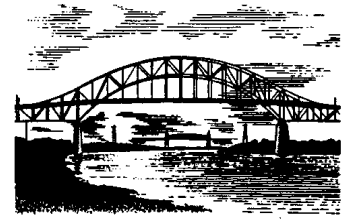


# TOWN OF BOURNE

## Finance Committee



### Report for the Annual Town Meeting & Special Town Meeting

**May 1, 2023**

**Bourne High School Auditorium**

**7:00 PM**

#### **FINANCE COMMITTEE MEMBERS**

Renée Gratis  
*Chair*

Amanda Bongiovanni  
*Vice Chair*

James Sullivan  
*Clerk*

Katherine Jones

Thomas Joyce

Richard Lavoie

Kathleen LeGacy

Arthur Wayne Sampson

Steven Solbo

William Towne

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***This report is based on information available to the Finance Committee as of April 6, 2023.***

# Finance Committee Report

It is the Finance Committee's primary responsibility to advise Town Meeting on warrant articles and to give a report stating an opinion of agreement or concern regarding the proposed budgets. Additionally, the Finance Committee often comments on general issues surrounding the budget, as well as monitor adherence to financial policies.

This year the Finance Committee met independently with department heads to review department budgets beginning in January. The Finance Committee continued to utilize the Governor's Public Health COVID-19 guidelines by holding hybrid meetings in person and virtually via ZOOM. All meetings were attended by the Finance Director, Town Accountant, the Town Administrator, and the new Assistant Town Administrator, and each department head appeared before the Finance Committee to discuss their respective budgets.

The Finance Committee independently determined its support or opposition to any or all parts of the Selectmen's budget, and will communicate the Committee's recommendations to the Town Meeting. The Finance Committee also met with the groups, individuals, and committees that were either sponsors of or had a role in the proposed articles.

The Town Administrator continued to balance the Operating Budget without using Free Cash for the third year in a row, and the Capital Stabilization Fund will continue to be used as Revenue to pay for debt service.

While the FY24 budget saw salary increases, this is not a reflection of any positions added and is due to the impact of contractual increases. The gas & diesel expenses were consolidated as part of the ongoing effort to centralize all utility billing under the shared costs budget.

The Finance Committee continues to monitor the student enrollment trends at Upper Cape Tech and Bourne Public Schools.

Because State Aid receipts came in lower than FY23, the Town Administrator increased the projection of Motor Vehicle Excise revenue for FY24.

The Town of Bourne has greatly benefited from improved financial management in prior years. FY22 the Human Resource Director and a Facilities Director positions were added back into the budget that had been previously cut in 2015/2016 and both positions were filled in FY23. The Town Administrator appointed Lt. Esip as Acting Police Chief in July after the Interim Director of Police Services left, and when the hiring process was completed he was promoted to Chief in September.

It is important for staffing requests that could not be added into the budget be communicated to the Finance Committee, as it enables members to take measure of the town's anticipated growth. A sergeant position was added in FY23, however the Interim Director of Police Services had requested additional staff. Due to the contractual increases no additional positions were added in FY24, so it remains to be seen if positions will be added. Also on the committee's radar are the possible staffing and operation changes once the new fire station is built, which will not be in FY24.

The committee will monitor possible financial impacts not directly related to the budget, such as the upcoming replacements of the Bourne Bridge and Sagamore Bridge. Last year these bridges were expected to begin within five years, and five years is still the projected start date.

The proposed FY24 budget is the result of thorough examination of our town's priorities by town staff, as well as reviews by volunteers on boards and committees. This report isn't just to inform residents of the financial

standing of Bourne, but is also a way to express the pride Finance Committee members have in serving. Members have proven they can work as a committee while simultaneously expressing our individual ideas and opinions. The underlying objective of balancing budgets, prioritizing capital projects, and properly funding reserves is to ensure Bourne continues to move onwards and upwards. The budget is not just monetary values, it is about the people that live in Bourne, work in Bourne, and dedicate their time to serve Bourne.

