



# Town of Acton Finance Committee Meeting Minutes

Date: May 22<sup>nd</sup>, 2018

Town Hall Room 204 7:30 pm

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Members in Attendance: Steve Noone, Jason Cole, Mike Majors, Roland Bourdon, Bob Evans (retiring), Dave Wellinohoff, Jeff Bergart, Christi Andersen, Thomas Farley, Sahana Purohit (associate), Christine Russell (associate, became full member)

Absent: none

Other: Brian McMullen, former members of the finance committee, Janet Adachi (BoS)

Called to order at 7:29

**Public Participation:**

none

**Membership Changes:**

Sahana Purohit joins as an associate member

Bob Evans steps down after 20 years on the committee. He has also served the town on the School Committee, Regionalization Study Committee, was chair of the Health Insurance Trust, and is a member of the school building committee for the Gate/Douglas Twin School.

Bob Evans expressed thanks and what an honor it has been to serve the community.

Finance committee alumni were present to thank Bob for his leadership and significant contribution to discussions.

With the retirement of Bob Evans, Christine Russell was elevated to a full member of the committee.

Jon Benson is taking over from Janet Adachi as BoS liaison to the Finance Committee.

**Election of New Officers:**

Jason Cole – Chair

Roland Bourdon – Vice Chair

Christi Andersen – Clerk

The slate was unanimously elected.

**Committee Assignments:**

The following Finance Committee members are liaisons with the committees listed below:

School Committee – Christine Russell

CPC – Roland Bourdon

Minuteman and Economic Development Committee – Mike Majors

Sewer – Dave Wellinghoff

Kelley’s Corner – Christi Andersen

Selectmen – Tom Farley and Jeff Bergart

Health Care Trust – Steve Noone

**Ideas for Projects/Studies for the Upcoming Year:**

Jeff Bergart recommends the following projects:

KPI – Choose 2 kinds of KPIs that reflect fiscal health and internal performance

PoV - Review the information included PoV and the Town Warrant. Consider including a comparison to other towns such as Concord provides in their Popular Annual Financial Report.

Audit management report review – Ask the town manager, town accountant, superintendent, and school district accountant to speak to the recommendations made in the most recent Management Letters provided by the auditors.

Trust Funds - Review trust funds identified in the town report as potential untapped sources of income.

Roland Bourdon recommends reviewing town owned vehicles –

How many do we need for town hall staff?

Do we use all of them?

Who is using them?

What do we get for old vehicles that are retired?

Bob Evans wonders if there would be savings in merging events and resources between the schools and the town in areas such as recreation. The arrival of a new town manager and a new superintendent at the same time might make this a good time to take on this project.

Christi Andersen proposes creating a centralized repository of expected upcoming expenses.

Mike Majors recommends:

Annual planning calendar - Show when the different parts of the budgets are worked on for the town and the school district, when quarterly reports are ready, and when warrant articles are due.

Mass Municipal Association and association of town finance committees – Review the training to see how other towns handle various issues and reporting. Christine says some of that is available in video form online

Steve Noone passes along a request that the committee present a breakdown of the tax rate into pieces for police, schools, etc. Jason says that this should be made into a slide in the PoV presentation.

Jason Cole reminds that people should start thinking about capital committees, the level of reserve use, and the use of reserves relative to capital deficit/deficiencies/planning.

Jeff Bergart requests a review of the legal status regarding ongoing and past lawsuits.

## **Committee Business**

### **Minutes:**

The minutes for April 24<sup>th</sup> are unanimously approved by all members who had attended. Tom Farley abstains.

The minutes for February 13<sup>th</sup>, March 12<sup>th</sup>, and March 27<sup>th</sup> are unanimously approved.

### **Committee Reports:**

School committee – Christine Russell

The School Committee has entered into an agreement to host a battery array above the senior high school parking lot. The array will smooth energy usage costs by filling the batteries at cheap times. EnerNOC will get 77% of the revenue from reselling electricity back to the grid and the district will get 23%. They estimate \$100k revenue from this project.

Bus stop policy about cul-de-sacs – The School Committee chose not to take action on the request to have busses enter the Adams St. cul-de-sac in spite of it being a dangerous intersection with regard to reported accidents. Jeff Bergart recommends a review of whether this creates a legal liability for the town.

Kelley's Corner – Christi Andersen

On May 15<sup>th</sup>, there was a design presentation to the public. Town members reviewed the current designs and learned about the costs and benefits, and reasons behind the various options. The public had expressed a desire to maintain green space and trees. There was also public support for the project continuing to move forward.

Train Station – Dave Wellinghoff

There was a review of the parking situation in the current lot and potential expansions. They are considering having a traffic flow study.

West Acton Sewer Advisory Committee – Dave Wellinghoff

The committee reviewed estimated use and assumptions. There was discussion about the proposed Twin school's potential use of the sewer system. Schedules need to be coordinated between school and any sewer building activity.

EDC – Mike Majors

On June 4<sup>th</sup> the Department of Land Use and the EDC will host a discussion about economic development in the town. They will be discussing what the local business community would like to see to make the process of entering and staying in business here be easier.

School Building Committee – Jason Cole

The owner's project manager has been hired. The project is in a holding pattern waiting for the designer to be chosen in collaboration with MSBA. With a designer hired, we can start perc testing and other steps to get started with siting and building.

Walker Property – Mike Majors

Things have been happening. An announcement will come.

**Committee Assignments:**

See above. Discussed after election of officers.

**Schedule:**

No announcement yet.

Meeting adjourned at 8:38.

Respectfully submitted,  
Christi Andersen  
Finance Committee Clerk