

TOWN OF WRENTHAM  
COMMONWEALTH OF MASSACHUSETTS

REPORT AND RECOMMENDATIONS

of the

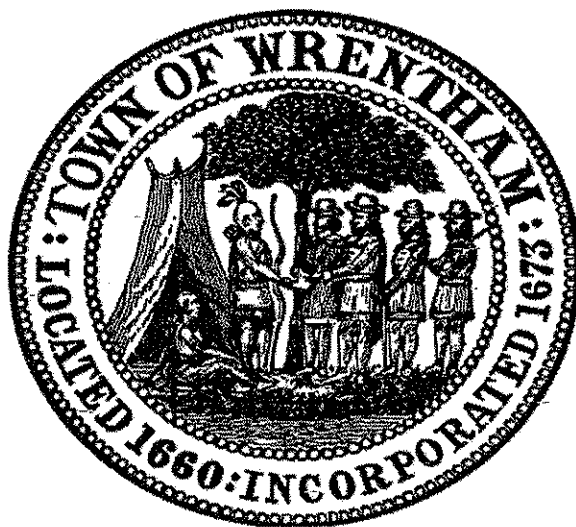
FINANCE COMMITTEE

for the

Special Town Meeting

**Monday, 14 November, 2011**

King Philip Regional High School  
Wrentham, Massachusetts



Submitted by the Wrentham Finance Committee  
Jerome McGovern, Chair; Sue Kost, Secretary;  
Ken Arnold, Charles Kennedy, Mark Keilen, Arthur Robison, and Kelly Williams,  
Members

**Town of Wrentham, Massachusetts**  
**Motions and Recommendations of the Finance Committee**  
***Special Town Meeting***  
**Monday, November 14, 2011**

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**ARTICLE 6:** Move that the Town vote to appropriate from unappropriated funds in the treasury the sum of \$82,846 to supplement current Fiscal Year 2012 operating budgets. Said sum to be distributed as follows:

Budget	Cost	Description
Library Expenses	\$6,950	This supplements the Library maintenance line for repair to the roof from a 2010 rain storm (\$6000) and repairs to drainage lines in the toilet area (\$950).
Public Health Nurses Expenses	\$1,946	This supplements the procurement of Flu Vaccine.
Planning Salary	\$9,950	This increases the Planner's hours from 19 to 26 for the remainder of the FY to meet increased demands.
Police Expenses	\$10,000	This provides funding for a leased police car that was inadvertently left out of the operational budget. It is the second year of a three year lease.
Norfolk County Agricultural School Assessment (Charter School Assessments)	\$12,000	Beginning with FY2011, Norfolk Agricultural HS began assessing towns per their student enrollment (similar to as done with Tri-County). The action on the assessment came too late to include in our FY12 budget.
Marra Site Professional Services	\$42,000	A second round of testing on this contaminated soil site revealed an additional spot that had not previously been identified. It requires additional soil removal. This will complete that action.

***The Finance Committee recommends that the Town vote to approve Article 6.***

**ARTICLE 7:** Move that the Town vote to appropriate from unappropriated funds in the treasury the sum of \$27,000 to be used for inspectional services required for the FY13 Assessors Recertification. Said sum to be expended under the direction of the Board of Assessors.

**Discussion:** Department of Revenue requires that every property be inspected at least once every nine years for assessment purposes. The current nine year period ends at the end of FY2013. The Town is currently behind schedule in accomplishing this in the required timeframe. This funding will provide an increase to current contract services and allow us to accomplish the requirement by the end of FY2013.

*The Finance Committee recommends that the Town vote to approve Article 7.*

**ARTICLE 8A:** Move that the Town vote to appropriate from unappropriated funds in the treasury the sum of \$201,500 to fund FY2012 capital requirements. Said sum to be allocated as follows:

Requirement	Cost
Repairs for the Town Waste Water Treatment Facility	\$30,000.00
Replacement of two Police Cruisers	\$64,000.00
Replacement of Fire Car #2	\$31,000.00
Replacement of Fire Life Packs	\$60,000.00
Purchase of a Generator for the Senior Center	\$16,500.00

Said sums to be expended under the direction of the Board of Selectmen.