The Finance Committee supports the balanced budget presented for FY24. It does not require use of free cash, and no override was required as a revenue source. Nothing presented during review would negatively impact tax rates. The town's rate for the Community Preservation Act continues to be set at 3%.

Chair Gratis worked this past year to shape the Finance Committee into an advisory capacity, where its focus is giving opinion and advising voters at town meetings. Immediately following this report are tables comparing FY24 to the prior fiscal year. Voters should be utilizing the budget and Sources & Uses printed in the voter handbook as their primary source for financial information and budget comparisons. Following that are Bourne's Reserve and Fiscal policies, and the committee's recommendations for each Special Town Meeting and Annual Town Meeting article. These are not only important to include to meet the requirements stated in the Charter and Bylaws, but also to benefit voters as well.

Respectfully submitted,

The Finance Committee, Town of Bourne

## FY23/FY24 Comparisons

| <b><u>Municipal Expenses</u></b> |                      |                                 |                                   |                                  |
|----------------------------------|----------------------|---------------------------------|-----------------------------------|----------------------------------|
|                                  | <b>FY23 Budget</b>   | <b>Proposed<br/>FY24 Budget</b> | <b>\$ Increase<br/>(Decrease)</b> | <b>% Increase<br/>(Decrease)</b> |
| General Government               | \$ 4,241,783         | \$ 4,471,061                    | \$ 229,278                        | 5.41%                            |
| Public Safety Services           | \$ 12,334,556        | \$ 12,702,109                   | \$ 367,553                        | 2.98%                            |
| Public Works Services            | \$ 2,836,374         | \$ 3,437,639                    | \$ 601,265                        | 21.20%                           |
| Health & Human Services          | \$ 982,255           | \$ 998,207                      | \$ 15,952                         | 1.62%                            |
| Culture & Recreation Services    | \$ 1,017,469         | \$ 1,039,050                    | \$ 21,581                         | 2.12%                            |
| <b>Total Town Expense</b>        | <b>\$ 21,412,437</b> | <b>\$ 22,648,066</b>            | <b>\$ 1,235,629</b>               | <b>5.77%</b>                     |

| <b><u>School Expenses</u></b> |                      |                                 |                                   |                                  |
|-------------------------------|----------------------|---------------------------------|-----------------------------------|----------------------------------|
|                               | <b>FY23 Budget</b>   | <b>Proposed<br/>FY24 Budget</b> | <b>\$ Increase<br/>(Decrease)</b> | <b>% Increase<br/>(Decrease)</b> |
| Bourne School Department      | \$ 24,938,159        | \$ 25,818,363                   | \$ 880,204                        | 3.53%                            |
| Upper Cape Regional Technical | \$ 3,262,825         | \$ 3,624,750                    | \$ 361,925                        | 11.09%                           |
| <b>Total School Expenses</b>  | <b>\$ 28,200,984</b> | <b>\$ 29,443,113</b>            | <b>\$ 1,242,129</b>               | <b>4.40%</b>                     |

| <b><u>Shared Costs</u></b>     |                      |                                 |                                   |                                  |
|--------------------------------|----------------------|---------------------------------|-----------------------------------|----------------------------------|
|                                | <b>FY23 Budget</b>   | <b>Proposed<br/>FY24 Budget</b> | <b>\$ Increase<br/>(Decrease)</b> | <b>% Increase<br/>(Decrease)</b> |
| Public Utilities               | \$ 1,566,607         | \$ 1,581,000                    | \$ 14,393                         | 0.92%                            |
| OPEB                           | \$ 279,338           | \$ 371,595                      | \$ 92,257                         | 33.03%                           |
| Unemployment                   | \$ 70,000            | \$ 70,000                       | \$ -                              | 0.00%                            |
| FICA/Medicare                  | \$ 541,000           | \$ 568,000                      | \$ 27,000                         | 4.99%                            |
| Group Insurance                | \$ 8,711,270         | \$ 8,858,000                    | \$ 146,730                        | 1.68%                            |
| County Retirement              | \$ 4,415,874         | \$ 4,565,380                    | \$ 149,506                        | 3.39%                            |
| State Retirement               | \$ 866               | \$ 866                          | \$ -                              | 0.00%                            |
| Special Legislation Retirement | \$ 72,215            | \$ 74,020                       | \$ 1,805                          | 2.50%                            |
| Insurance                      | \$ 1,782,034         | \$ 1,870,678                    | \$ 88,644                         | 4.97%                            |
| LIUNA Pension                  | \$ 300,000           | \$ 300,000                      | \$ -                              | 0.00%                            |
| Medicaid Reimbursement         | \$ 2,000             | \$ 2,000                        | \$ -                              | 0.00%                            |
| <b>Total Shared Costs</b>      | <b>\$ 17,741,204</b> | <b>\$ 18,261,539</b>            | <b>\$ 520,335</b>                 | <b>2.93%</b>                     |

