

TOWN OF WRENTHAM
COMMONWEALTH OF MASSACHUSETTS

REPORT TO THE VOTERS

for the

Town Meeting

And the

Special Town Meeting

Monday, June 13, 2016

King Philip High School
Wrentham, Massachusetts

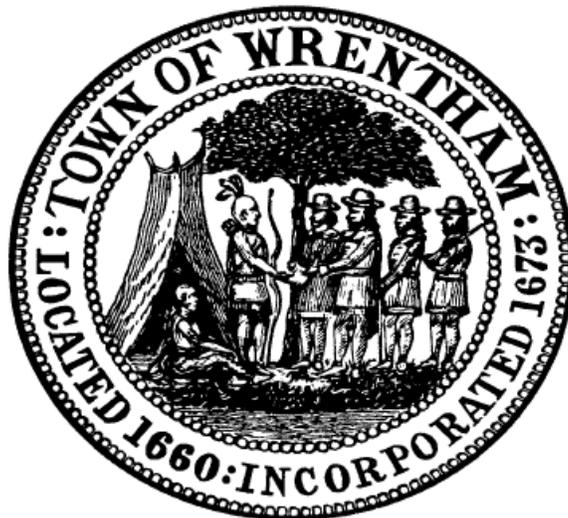


Table of Contents

| | |
|--|-------------------------------------|
| TOWN MEETING | 1 |
| ARTICLE 1 | 2 |
| ARTICLE 2 | 2 |
| ARTICLE 3 | 2 |
| ARTICLE 4 | 2 |
| ARTICLE 5 | 2 |
| ARTICLE 6 | 3 |
| ARTICLE 7 | 3 |
| ARTICLE 8 | 4 |
| ARTICLE 9 | 4 |
| ARTICLE 10 | 4 |
| ARTICLE 11 | 4 |
| ARTICLE 12 | 4 |
| ARTICLE 13 | 5 |
| ARTICLE 14 | 6 |
| ARTICLE 15 | 6 |
| ARTICLE 16 | 7 |
| ARTICLE 17 | 7 |
| ARTICLE 18 | 8 |
| ARTICLE 19 | ERROR! BOOKMARK NOT DEFINED. |
| ARTICLE 20 | 8 |
| ARTICLE 21 | 9 |
| ARTICLE 22 | 9 |
| ARTICLE 23 | 9 |
| ARTICLE 24 | 9 |
| ARTICLE 25 | 9 |
| ARTICLE 26 | 9 |
| <i>Table B-1</i> | 11 |
| <i>Table B-2</i> | 12 |
| SPECIAL TOWN MEETING | 16 |
| ARTICLE 1 | 16 |
| <u>POWERPOINTS</u> | |
| BOARD OF SELECTMEN PRESENTATION | 17 |
| DPW GARAGE MODIFICATION AND ADDITION | 23 |
| DELANEY SCHOOL ROOF PROJECT | 27 |
| SOLID WASTE COLLECTION, TRANSPORTATION AND DISPOSAL | 39 |

Town of Wrentham, Massachusetts
Report to the Voters
Town Meeting
Monday, June 13, 2016

This report provides a summary of the motions, recommendations and a brief explanation of the articles of business for the June 13, 2016 Annual Town Meeting and Special Town Meeting.

Presented By:

Board of Selectmen

Deborah Torchia, Jerome McGovern
Charles Kennedy, Joseph Botaish, Stephen Langley

Finance Committee

Andrea Sweed, Dwayne Hancock, Marjorie Immonen
Arthur Robison, Michael Savage, Kelly Williams

General ByLaw Review Committee

Michael Carroll, John Caruso, Dwayne Hancock,
George Smith, Cindy Thompson, Deborah Torchia

Capital Budget Planning Committee

Joseph F. Botaish II, Eric Greenberg, James Killion, Jr.,
Michael McKnight, Maureen Osolnik, Arthur Robison, Gail Pratt

Planning Board

Michael McKnight, Richard Torchia, Gregg McCombs
Everett Skinner, Jr., James Lawrence, Patrick Moore, Charles Woodhams

Personnel Board

Elizabeth Valerio, Daniel O'Connor, Catherine Calicchia

Article 1 to be Moved by the Board of Selectmen

Article 1

Article 1 has two motions:

Move that the Town consider the reports of the Town Officers of any committee or commission and act thereon.