**Discussion:** The Capital Budget Planning Committee presented a prioritized listing of requirements to the Finance Committee. The entire list is provided at the end of this report. The list provides a prioritization of operational requirements and is rightfully not fiscally constrained. After reviewing the list in totality with other funding requirements and capabilities, the Finance Committee scaled the list to the items recommended above.

*The Finance Committee recommends that the Town vote to approve Article 8a.*

**ARTICLE 8B:** Move that the Town vote to appropriate by transfer from Water Enterprise Retained Earnings Unreserved the sum of \$170,000.00 to fund capital requirements. Said sum to be allocated as follows:

Requirement	Cost
Replacement of DPW Truck #29	\$75,000.00
Replacement of DPW Backhoe #11	\$95,000.00

Said sums to be expended under the direction of the Board of Selectmen.

**Discussion:**

This motion is separated from the primary capital requirements motion because it has a unique funding source. The Town's Water Enterprise fund includes a source as enumerated in the motion that is similar to free cash. This account exists for the funding of capital requirements directly related to the Water Department.

***The Finance Committee recommends that the Town vote to approve Article 8b.***

**Article 9:** Move that the Town vote to appropriate the sum of \$1.6 million to design and construct a new water main in a portion of Madison Street from the existing 12-inch water main to Washington Street. Said sum to be expended under the direction of the Board of Selectmen and to be appropriated from the following sources:

- From Water Enterprise Retained Earnings Unreserved: \$150,000 for design.
- From borrowing: \$1.45 million for construction.

**Discussion:** This funding will allow for the reengineering and reconstruction of the Madison Street water line. Currently this line is a spur that results in a dead end. The intent is to create a looped line that connects to a line coming from Rt 1 and to replace aging pipe along the line. This will improve the efficiency and pressure on the line. It will remove some pipe that is over 60 years old and antiquated in material and design. The project will significantly reduce the risk of a major failure on the line. The borrowing will be via water debt.

***The Finance Committee recommends that the Town vote to approve Article 9.***

**ARTICLE 22:** Move that the Town vote to adjust the income eligibility factor of the property tax exemption for senior citizens under M.G.L. Chapter 59, Section 5, Clause 41A, increasing the allowable income for applicants to \$40,000 from \$20,000.

**Discussion:** This MGL allows senior citizens in the prescribed income range the ability to defer their property taxes until the time that the property is transferred to a new owner. Raising the household income upper limit from \$20,000 to \$40,000 will allow for increased participation and is more in line with most surrounding communities.

***The Finance Committee recommends that the Town vote to approve Article 22.***

**ARTICLE 23:** Move that the Town vote to indefinitely postpone action on this article.

**Discussion:** This article seeks to approve changes to the Town's Personnel Bylaws Salary Schedule. The position changes recommended by the Personnel Board are listed on a separate handout. Without commenting on the merit of these particular recommendations, the Finance Committee feels that there are some improvements required to the entire process by which changes are initiated, forwarded and then ultimately executed. It is our recommendation that these recommendations be postponed until these process improvements are defined and incorporated.

***The Finance Committee recommends that the Town vote to indefinitely postpone approve Article 23.***

**ARTICLE 24:** Move that the Town vote to amend the Personnel Bylaws by revising Section 8.3.6 – Bereavement Leave as follows:

A. Each employee shall be granted leave without loss of pay in the event of a death in his/her immediate family. Such leave shall be up to **five (5)** calendars days, which, under normal circumstances, shall be consecutive with the day of death. For the purposes of this paragraph A, the term "immediate family" shall mean the following: Mother, Father, Grandparents, Brother, Sister, Spouse, Child, Grandchild, Mother-in-Law, Father-in-Law, and any other person, including a domestic partner, who was a resident in the household of the employee at the time of death.

**Discussion:** This change will make the criteria for Town by law employees consistent with Town union employees.

***The Finance Committee recommends that the Town vote to approve Article 24.***

**ARTICLE 25:** Move that the Town vote to create a Municipal Capital Stabilization Fund under M.G.L. Chapter 40, Section 5B for the purpose of acquiring, replacing, or improving capital assets, such as buildings, land, vehicles and equipment, or performing significant repairs that would extend the useful life of capital assets.