## **Debt Service**

|                                | <b>FY23 Budget</b>  | <b>Proposed<br/>FY24 Budget</b> | <b>\$ Increase<br/>(Decrease)</b> | <b>% Increase<br/>(Decrease)</b> |
|--------------------------------|---------------------|---------------------------------|-----------------------------------|----------------------------------|
| Non-Exempt - Existing          | \$ 1,165,134        | \$ 1,014,210                    | \$ (212,006)                      | -18.20%                          |
| Tax Exempt Lease Purchase      | \$ -                | \$ 441,257                      | \$ 441,257                        |                                  |
| ST Pay Downs/Future Borrowings | \$ 547,123          | \$ 808,174                      | \$ 323,116                        | 59.06%                           |
| Exempt                         | \$ 4,201,120        | \$ 4,029,375                    | \$ (171,745)                      | -4.09%                           |
| Interest on Temporary Debt     | \$ 87,400           | \$ 251,004                      | \$ 162,127                        | 185.50%                          |
| Funded Debt - Septic           | \$ 19,470           | \$ 19,455                       | \$ (15)                           | -0.08%                           |
| Funded Debt - CPA              | \$ 454,753          | \$ 271,025                      | \$ (183,728)                      | -40.40%                          |
| <b>Total Debt Service</b>      | <b>\$ 6,475,000</b> | <b>\$ 6,834,500</b>             | <b>\$ 359,006</b>                 | <b>5.54%</b>                     |

## Reserves and Fiscal Policy

Bourne's fiscal policies guide the Town as a mechanism to set aside funds to meet future financial obligations, including unexpected expenses. Financing should be monitored and maintained per policy to avoid depleting the funds.

The most recent Financial Management Policies & Guidelines is dated 2018, and does not include all reserve accounts. For the purpose of transparency all reserve accounts are listed, and the accounts included in the Financial Management Policies & Guidelines will have their *“documented policies italicized under the headers of each fund and in quotes for visibility.”*

### Stabilization Fund

*“To maintain a long term Stabilization Fund for unforeseen emergency expenses and capital projects in accordance with Mass. General Laws Chapter 40 Section 58. To maintain a Stabilization Fund balance of at least 6% of the General Fund Operating Budget. The Town may appropriate funds from the Stabilization Fund for any lawful purpose with a two-thirds vote of Town Meeting.”*

Per the policy, FY23 6% General Fund Operating Budget (GFOB) is \$4,429,808

The Stabilization Fund balance was certified at \$4,433,467 as of July 1, 2022.

This puts the Stabilization Fund \$3,559 slightly over policy.

Since the FY24 6% GFOB is \$4,631,233 a contribution is required to meet policy in FY24.

Article 9 of the Annual Town Meeting will transfer \$200,000 from Free Cash to the Stabilization Fund, to meet policy. Balance will fluctuate based on Fair Market Value.

It is important to note the town is working towards a 10% level in future policy guideline discussions, which is recommended by bond rating agencies.

### Capital Stabilization Fund

The goal is to maintain 3-5 years of debt service payments in this fund. Five years of future debt service is \$2,100,715.

