

Town of Warwick
Selectboard
April 16, 2019
Minutes

Members present: Lawrence Pruyne, James Erviti, Todd Dexter

Others present: Town Coordinator David Young, Town Clerk and Town Secretary Rosa Fratangelo, Highway Superintendent Larry Delaney, Finance Committee members Diana Noble, Laurette Crane and Clyde Perkins, Sr., Buildings and Energy Committee member Janice Kurkoski, Cemetery Commissioner Jim Toth, Moderator David Koester, Lucy Koester

I. Call to Order

Chair Pruyne called the meeting to order at 6:02 p.m. in the Town Hall.

The Finance Committee also called their meeting to order (*see Finance Committee minutes*)

II. Minutes

Dexter MOVED to accept the Selectboard minutes of March 18, 2019 and the 4-Towns Meeting of March 18, 2019 as printed. Erviti SECONDED. Motion CARRIED 2-0-1: Erviti and Dexter – AYE; Pruyne - ABSTAIN.

Dexter MOVED to accept the minutes of April 1, 2019 as printed. Pruyne SECONDED. Motion CARRIED 2-0-1: Pruyne and Dexter – AYE; Erviti - ABSTAIN.

The abstentions were due to that Selectboard member not being in attendance for the meeting.

III. Presentations and Discussions

1. **Appointments**—Young said that Jim Abels has agreed to serve on the Conservation Commission.

Pruyne MOVED to appoint Jim Abels to the Conservation Commission for a term to expire June 30, 2019. Dexter SECONDED. Motion CARRIED 3-0-0.

2. **Annual Town Meeting**—Young said that Article 5 may be moved as a slate of revolving funds. He explained that revolving funds are revenue neutral whereby funds must be deposited into an account before it can be expended. Young said that since the last meeting there have been no changes to any money articles. He noted that the School Assessments are divided into Articles 7 and 8 so that matters can be taken up

individually.

Young spoke about the omnibus budget and said that free cash should be around \$170,000.00. He explained that BMAG discovered that in two of the last four years the prior Accountant handled Stabilization funds incorrectly which artificially lowered our free cash. Young said that this is a one-time amount and recommended putting most of the additional \$70,000.00 towards future capital expenses. Young said to put at least \$50,000.00 into the Stabilization Fund would be best practice.

Finance Committee Chair Diana Noble listed some increases in various budgets, including \$600.00 in the Accountant budget, a total of \$1,000.00 in both the Fire Department and the Town Counsel budgets. She also pointed out a 12.2% total increase in the Police Department budget, which Noble said is due in part to the Police Chief's request for an additional three hours week for officers. She stated that the total Public Safety amount has increased by 14.7%. Young said the Ambulance assessment has gone up another \$6,000.00, which represents a 33.3% increase. Erviti wanted to know how this figure is arrived at.

Highway Superintendent Larry Delaney said that he had not adjusted actual line items for a few years because he has flexibility to use within his budget. He said that the FY 20 bottom line is virtually the same as FY 19, with a very small increase. Delaney noted that he will have unexpended funds in the wages and leave line item at the end of this fiscal year.

Young said that in the past the Selectboard has voted unexpended funds can be applied to snow and ice deficit reduction; there is currently a deficit of about \$55,000.00. Dexter said that the Highway Advisory Committee (HAC) would like to see a couple of the uninsulated garage doors replaced. Young said that a Stabilization article of \$4,000.00 for the doors can be added to the ATM warrant. There was a consensus of the Board to do this.

Erviti MOVED to transfer from the Wages and Leave line item an amount to eliminate all but \$17,000.00 of the snow and ice deficit. Dexter SECONDED. Motion CARRIED 3-0-0.

Noble said the Board of Health budget is increasing by \$1,000.00 due to more work for the BoH Clerk, who is paid an hourly rate and not a stipend. She noted Library maintenance has increased by \$600.00. Insurance and Benefits are up almost \$8,000.00 mostly due to retirement. Young said that there is a solid basis for the changes. Noble said that she would like to see some planning ahead for capital expenses. Dexter stated that our tax rate must be the same or less than FY 19, and that there can be no increase.

Pruyne said that he wanted to see more funds in Stabilization and not less.

The warrant articles were discussed, including painting the Library. Young gave a brief overview of the articles on the draft warrant.

COLA was discussed. Young said that a 3.5% increase for all employees would be about \$9,000.00. Pruyne said he preferred a 3% raise in compensation. Noble said that there is an upward pressure in salaries and per hour wages. She said it should be looked at closely and brought to a realistic level, perhaps 2% or 2.5%. Laurette Crane noted that people in the private sector do not receive COLA and don't get a raise unless they ask for it.

Dexter MOVED to recommend a 3.5% increase in compensation for Town employees. Motion FAILED for a Lack of a Second.

Dexter MOVED to recommend a 3% increase in compensation for Town employees. Pruyne SECONDED. Motion CARRIED 2-0-1: Pruyne and Dexter - AYE; Erviti – ABSTAIN.

