

**Board of Selectmen with Finance Committee
July 13, 2010 Meeting Minutes**

Select Board members present: Al Springer, and J. April Stein (arrived at 7:30 PM.) **Absent:** Chairman Elaine Puleo,
Finance Committee members present: Chairman Patrick Callahan and members: William “Bill” Wells, Rus
Wilson, George Arvanitis, and Lori Tuominen. **Absent:** Marie “Weezie” Houle, and Gary Hirshfield.
Also present: Town Administrator Rebecca Torres and Administrative Secretary Leslie Bracebridge.

Meeting opened at 7:00 PM

Topics

1. Year-end Transfers:

- Sources of FY 11 Free Cash:
 - \$55,000 from a one-time tax property sale.
 - Return of expenditure balances is conservatively \$140,000; it could be higher.
- Coupled with the \$489,892 in unused FY 10 Free Cash, it is estimated that the certified free cash for FY 10 will come in between \$700,000 and \$750,000.
- Free cash combined with the \$332,638 in Stabilization (includes the May 1, 2010 Annual Town Meeting addition of \$30,000) will bring the town’s total cash in at over \$1,000,000.
- Encumbrances and carry-overs on the FY 10 budget are conservatively over \$200,000 (including such things as the solar panels, the up-coming audit, some legal fees and other outstanding bills.)
- A number of tests still need to be covered from the \$45,000 in the Hazardous Waste Clean-up line making it closer to \$40,000 in reality.
 - That line will take a big hit when the hazardous soil digging starts.
 - The line is being used cautiously as there will be final reports and closeout activity.
 - The \$40,000 will be needed if digging under the fire station is required.
 - The final “cherry sheet” figures are out but Shutesbury has no entries for Charter School Expenses. The figures are \$12,000 down from the earlier estimated cherry sheets. Becky will call DOR to try to resolve the issue.
- If the 3% sales tax is approved in November, local aid will get slashed mid-year.

The Finance Committee unanimously voted to rescind their reserve fund transfer vote of June 22 and in its place approve revised reserve fund transfer amounts of:

**\$1,388.89 for the Town Administrator’s salary line,
\$3083.15 for elementary school transportation,
\$2,769.95 for snow removal expenses, and
\$7,916.20 for health insurance for a total of
\$15,158.19.**

The Finance Committee unanimously voted to approve other account transfers of:

**\$ 466.16 from police department operating to police cruiser maintenance,
\$5,000.00 from Amherst-Pelham Regional school line to elementary school transportation,
\$5,000.00 from snow removal wages to snow removal expenses,
\$4,941.00 from veteran’s benefits to veteran’s programs, totaling
\$15,412.03.**

The Select Board unanimously voted to approve the same other account transfers of:

**\$ 466.16 from police department operating to police cruiser maintenance,
\$5,000.00 from Amherst-Pelham Regional school line to elementary school transportation,
\$5,000.00 from snow removal wages to snow removal expenses,
\$4,941.00 from veteran’s benefits to veteran’s programs, totaling
\$15,412.03.**

**The combined approved reserve fund transfers: \$15,158.19
and other account transfers: \$15,412.03
totaled: \$30,570.22.**

Regionalization Study Committee's June 29 final report and meeting in Amherst:

- Leverett does not want to change from Union 28 and is not forming a study committee.
- Shutesbury is open-minded to change and has a study committee.
- Pelham has a study committee but hasn't reached a conclusion.
- Amherst has no committee and wants to regionalize.

Outcome of the meeting: Each town will decide what it prefers to do in-house and send that information back to the region through each regional school committee representative. The Amherst-P Regional School Committee will decide whether or not to create a new regionalization study committee.

- There is a push to get something useable in the near future.
- The report recommends going forward; it has more details than the Power Point presentation.
- Some of the better ideas didn't relate to the regional school, so how do you propose them to the region?