**Discussion:** This establishes a second stabilization fund for the Town. Its purpose and use will be solely for capital assets. Capital assets are those items that cost more than \$10,000 and have a life span of more than five years. Because the acquisition, replacement or improvements of capital assets is a significant challenge, and because our capital budget has predominantly been subject to the vagaries of Free Cash, the Finance Committee concurs with the suggestion made by the Town Administrator that we establish this fund in order to provide a hedge for future requirements. Although we will likely be able to only modestly fund it, we feel that it will ultimately provide us some flexibility in responding to our capital budget challenges.

***The Finance Committee recommends that the Town vote to approve Article 25.***

**ARTICLE 26:** Move that the Town vote to indefinitely postpone action on this article.

**Discussion:** This article seeks to fund the Town's Road Maintenance Fund. We are not recommending funding for this at this time.

***The Finance Committee recommends that the Town vote to indefinitely postpone Article 26***

**ARTICLE 27a:** Move that the Town vote to appropriate from unappropriated funds in the treasury the sum of \$150,000.00 to be allocated to the Town's Stabilization Fund.

**Discussion:** At the June 2011 Annual Town Meeting, the Town voted to appropriate \$278,700 from the Town's Stabilization Fund in order to balance the FY2012 operating budget. That appropriation left the Stabilization Fund well below our goal of maintaining an amount in the fund equal to 5% of our operating budget (the current gap is \$300,000). This appropriation will go halfway towards restoring that goal.

***The Finance Committee recommends that the Town vote to approve Article 27a.***

**ARTICLE 27b:** Move that the Town vote to appropriate the sum of \$150,000 to be allocated to the Town's Municipal Capital Stabilization Fund. Said sum to be appropriated from the following sources:

- From unappropriated funds in the treasury: \$100,000.00
- By available funding: \$50,000.00

**Discussion:** This new fund would be established via Article 25. With approval of its passage, the Finance Committee recommends funding it via Article 27. If both motions under article 27 are approved, it will fully restore our total stabilization goal of 5% of the operating budget. (The source of the \$50,000 available funding is from an increase to our state aid that was enacted after the FY2012 budget was approved at the June 2011 Annual Town Meeting.)

***The Finance Committee recommends that the Town vote to approve Article 27b.***

**ARTICLE 28:** Move that the Town vote to appropriate from unappropriated funds in the treasury the sum of \$1,000.00 to be used for Fire and Police Retiree prescription co-pays.

**Discussion:** This replenishes a contractually obligated fund.

***The Finance Committee recommends that the Town vote to approve Article 28.***

**ARTICLE 29:** Move that the Town vote to appropriate by transfer from unappropriated funds in the treasury, the sum of \$484.24 to pay for Fiscal Year 2011 unpaid bills. Said sum to be distributed as follows:

- To Siemens Industry: \$421.80
- To Franklin Ford: \$33.44
- To Regional Tire and Service: \$29.00

**Discussion:** Unpaid bills are bills from the previous fiscal year that did not arrive until after the fiscal year close-out. They require approval of this article in order to be paid.

***The Finance Committee recommends that the Town vote to approve Article 29.***

*Capital Budget Planning Committee Recommendations*

Priority	Item	Cost	FINCOM Recommendation		
1	DPW Waste Water Plant Repair	\$30,000	Yes		\$30,000
2	Police Car	\$32,000	Yes		\$32,000
3	Recreation Pick Up Truck	\$20,000		No	
4	Street Sweeper	\$215,000		No	
5	Fire Car #2	\$31,000	Yes		\$31,000
6	10 Year Storm Water Plan	\$60,000		No	
7	Fire Life Racks	\$60,000	Yes		\$60,000
8	DPW Truck #1	\$39,000		No	
9	Power Angle Snow Plow	\$15,000		No	
10	Police Car	\$32,000	Yes		\$32,000
11	DPW Truck #10	\$58,500		No	
12	DPW Truck #39	\$58,500		No	
13	Road Maintenance	\$300,000		No	
14	Sidewalk Repairs	\$60,000		No	
15	Police Dell Storage	\$18,000		No	
16	Sweatt Field Concession	\$50,000		No	
17	Rice Field Concession	\$200,000		No	
NA	Senior Center Generator	\$16,500	Yes		\$16,500
	<b>Total</b>	<b>\$1,295,500</b>			<b>\$201,500</b>