Move that the Town accept the 2015 Annual Town Report.

Articles 2 through 21 are to be Moved by the Finance Committee

Article 2

Move that the Town vote to fix the salary and the compensation of elected officials as provided by Chapter 41, Section 108 of the Massachusetts General Laws per the following:

Town Clerk\$64,029.00

Discussion: This article establishes the salary for elected officials per the cited MGL. This is an annual requirement.

The Finance Committee recommends that the Town vote to approve Article 2.

Article 3

Move that the Town vote to appropriate by transfer from unappropriated funds in the treasury the sum of \$665 for the payment of unpaid bills from prior fiscal year 2015. Such funds to be distributed as follows:

Board of Health \$190 owed to Professional Services Group
Board of Health \$475 owed to Professional Services Group

Discussion: Unpaid bills are bills from the previous fiscal year and did not arrive until after the fiscal year close out on June 30, 2015. Professional Services Group provides engineering and inspection services for the Board of Health.

The Finance Committee recommends that the Town vote to approve Article 3.

Article 4

Move that the Town take no action on Article 4.

Discussion: There are no supplemental requirements for the FY2016 operating budget. No action is needed.

Article 5

Move that the Town vote to approve the Town of Wrentham's Water Enterprise Fiscal Year 2017 budget for the sum of \$2,057,919 as shown in the Wrentham Finance Committee's Recommendations under Table B-1.

The appropriation will be allocated as follows:

| | |
|---|-------------|
| To direct expenses the sum of | \$1,564,822 |
| By transfer to the general fund for indirect expenses the sum of | \$418,097 |
| <i>Said sum is to be sourced as follows:</i> | |
| From Water Enterprise Fund Revenue the sum of | \$1,982,919 |
| By transfer from the Water Enterprise Retained Earnings to the Water Enterprise Operating Capital Budget the sum of | \$75,000 |

Discussion: The recommended Water Enterprise Fund budget is depicted as Table B-1 provided in this report.

The Finance Committee recommends that the Town vote to approve Article 5.

Article 6

Move that the Town vote to approve the Town of Wrentham's Fiscal Year 2017 operating expense budget in the amount of \$39,647,524 as shown in the Wrentham Finance Committee's Recommendations "Table B-2", and to fund the budget from the following sources:

| | |
|---|--------------|
| Raise and appropriate the sum of | \$37,727,128 |
| Appropriate by transfer from the Ambulance Receipts Reserve Account to the Fire Department's Salary Accounts the sum of | \$380,000 |
| Appropriate by transfer from the Cemetery Receipts Reserve Account the sum of | \$20,000 |
| Appropriate by transfer from the Septic Loan Program | \$20,088 |
| Appropriate by transfer from the Water Enterprise Fund the sum of | \$418,097 |
| Appropriate by transfer from unappropriated funds in the treasury the sum of | \$782,211 |
| Appropriate by transfer from the Overlay Surplus Account the sum of | \$300,000 |

Discussion: The recommended FY2017 General Fund Wrentham Operating budget is depicted as Table B-2 in this report.

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

Article 7

Move that the Town indefinitely postpone action on Article 7.

Discussion: This would have covered the negotiated increases in clerical workers compensation that were not included in the operating budget for FY2017. However, the clerical union contract is not finalized at the time of the Town Meeting.

The Finance Committee recommends that the Town vote to indefinitely postpone Article 7

Article 8

Move that the Town indefinitely postpone action on Article 8.

Discussion: This article would cover the negotiated increases in Public Works compensation that were not included in the operating budget for FY2017. The Public Works union contract covers both Highway employees and the Water Enterprise employees. However, this contract is not finalized at the time of the Town Meeting.

The Finance Committee recommends that the Town vote to indefinitely postpone Article 8.

Article 9

Move that the Town indefinitely postpone action on Article 9.

Discussion: This article covers the negotiated increases in Police Department compensation that were not included in the operating budget for FY2017. The contract is not signed at the time of Town Meeting.