Discussion:

- Becky sees a committee made of three or four members of various boards from each of the towns.
- The committee needs to be more autonomous.
- Shutesbury's model study committee helps free up the thinking beyond the elementary school.
- The report only focused on the administrative costs. We need something more dramatic than the 2% savings of the administration costs.
- And maintain quality education for Shutesbury's children.
- People resist change. There has to be change.
- Shutesbury's study committee will bring in experts in the field.
- It's the amount of money that goes to salaries that costs, we need to stop giving out step raises an addition to the 3% raises.
- Towns balance budgets on the backs of teachers at the expense of kids.
- It's a complicated issue.
- 60% of the town's budget is spent on education.
- When Becky was first on the Finance Committee, there was no state aid. Now the town is "hooked" on state aid, receiving almost \$600,000 for the elementary school every year.

2. The unleaded gas pump at the Highway Department leaks during use. Repaired or replace?:

- The current "Gas Boy" pump is no longer made and no replacement parts are available.
- \$700 has already been spent trying to repair it.
- Additional repairs of between \$1300 and \$1,500 are needed.
- A new pump and pedestal would cost between \$6,000 and \$8,000.
- A meter that measures gas use by each department is not in use right now because it doesn't fit the current pump.
 - i. Previous town audits state that such a meter is desirable.
 - ii. A new pump could be selected to match the available meter.
- Funds could come from Finance Committee reserves or from a future town meeting vote.
- A solution is needed as soon as possible.
- Estimates on repair and/or replacement will be in tomorrow.
- Becky will talk more with the Highway Superintendent and the Fire Chief tomorrow.
- The proposed replacement pump is a commercial grade pump as opposed to "farm-grade".
 - i. Do we need a commercial grade pump for just the Highway pick-up and the Police and Fire Chiefs' vehicles?
 - ii. All the other vehicles (trucks) use the diesel pump, which is working fine.
 - iii. Not much research has been done into prices of other smaller "farm-grade" units.
- Could a used pump be found on Ebay or elsewhere?

Conclusion:

1. **More information is needed.**
2. **The last thing wanted is another gas spill.**
3. **The danger of combustion is not an issue as the vehicles that would use it are currently being refilled at area gas stations until the pump is repaired or replaced.**

Selectmen unanimously voted to authorize use of the Town Hall lower level Select Board meeting room by a Parkinson's Support Group on Fridays between 1 and 2:30 PM.

The next Finance Committee meeting will be Tuesday September 7th (skipping August and otherwise in keeping with the regular first Tuesday of the month schedule.)

Though committee reorganization for the coming year was on the Finance Committee agenda for tonight, in the absence of "Weezie" and Gary, **Patrick volunteered to stay on as Finance Committee Chairman through September, at which time the committee will reorganize its officers for the coming year.**

The next Select Board meeting will be Tuesday July 20.

The meeting adjourned at 8:40 PM

Documents used by participants of this meeting included:

1. **Year end transfers July 13, 2010**
2. **Commonwealth of Massachusetts Department of Revenue FY2011 NOTICE TO ASSESSORS OF ESTIMATED RECEIPTS General Laws, Chapter 58, Section 25A SHUTESBURY and**
3. **Commonwealth of Massachusetts Department of Revenue FY2011 NOTICE TO ASSESSORS OF ESTIMATED CHARGES General Laws, Chapter 59, Section 21 SHUTESBURY**
4. **Sources of FY 11 Free Cash from FY 10 – dated 7/13/10**
as attached below.

Respectfully submitted,

Leslie Bracebridge
Administrative Secretary

SHUTESBURY

A. EDUCATION:

Distributions and Reimbursements:

1. Chapter 70	568,831
2. School Transportation <i>Chs. 71, 71A, 71B and 74</i>	
3. Retired Teachers' Pensions <i>Ch. 32, s. 20 (2) (c)</i>	
4. Charter Tuition Reimbursements <i>Ch. 71, s. 89</i>	

Offset Items – Reserve for Direct Expenditure:

5. School Lunch <i>1970, Ch. 871</i>	639
6. School Choice Receiving Tuition <i>Ch. 76, s. 12B, 1993, Ch. 71</i>	
Sub-Total, All Education Items	569,470

B. GENERAL GOVERNMENT:

Distributions and Reimbursements:

