID-19.

Time: Nov 23, 2020 06:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/85818927203?pwd=QjdiSkJLVWJQbGZGdkJNcTU2U0NRQT09>

Meeting ID: 858 1892 7203

Passcode: 473181

One tap mobile

+13126266799,,85818927203#,,,,,0#,,473181# US (Chicago)

+19292056099,,85818927203#,,,,,0#,,473181# US (New York)

Dial by your location

+1 312 626 6799 US (Chicago)

+1 929 205 6099 US (New York)

+1 301 715 8592 US (Washington D.C)

+1 346 248 7799 US (Houston)

+1 669 900 6833 US (San Jose)

+1 253 215 8782 US (Tacoma)

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I. PRELIMINARIES - VOTES MAY BE TAKEN:

1.1 WM called the remote meeting to order.

Roll call vote showed 2 members present: Wayne Miller, Chairman (WM) and Veronica Kell, Vice-Chairman (VK)

There was no quorum of the Finance Committee. Steve Sheldon (Finance Committee Member) was present.

- 1.2 Pledge of Allegiance
- 1.3 WM announce the meeting is being tape recorded.
- 1.3 Chairman's Additions or Deletions (none)
- 1.4 Public Comment Period (none)

II. BUDGET SUMMIT

2.1 Town Administrator-

- Introduction of Finance Team
- Mr. Kreidler introduced the Finance Team: Lauri Plourde (Accountant), Anna Noyes (Treasurer/Collector) and Vicki Tidman (Assessor)
- Budget Policy Overview and Timelines
Mr. Kreidler reviewed the five-year plan with the estimated revenues/expenditures with the Board (see attached). Mr. Kreidler reviewed the presumptions developed by the Collins Center, noting for FY22 there is a projected deficit of \$5,000.00. Mr. Kreidler explained how the revenues are calculated to include local aid, real estate, new growth, excise, and other receipts.
- Five Year Financial Forecasting Tool Overview
Mr. Kreidler explain how the forecasting tool is used, noting the Collins Center built in the percentage of growth that should be used in forecasting (see attached 5-year projection)
- FY20 Year to date update
Lauri Plourde, Accountant reviewed the projected deficit for FY21 with the Board due to reduced receipts for COVID. Ms. Plourde informed the Board there may be a small amount of free cash. Anna Noyes, Treasurer/Collector explained all committed have been sent out and collections are on target. Vicki Tidman, Assessor clarified how the commitment is done noting it is by calendar year not fiscal year.
- FY21 Assumptions moving forward
Absent clarity from the State there is an unknown in terms of what the budget looks like. Mr. Kreidler summarized the trend with the state projections and reductions of receipts tends be of some concern. Mr. Kreidler stated there is a 3% increase for the schools built into the budget however the school in the past few years has received a higher percentage which does not allow for increases in the town budget. Mr. Kreidler explained the town is able to increase its revenues by approximately \$500,000 per year but for the last 4 years the school has been receiving nearly all new revenues. Mr. Kreidler relayed there is none left for the town with increased costs such as health insurance. The employees have not received an increase in two years. Lauri Plourde, Accountant express concern the schools have been taking almost every dollar of revenue the town can raise each year and with local aid going down over the next few years it is cause for concern without the inability to raise the receipts.
- Open Discussion and Questions
- VK inquired if Capital Planning members have been appointed as the process should start in October. Mr Kreidler explained Capital is funded with free cash and that is an unknown. "VK stated that the MMA recommends that 10-15% of a town's budget be devoted to Capital expenditures. VK and WM asked that the Capital Planning Committee be appointed. JK will look into this for the next meeting." VK asked when the Selectmen talk to set priorities for the next fiscal year. WM noted that Pepperell will be pushing back

on school budget this year as well. Lyn Pinkerton asked if the finance committee will be getting a report when we receive them. JK noted they will.

- Discussion and seek direction from the Board of Selectmen re: FY22 budget memo
The Board to continue discussion at the next Selectmen's meeting.

III. Selectmen Minutes Approval

VK moved to accept the open meeting minutes for June 30, 2020, July 7, 2020, July 14, 2020, July 21, 2020, July 25, 2020, August 4, 2020, August 18, 2020, September 1, 2020, September 15, 2020, October 6, 2020, October 19, 2020, and October 20, 2020 as updated by Selectmen Kell. WM seconded. Unanimous vote.

Mr. Kreidler to release the minutes for the open meeting law complaint.

Executive session minutes for June 9, 2020, June 23, 2020, September 15, 2020 and September 24, 2020.

JK stated the June 9, 2020 executive session minutes could be release with redactions for the union negotiations.

VK move to accept the executive session minutes for June 9, 2020 and release them with the redactions of the union contact discussion. WM seconded. VK abstained. WM (YES)

VK moved to accept the minutes June 23, 2020 and release with the redactions of the Town Administrator section. WM seconded. VK edited WY to WM. VK abstained. WM (YES)

VK moved to accept the executive session minutes for September 15, 2020 and hold the minutes because the privilege has not yet expired. WM seconded. Unanimous vote

VK moved to accept the executive session minutes for September 24, 2020 and hold the minutes because the privilege has not yet expired. WM seconded. Unanimous vote

The Board to meet on December 8th and 22nd. Mr. Kreidler to schedule executive session for union negotiations.

IV. EXECUTIVE SESSION

VK moved to enter executive session pursuant to GL c. 30A, s. 21(a)(3) To discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining or litigating position of the public body and the chair so declares re: Fire Union and to adjourn from executive session. The Chair so declared. WM seconded. WM (YES) and VK (YES)

V. ADJOURNMENT:

For detailed discussion please click here: <https://youtu.be/Xf7otd-fzig>

Respectfully submitted by,


Carolyn Smart

Executive Assistant to the Town Administrator

Meeting Minutes for November 23, 2020 approved on 2/16, ²⁰²¹2020.

For detailed discussion: <https://youtu.be/Xf7otd-fzig>