The Finance Committee recommends that the Town vote to indefinitely postpone Article 9.

Article 10

Move that the Town indefinitely postpone action on Article 10.

Discussion: This covers the negotiated increases in Fire Department compensation that were not included in the operating budget for FY2017. However, this contract is not signed at the time of the Town Meeting.

The Finance Committee recommends that the Town vote to indefinitely postpone Article 10.

Article 11

Move that the Town indefinitely postpone action on Article 11.

Discussion: The Government Accounting Standards Board (GASB) issued a standard in 2004 known as GASB 45. It requires a study to calculate the "Other Post-Employment Benefits (OPEB)" liability for the Town. It is a study that needs to be updated every two years, and the liability is recorded in the Audited Financial Statements. The study is not needed in FY2017 so there is no need to fund it.

The Finance Committee recommends that the Town vote to indefinitely postpone Article 11.

Article 12

Move that the Town indefinitely postpone action on Article 12.

The Finance Committee recommends that the Town vote to indefinitely postpone Article 12.

Discussion: Unfortunately there is no available money to post to this fund at this time. The Finance Committee and the Board of Selectmen have identified the need to develop a strategy for placing money in this fund and will work to address this in the coming year.

Article 13

(Article 13 has two motions for capital items in order to differentiate funding approval requirements.)

Move that the Town vote to appropriate from unappropriated funds in the treasury the sum of \$462,708 to be allocated for the following items:

| Amount | Item | Justification |
|---------------|--------------------------------|--|
| \$89,700 | Collection Software | Software for the Finance Department. This was removed from last year's budget due to financial constraints. Provides efficiency and quality control for Town receipts and collections. |
| \$73,072 | Fire Truck Lease | Annual payment in the lease agreement for a fire truck |
| \$85,000 | 2 Police Cruisers with Laptops | Part of regular replacement and upgrades to cruisers and the computers used in the cruisers |
| \$10,439 | Portable Radios | Portable radios for the public safety department |
| \$55,000 | Truck | For the DPW truck replacement |
| \$65,000 | Truck | For the DPW truck replacement |
| \$12,000 | Exhaust Gas System | For the DPW garage |
| \$19,000 | Fuel Monitoring System | Management and warning for leakage for the DPW pumps |
| \$25,000 | Building Design and Siting | Study for DPW garage modification and addition |
| \$28,497 | King Information System | Records Management system for the Town to archive and control permanent documents and records to reduce current paper inventory. |

And further move that the Town vote to appropriate the sum of \$102,000 from the Water Enterprise Retained Earnings for:

| Amount | Item | Justification |
|----------|----------------------------|--------------------------------------|
| \$65,000 | Truck | Replacement dump trucks |
| \$12,000 | Exhaust Gas System | For the DPW garage |
| \$25,000 | Building Design and Siting | DPW garage modification and addition |

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

Discussion: Justifications are listed in the table.

The Finance Committee recommends that the Town vote to approve Article 13.

Article 14

Move that the Town vote to authorize the Board of Selectmen to borrow \$1,746,453 to be expended under the direction of the Wrentham Elementary School Committee for the Delaney-Vogel Elementary School for the purposes of repair and replacement of the Delaney School Roof. The Town acknowledges receipt of a grant of the Massachusetts School Building Authority (MSBA) of up to 46.58% of final approved project costs.

Discussion: The Delaney School roof requires extensive repair and replacement. Last year’s Town Meeting approved money to submit for a State grant and we received a grant up to the amount of 46.58% of approved project costs. There are other repairs and replacement costs (related to drainage for example) that are not part of the grant. The borrowing reflects the total project cost of both the part that will be reimbursed by the State and the part that is the Town’s responsibility. The Town must authorize the borrowing for the total amount but the actual borrowing will be less than the total due to the grant.

The Finance Committee recommends the Town vote to approve Article 14.

Article 15

Move that the Town vote to authorize the King Philip Regional School District to expend the sum of \$72,142 from the District’s Excess and Deficiency Fund, or from any other currently available source, as being the Town’s share of the total cost of the FY2017 Capital Plan for repairs to the HVAC and security systems at the King Philip High School and King Philip Middle School within the King Philip Regional School District of which the Town of Wrentham is a member said sum to be expended at the direction of the King Philip Regional School District School Committee.