If proposed articles are approved at town meeting, they will bring the balance to \$3,751,444 based on Fair Market Value as of February 28, 2023.

The Stabilization Fund is within policy.

### ISWM Stabilization Fund

*“Funds set aside to cushion the impact on the Operating Budget after the landfill closes.”*

The stated policy is simple and straightforward, however there is no specified guideline for providing or maintaining funds.

As of February 28, 2023, the balance in the ISWM Stabilization Fund was \$540,871.

### Employer Health Insurance Trust Fund

*“It shall be the policy of the Town of Bourne to hold a reserve in the Health and Dental dedicated fund an amount to be less than four (4) months of average costs of Health and Dental assessments including all administrative fees. Additionally, at no time shall the fund hold less than one million six hundred thousand dollars (\$1,600,000) in reserves at the close of any fiscal year. The Town Administrator shall report the status of the Trust Fund to the Board of Selectman in February of each year and make the necessary adjustments in conjunction with the Town Finance Director. Should an appropriation be necessary, the Town Administrator shall bring forth an article for a Special or Annual Town Meeting for approval by the Board of Selectmen.”*

As of February 28, 2023 the balance in the Employer Health Insurance Trust fund was \$7,759,737. Employees' contribution is \$1,993,233 and the town's contribution is \$5,766,504. The Employer Health Insurance Trust Fund is within policy.

### **Overlay Reserve**

The Board of Assessors recommend annually in December the amount required to be kept in the Overlay Reserve for next Fiscal Year.

As of February 28, 2023 the balance in the Overlay Reserve Fund was \$1,501,375. The recommended funding for FY24 remains the same from FY23 at \$100,000. The Overlay Reserve Fund is within stated policy.

### **Reserve Fund**

*"To budget an annual Reserve Fund under the authority of the Finance Committee for unexpected and unforeseen budget needs of at least 0.5% of the General Fund Operating Budget"*

In FY21 the prior Town Administrator recommended a change in policy for the Reserve Fund policy to be funded at \$350,000. Though this discussion has not taken place, FY24 is level-funded at \$350,000. If the Reserve Fund were to be funded at the policy's 0.5% of GFOB, the budgeted amount would have been \$385,936, a difference of \$35,936. While the Reserve Fund is not within the stated policy, the Finance Committee is comfortable with the recommended amount.

### **OPEB Trust Fund**

*"To maintain an OPEB Trust Fund to accumulate funds for Other than Pension Post-Employment benefits. The long term goal for the Trust Fund is to fully fund the OPEB Liability."*

\$872,538 was added to the fund at the fall 2022 special town meeting. As of February 28, 2023, the OPEB Trust Fund was funded at \$7,681,439.

Based on the analysis of Segal Consulting, the total 30-year OPEB liability as of June 30, 2022 was \$69,966,739 and 8.91% of the liability was funded. This liability is sensitive to both future interest rates and future health insurance costs.

To improve the bond rating of the Town, bond rating evaluations note the OPEB liability and the plans for addressing this liability are important. As always Bourne strives to make significant progress since its implementation. The OPEB Trust Fund continues to be funded in accordance with the stated policy.

### **Climate Resiliency & Infrastructure Stabilization Fund**

This fund was created to support planning to identify key climate-related hazards, vulnerabilities and strengths, and to develop adaptation actions. There is currently no financial policy for this fund. As of February 28, 2023, the balance in the Climate Resiliency & Infrastructure Stabilization Fund was \$101,487.

### **Special Education Reserve Fund**

There is currently no financial policy for this fund. When a student transfers unexpectedly into the district, the funds can quickly be depleted, so it's important to keep the fund reasonably funded. As of February 28, 2023, the balance of the Special Education Reserve Fund was \$360,605.

Article 12 of the annual town meeting will transfer \$100,000 from Free Cash to the Special Education Reserve Fund. This will bring the balance to \$460,605.