- 3. Green Communities & Energy Planning Technical Assistance Opportunity—** Buildings and Energy Committee member Janice Kurkoski explained that we have a grant from the Department of Energy Resources to be used as needed for technical assistance and procurement services for projects funded by the grant at no cost to the Town. She said we can utilize up to \$9,500.00 worth of technical services which included clean energy planning that is not included under the Green Communities grant. Kurkoski noted that this could help the next Green Communities grant application which is due in March of 2020. FRCOG would be supplying the technical assistance.

Erviti MOVED to approve the MOA with FRCOG for Green Communities Technical Assistance. Dexter SECONDED. Motion CARRIED 3-0-0.

- 4. Authorize Coordinator to Handle FRCOG Fuel Bids—**Young said that the Board needed to vote an authorization for him to be able to handle the FRCOG fuel bids.

Erviti MOVED to authorize the Town Coordinator to bid and contract the FRCOG Fuel Bids. Dexter SECONDED. Motion CARRIED 3-0-0.

- 5. Cemetery Commission—**Cemetery Commissioner Jim Toth said that there has been one person mowing and trimming at the Warwick Cemetery, but the positions were initially set up separately. He said back in 2009 the trimmer was paid \$11.25 per hour. Toth stated that the Cemetery Commission has decided to use a second person for trimming, which is paid for from the Perpetual care fund. He said the Commission was looking for guidance for the pay-rate, which they want to be mid-range of the pay rates offered by surrounding towns. Dexter suggested tying the pay rate to minimum wage. Noble said that minimum wage is currently \$12.00 but will increase to \$12.75 on January 1, 2020. As this would fall in the middle of the fiscal year, she suggested going with \$12.75 for FY 20.

Erviti MOVED to authorize the Cemetery Commission to hire as needed a trimmer and/or mower. Dexter SECONDED. Motion CARRIED 3-0-0.

Dexter MOVED to authorize the Cemetery Commission to pay the mower operator an hourly rate of \$14.50 and the trimmer at \$12.75 per hour. Erviti SECONDED. Motion CARRIED 3-0-0.

- 6. Police Department —**Young said that Chief Shoemaker informed him and the Finance Committee that the cruiser needs its engine replaced. He noted that a used replacement engine is probably the best way to go, as we paid \$40-plus thousand dollars for the vehicle seven years ago. Noble said that she had asked Chief Shoemaker about a new warrantied motor and he had

said he did not think the vehicle was worth that expense. Young said that the most reasonable investment is a used replacement engine and pointed out that we are short on time. He suggested that the Police Chief come before the Finance Committee and request a Reserve Fund transfer, because the Reserve Fund is to be used for emergency or unanticipated expenditures.

7. Donation of an American Elm Tree by Greenfield Savings Bank—In celebration of its 150th anniversary, Greenfield Savings Bank has offered the gift of a GSB Sesquicentennial Elm Tree for Town Common. The donation includes planting and installation of a water bag by a tree service, which would likely take place in early May or in the Fall of this year.

Erviti MOVED to accept the donation of an American Elm Tree by Greenfield Savings Bank. Dexter SECONDED. Motion CARRIED 3-0-0.

8. Grant to Investigate a Regionalization of the Warwick and Wendell Police Departments—Erviti, as the Board member who requested this item be placed on the agenda, tabled the discussion until the next meeting.

9. Discussion of District Finances, Building Lease and Related Topics — Pruyne said that WCS Principal Elizabeth Musgrave has suggested the name be changed to Warwick Community School and School of the Arts. He said that he would continue discussing this revenue generation option with Principal Musgrave.

10. Discuss Establishment of a Publicity and Advertising Budget — Pruyne said that he wanted to have an advertising or public relations industry person come and discuss with the Board ideas and options for promoting Warwick. He noted that Eastern Massachusetts legislators have never heard of us and that it was high time more people become aware of all our town has to offer. Pruyne said he would try to find someone to come before the Board and discuss ways to promote the Town.

11. Selectboard Reports—There were no reports given at this meeting.

12. Coordinator Report— There was nothing to add to the written report.

13. New and Other Business Unanticipated at Time of Meeting Posting — None.

14. Public Comment—None.

Adjournment

Erviti MOVED to adjourn at 8:27 p.m. Dexter SECONDED. Motion CARRIED 3-0-0.

Documents consulted at this meeting:

*Draft Minutes of March 18, 2019 and April 1, 2019 Selectboard meetings

*DRAFT Minutes of the March 18, 2019 FOUR TOWNS Finance Committees and Selectboards

- *Coordinator Report dated April 11, 2019
- *Draft warrant articles for May 6, 2019 Annual Town Meeting
- *Draft spreadsheet for May 6, 2019 Annual Town Meeting Omnibus budget
- *Election Warrant for May 20, 2019 Town of Warwick Annual Town Election
- *Franklin County Regional Council of Governments (FRCOG) Memorandum of Understanding by and between FRCOG and the Town of Warwick for Regional Energy Planning Assistance
- *Letter from Greenfield Savings Bank to Warwick Town Clerk Rosa Fratangelo RE: gift of a GSB Sesquicentennial Elm Tree for the Town Common