Discussion: This is a no cost warrant article to the member towns. It provides Town approval for the KPRSD to use E&D (excess and deficiency) funds for their capital needs. Every regional school district must maintain an excess and deficiency fund. At the end of every fiscal year, any surplus or deficit in the district’s general fund must be applied to the E&D fund.

The Finance Committee recommends that the Town vote to approve Article 15

Article 16

Move that the Town vote to reauthorize the following revolving accounts pursuant to M.G.L. c. 44, § 53E ½, sixth paragraph, subject to the following limits on expenditures regarding each such account in Fiscal Year 2017:

| Department/Purpose/Authorization | Source of Funds | Use of Funds | FY17 Limit |
|---|--|---|-------------------|
| Police: Vehicle Revolving Fund 05/19/97 STM, Article 12 | Chelsea GCA Premium Outlet Center for Police equipment provided at Outlet site | Police equipment replacement, including but not limited to cruisers | \$50,000 |
| Police Firearms Licenses 06/19/00 ATM, Article 9 | Applicants for Firearms Licensing | Expenses/fees payable to Commonwealth of Mass Firearms Bureau for permit processing | \$25,000 |
| Planning Board: Earth Removal 06/19/00 ATM, Article 10 | Earth removal permit applicants | Costs for expert engineering and consulting services deemed necessary by the Planning Board | \$25,000 |
| Conservation Commission: Wetlands Revolving 06/23/97 STM, Article 5 | Wetlands application review fees | To defray local administrative costs in connection with the Wetlands Protection Act | \$10,000 |
| Recycling Committee: Revolving Account - Composting Program, Recycle Bins, Kitchen Scrap Buckets, Water Barrels 04/25/2005 ATM, Article 7 | Sale of composting bins, recycle bins, kitchen scrap buckets and water barrels | Purchase additional composting bins, recycle bins, kitchen scrap buckets and water barrels for sale | \$10,000 |
| Arts Festival Committee: Festival Revolving Fund 05/19/97 STM, Article 26 | Artist Application Fees | Wrentham Cultural Council Community Events | \$10,000 |

Discussion: A revolving account or fund receives its income from selling goods and services to users or participants in a program, and expends monies to cover the costs of such goods or the expenses of providing the particular program or service. The intent is for such activities to break even financially, and the revolving fund is a mechanism that allows for fluctuations in the level of activity. The law requires that Town Meeting vote to authorize the continued use of such funds annually. There is no change to the limits previously established.

The Finance Committee recommends that the Town vote to approve Article 16.

Article 17

Move that the Town vote to accept and authorize the Board of Selectmen to enter into contracts for the expenditure of Chapter 90 funds certified at \$419,741 for FY2017 for the construction, reconstruction, or improvements of public roads and other improvements within the Town, as requested by the Selectmen, and to authorize the Treasurer to borrow or bond, pursuant to any applicable statute in anticipation of reimbursement.

Discussion: Each year the state appropriates funds for construction, maintenance and

repair of roads in the Commonwealth. The funds are allocated to the cities and towns based on a formula. Over time, these funds have become known as Chapter 90 Funds. Cities and towns are required to appropriate their annual allocation of Chapter 90 funds in order to be able to make use of the money. The appropriation approval that is requested in this article is for the acceptance and use of the Chapter 90 funds for FY2017.

The Finance Committee recommends that the Town vote to approve Article 17.

Article 18

Move that the Town vote to authorize the Library Trustees to dispose of books and materials in the best interest of the Town.

Discussion: This article allows the Trustees of the Library to dispose of excess and/or surplus books and other materials, as necessary to operate efficiently and reduce the demands on available space. The article requires the annual approval of Town Meeting.

The Finance Committee recommends that the Town vote to approve Article 18.

Article 19

Move that the Town indefinitely postpone action on Article 19.

Discussion: This is an annual procedural action that previous to the adoption of the Town Charter required approval of Town Meeting. This article appeared on the warrant in error and is not required for Town Meeting.

