

**Financial Matters Sub-Committee May 6, 2020
Minutes**

Members present: Christine Saulnier, Chair, James Broderick, Michael Kane, Thomas O'Connor, Mary McNally, Diane Bishop, Ryan Quimby, Kathleen Hill (ex-officio, non-voting)

The meeting was held by virtual participation (Zoom) and was called to order by Chris Saulnier at 10:12am.

The first item of discussion was review and approval of the minutes of April 22, 2020. No corrections were noted, and Jim moved to approve the minutes seconded by Mike. Voting YES were Saulnier, Broderick, O'Connor, Kane, and Bishop. Chris then recommended that approval of the April 29, 2020 Executive Session minutes as well as any future Executive session minutes should be held for approval once the final FY21 budget was submitted to the Council.

Health Director Aimee Petrosky and Deputy DPW Superintendent Tom Christensen were invited into the meeting to provide information on the Allen St. landfill closure project and the trash, waste/recycling contract. Aimee stated that a new contract with Republic Services was signed by the town manager effective July 1. Due to an increase of 1600 new households since the inception of the original contract and increases in prevailing wages, the overall cost of the contract will be increased. She also noted that beginning July 1 the Town will incur costs for removal and disposal of recycling materials attributable to the loss of global interest in these materials and as well as the loss in income previously generated by these sales. These costs will be \$93.50/ton in FY21, \$95.85/ton in FY22 and \$98.23/ton in FY23. A review of the duties and responsibilities of the Recycling Coordinator and the amount of grant monies received as a result of her efforts. These grant receipts offset the cost of the various recycling programs as well as the Coordinator's annual salary.

Tom Christensen gave an overview of the status of the Allen St. landfill closure project. The site has been closed since the late 1970's and has not been monitored in 14 years. When asked if the DEP might be willing to relax deadlines on the closure, Tom C. said he did not think an extended deadline would be granted. Future aspects of the project include water quality monitoring and the design and permitting phase, projected to cost approximately \$120,000. Tom O'Connor asked about the Somers Rd landfill and who was responsible for methane monitoring. Up until recently, the fire department had been conducting routine methane monitoring. With the onset of the COVID-19 health emergency and the increased workload of the fire department/ambulance service in responding to virus related transports, the DPW has taken over methane monitoring. Tom C. also noted that the monitoring device is not stable and should be housed indoors. He is investigating solutions to the upgrade of the methane counter, including SCADA (Supervisory Control and Data Acquisition) capacity allowing for 24/7 monitoring as well as moving the device inside a structure. Once these improvements are achieved, the methane monitoring of the Somers Rd project would be regarded more favorably by DEP.

Chris stated that after consulting with Diane Bishop in the projection of revenues and income for FY21, she is adding \$50,000 to the New Growth figure. The levy limit now is \$45,679,217 and the allowable levy limit will be \$46,234,165 with debt exclusions added into the calculation. She is suggesting that the Unrestricted General Government Aid be reduced by 14% (the same as other communities are doing). If revised, the new Total General Fund Sources figure will be \$65,297,007, thus an anticipated reduction of \$221,211 in local aid.

The committee reviewed the weekly income comparisons submitted by Treasurer/Tax Collector Dawn Fonte. Diane suggested reviewing page 3 of the FY20 ReCap Revenues to help gauge income projections. Currently Quarter 4 tax income received is at 92%. Dawn will join the May 20 meeting to give a detailed overview of revenue trends. Mary has also asked Dawn to reach out to the DOR or other financial forecasting agencies to guide with budget planning.

Chris suggested that the committee set a June 30 date to finish up the proposed FY21 budget with a target of submission to the Town Council by mid-July. Mary was hopeful that municipalities will have a better idea of the financial status of the Commonwealth as well as word from the State regarding proposed FY21 budgets at that

time. Chris and Jim asked if Olga Bones would be able to update the original General Fund Sources and Uses Summary provided to the committee on March 13, 2020. There was continued discussion as to the status department resubmittals at -5% and -10%. Mary indicated that currently 8 departments have employees that will be furloughed in various degrees based upon actual time being worked. Chris asked whether or not the School Department should be required to re-submit a budget that reflected 2% over the FY20 allocation. The consensus of the committee indicated that cuts needed to be shared by all departments and agreed that the Superintendent should be notified to submit a budget that was 2% above the FY20 allocation.

Chris noted that she and Jim would join the May 12 Town Council meeting to advise the Council on the work of the Finance Committee to date.

Tom made a motion to adjourn (seconded Mike). Voting YES to adjourn were members Saulnier, Broderick, Kane, O'Connor and Bishop. The meeting adjourned at 11:28 am

Respectfully submitted,
Kathleen Hill,
Ex-officio (non-voting)