Water Capital

1	Madison St Water Main Replacement	\$150,000	Yes		\$150,000
2	DPW Truck #29	\$75,000	Yes		\$75,000
3	Backhoe	\$95,000	Yes		\$95,000
4	Water Storage Building	\$60,000		No	
		<b>\$380,000</b>			<b>\$320,000</b>



## FINCOM Recommendations Recap

Article	Description	Request	Recommendation	Source			
				Free Cash	Water Retained	Borrowing	Available
1	Reports						
2	VOY/EOY						
3	BOH as Appointed Board						
4	Zoning						
5	Amend General By Law						
6	<b>Supplementals</b>						
	Norfolk Aggie	\$12,000.00	Approve	\$12,000.00			
	Library Expenses	\$6,950.00	Approve	\$6,950.00			
	Public Health Nurses	\$1,946.00	Approve	\$1,946.00			
	Planning Salary	\$9,950.00	Approve	\$9,950.00			
	Marra Property Expenses	\$42,000.00	Approve	\$42,000.00			
	Police Expenses (Cruiser lease)	\$10,000.00	Approve	\$10,000.00			
	<b>Total</b>	<b>\$82,846.00</b>					
7	<b>Assessors</b>	\$27,000.00	Approve	\$27,000.00			
8a	<b>Capital</b>						
	DPW Waste Water Plant Repair	\$30,000.00	Approve	\$30,000.00			
	Two Police Car Replacements	\$64,000.00	Approve	\$64,000.00			
	Fire Car #2 Replacement	\$31,000.00	Approve	\$31,000.00			
	Fire Life Packs Replacements	\$60,000.00	Approve	\$60,000.00			
	Senior Center Generator	\$16,500.00	Approve	\$16,500.00			
	<b>Total</b>	<b>\$201,500.00</b>					
8b	<b>Water Capital</b>						
	DPW Truck #29	\$75,000.00	Approve		\$75,000.00		
	Backhoe	\$95,000.00	Approve		\$95,000.00		
	<b>Total</b>	<b>\$170,000.00</b>					
9	Madison St Water Main	\$1,600,000.00	Approve		\$150,000.00	\$1,450,000.00	
10	Taunton St Easements						
11	Eminent Domain for Roadway Drainage easment						
12	Zoning						
13	Zoning						
14	Zoning						
15	Zoning						
16	Zoning						
17	Zoning						
18	Heaton Place Public Way						
19	Smith House Estates Public Way						
20	Oak Hill Public Way						
21	Municipal Relief Act						
22	<b>Senior Citizens Property Tax Exemption</b>		Approve				
23	<b>Personnel Bylaws Salary</b>		IP				
24	<b>Bereavement Leave</b>		Approve				
25	<b>Municipal Capital Stabilization</b>	\$150,000.00	Approve	\$100,000.00			\$50,000.00
26	<b>Road Maintenance Fund</b>		IP				
27	<b>Stabilization</b>	\$150,000.00	Approve	\$150,000.00			
28	<b>Fire and Police Co Pay</b>	\$1,000.00	Approve				
29	<b>Unpaid Bills</b>						
	DPW	\$421.80	Approve	\$421.80			
	DPW	\$33.44	Approve	\$33.44			
	Building Dept	\$29.00	Approve	\$29.00			
	<b>Total</b>			<b>\$561,830.24</b>	<b>\$320,000.00</b>	<b>\$1,450,000.00</b>	<b>\$50,000.00</b>

Free Cash Beginning  
Free Cash Remaining

\$1,616,751.00  
\$1,054,920.76

Water Enterprise Retained Unreserved  
Water Ent Ret Unreserved Remaining

\$501,906.00  
\$181,906.00