The Finance Committee recommends that the Town vote to indefinitely postpone Article 19.

Article 20

Move that the Town vote to appropriate by transfer from unappropriated funds in the treasury the sum of \$1,000 to Insurance and Employee Benefits, said sum to be used for Fire and Police Retiree prescription co-pays.

Discussion: This is to replenish a contractually obligated fund.

The Finance Committee recommends that the Town vote to approve Article 20.

Article 21

Move that the Town vote to transfer \$40,000 from available funds to Capital Equipment Stabilization

Discussion: The Capital Equipment Stabilization Fund is a source of funds for the Town's capital equipment needs. The Finance Committee tries to place some monies each year to enable the town to respond to both planned and unplanned requirements and lessening the need for incurring borrowing and interest charges. It is also important to maintain stabilization funds at adequate levels to receive the most favorable rates when a borrowing is required.

The Finance Committee recommends that the Town vote to approve Article 21.

Article 22 to be Moved by the Planning Board

Article 22

Discussion: This article seeks to make changes in application submittal requirements.

Articles 23-25 to be Moved by the General ByLaw Review Committee

Article 23

Discussion: This article seeks to make technical changes and seek to change the date of the Annual Town Meeting.

Article 24

Discussion: This article seeks to change the amount of fines to conform with State law and to make technical changes to language.

Article 25

Discussion: This article seeks to make technical corrections in language.

Article 26 to be Moved by the Finance Committee

Article 26

Move that the Town vote to amend the salary schedule to increase the maximum of the salary range of the Building Commissioner from \$85,000 to \$95,000 to conform to the ranges of similar positions according to the salary study.

Discussion: The Personnel By-Laws' salary schedule sets the minimum and maximum allowable salary for all by-law (non-union) employees. In 2013 the Town commissioned the

Collins Center for Public Management at UMass Boston to do a comprehensive review of Town positions for the purpose of updating our salary ranges. The Collins Center study reviewed towns of similar size and the positions within those towns that had similar responsibilities. Upon receiving the results, Wrentham’s Personnel Board reviewed the results and their final recommendations were presented and approved at the Town Meeting in 2015. The Personnel Board feels that the entry of the maximum as \$85,000 was an error as all other positions in classification “C” on the salary range schedule indicate a maximum of \$95,000. This motion would bring the Building Commissioner position in line with the other C classifications.

| Salaried Positions-Annual Salary Ranges | | Current Minimum | Current Maximum | Recommended Minimum | Recommended Maximum |
|--|-----------------------|------------------------|------------------------|----------------------------|----------------------------|
| C | Building Commissioner | \$65,000 | \$85,000 | \$65,000 | \$95,000 |

The Finance Committee recommends that the Town vote to approve Article 26.

Table B-1

Water Enterprise

| TABLE B-1 | | | | |
|--------------------|-----------|-------------|---------|--------|
| WATER ENTERPRISE | | | | |
| | FY 2016 | FY2017 | | |
| | BUDGET | FINCOM | CHANGE | CHANGE |
| | | RECOMMENDED | \$ | % |
| Salary | 632,710 | 689,439 | 56,729 | 8.97% |
| Expense | 490,316 | 515,978 | 25,662 | 5.23% |
| Debt Services | 360,939 | 359,405 | (1,534) | -0.43% |
| Water Oper Capital | 75,000 | 75,000 | - | 0.00% |
| Total Direct | 1,558,965 | 1,639,822 | 80,857 | 5.19% |
| Total Indirect | 389,882 | 418,097 | 28,215 | 7.24% |
| | 1,948,847 | 2,057,919 | 109,072 | 5.60% |

Table B-2

Special Town Meeting

Article 1 to be Moved by the Board of Selectmen

Article 1

Move to authorize the Board of Selectmen to enter into a contract with E.L. Harvey of Westborough, Massachusetts, for solid waste collection, transportation and disposal for a term of five years.

Discussion: This article seeks Town approval to enter into a 5 year, rather than 3 year, contract for the collection, transportation and disposal of solid waste

Board of Selectmen Presentation

DPW Garage Modification and Addition

Delaney School Roof Project

Solid Waste Collection, Transportation and Disposal