1. Unrestricted General Government Aid	143,436
2. Local Share of Racing Taxes <i>1981, Ch. 558</i>	
3. Regional Public Libraries <i>Ch. 78, s. 19C</i>	
4. Police Career Incentive <i>Ch. 41, s. 108L</i>	290
5. Urban Renewal Projects <i>Ch. 121, ss. 53-57</i>	
6. Veterans' Benefits <i>Ch. 115, s. 6</i>	7,944
7. Exemptions: Vets, Blind, Surviving Spouses & Elderly <i>Ch. 58, s. 8A; Ch. 59 s. 5</i>	6,352
8. State Owned Land <i>Ch. 58, ss. 13-17</i>	11,177

Offset Item - Reserve for Direct Expenditure:

9. Public Libraries <i>Ch. 78, s. 19A</i>	1,998
Sub-Total, All General Government	171,197

C. TOTAL ESTIMATED RECEIPTS, FISCAL 2011

740,667

SHUTESBURY**A. County Assessments:**

1. County Tax: <i>Ch. 35, ss. 30, 31</i>	<u>0</u>
2. Suffolk County Retirement <i>Ch. 61, Acts of 2009, s. 10</i>	<u>0</u>
Sub-Total, County Assessments	<u>0</u>

B. STATE ASSESSMENTS AND CHARGES:

1. Retired Employees Health Insurance <i>Ch. 32A, s. 10B</i>	<u> </u>
2. Retired Teachers Health Insurance <i>Ch. 32A, s. 12</i>	<u> </u>
3. Mosquito Control Projects <i>Ch. 252, s. 5A</i>	<u> </u>
4. Air Pollution Districts <i>Ch. 111, ss. 142B, 142C</i>	<u>491</u>
5. Metropolitan Area Planning Council <i>Ch. 40B, ss. 26, 29</i>	<u> </u>
6. Old Colony Planning Council <i>1967, Ch. 332</i>	<u> </u>
7. RMV Non-Renewal Surcharge <i>Ch. 90; Ch. 60A</i>	<u>1,080</u>
Sub-Total, State Assessments	<u>1,571</u>

C. TRANSPORTATION AUTHORITIES:

1. MBTA <i>Ch. 161A, ss. 8-9; 1974, Ch. 825, ss. 6-7</i>	<u> </u>
2. Boston Metro. Transit District <i>1929, Ch. 383; 1954, Ch. 535</i>	<u> </u>
3. Regional Transit <i>Ch. 161B, ss. 9, 10, 23; 1973, Ch. 1141</i>	<u>52</u>
Sub-Total, Transportation Assessments	<u>52</u>

D. ANNUAL CHARGES AGAINST RECEIPTS:

1. Special Education <i>Ch. 71B, ss. 10, 12</i>	<u> </u>
2. STRAP Repayments <i>1983, Ch. 637, s. 32</i>	<u> </u>
Sub-Total, Annual Charges Against Receipts	<u> </u>

E. TUITION ASSESSMENTS:

1. School Choice Sending Tuition <i>Ch. 76, s. 12B, 1993, Ch. 71</i>	<u>20,000</u>
2. Charter School Sending Tuition <i>Ch. 71, s. 89</i>	<u> </u>
3. Essex County Technical Institute Sending Tuition <i>1998, Ch. 300, s. 21</i>	<u> </u>
Sub-Total, Tuition Assessments	<u>20,000</u>

F. TOTAL ESTIMATED CHARGES, FISCAL 201121,623

For additional information about how the estimates were determined and what may cause them to change in the future, please click on the following link: [Local Aid Estimate Program Summary](#).

Released July 1, 2010

**Sources of FY11 Free Cash
from FY 10**

**7.13.1
0**

Return of Expenditure Balances	\$140,000
Excess Revenue Raised	\$85,000
Unused FY 10 Free Cash 12.6.09	\$489,892
Deficits that impact Free Cash	\$0

Estimated FY 11 Certified Free Cash	\$714,892
-------------------------------------	-----------

Please note excess revenue the bulk is as follows:

Tax Title (Purchase of Auction)	\$55,000	
Other	\$13,000	
Supplemental and Tax Liens	\$17,000	
As part of Excess Revenue		\$85,000

Stabilizaiton	
4.21.10	\$332,638
Annual TM Art. 10	<u>\$30,000</u>
Balance 7/1/10	\$362,638

ESTIMATED RESERVES 7/1/10	
Free Cash	\$714,892
Stabilization	\$362,638
Total	\$1,077,530