## **Free Cash Reserves**

*“To have a certified Free Cash balance of at least 5% the current Fiscal Year General Fund Operating Budget at the beginning of each Fiscal Year. The Free Cash Balance will be maintained at 5% of the General Fund Operating Budget during the Fiscal Year.”*

At the end of each fiscal year, any appropriated funds that have not been spent are turned back to the general fund and certified as Free Cash, and projected revenues are reconciled with actual revenues. Funds in the Free Cash reserves cannot be spent until certified. Once certified the funds have no restrictions on what they can be used for, hence why the term “free” is used. The town can ask voters at Town Meeting to appropriate Free Cash for any purpose, while keeping in mind that depleting Free Cash may suggest the community will face tighter financial constraints in the future. Free Cash should not supplement annual revenues, and a drawdown for this purpose might also have a negative impact on the town’s credit rating. Just like with FY22 and FY23, no Free Cash will be used for the FY24 budget.

## **Free Cash Financial Policy:**

In 2015 the following policy was implemented, consisting of two parts :

1. The town is to maintain a Free Cash Balance at 5% of the General Fund Operating Budget (GFOB). The proposed GFOB for FY24 is \$77,187,218. To be within financial policy guidelines, the minimum Free Cash Balance expected to be certified as of July 1, 2023 is \$3,859,360.90.

The proposed FY24 budget maintains Free Cash at this policy.

2. To appropriate no more than 50% of the Free Cash balance that is in excess of the 5% policy as operating revenue to balance the budget.

Like in FY22 and FY23, the proposed FY24 budget uses no Free Cash for the budget and maintains Free Cash at this policy.

Over FY23-FY24 it is anticipated that \$2,668,454.77 of the certified Free Cash will be used to cover expenses and fund transfers. After the proposed Special and Annual Town meeting expenditures from Free Cash, \$5,295,919.36 is anticipated to remain in Free Cash.



# Special Town Meeting Articles

## Special Town Meeting Article 1

### Revise General Bylaws by Replacing “Board of Selectmen” with “Select Board”

The Finance Committee voted unanimously 9-0-0 to recommend approval of this article.

The change is straightforward, and no concerns or objections were raised during discussions.

| FINAL VOTE: 9 - 0 - 0 |     |                 |     |
|-----------------------|-----|-----------------|-----|
| Renée Gratis          |     | Thomas Joyce    | Yes |
| Amanda Bongiovanni    | Yes | Kathleen LeGacy | Yes |
| James Sullivan        | Yes | Richard Lavoie  | Yes |
| Katherine Jones       | Yes |                 |     |

## Special Town Meeting Article 2

### Transfer for Opioid Epidemic Response, and Creation of Prevention, Harm Reduction, Treatment, and Recovery Programs

The Finance Committee voted unanimously 9-0-0 to recommend approval of this article.

While no concerns were raised about the creation of the fund, the committee did ask clarifying questions, such as receipt of funds, to understand procedurally how this would operate. Upon receiving the information, the committee supported moving forward with the article.

| FINAL VOTE: 9 - 0 - 0 |     |                 |     |
|-----------------------|-----|-----------------|-----|
| Renée Gratis          |     | Thomas Joyce    | Yes |
| Amanda Bongiovanni    | Yes | Kathleen LeGacy | Yes |
| James Sullivan        | Yes | Richard Lavoie  | Yes |
| Katherine Jones       | Yes |                 |     |

## Special Town Meeting Article 3

### Transfer for FY23 Capital Budget (Phase 2)

The Finance Committee voted unanimously 9-0-0 to recommend approval of this article.

There were no concerns about the capital projects presented, and the committee believes this article should be brought before Special Town Meeting to release funds sooner so that better pricing options could be obtained and to get vehicles replaced sooner in anticipation of supply chain issues.

| FINAL VOTE: 9 - 0 - 0  |                 |     |                          |
|------------------------|-----------------|-----|--------------------------|
| Renée Gratis           | Thomas Joyce    | Yes | Arthur Wayne Sampson Yes |
| Amanda Bongiovanni Yes | Kathleen LeGacy | Yes | Steven Solbo Yes         |
| James Sullivan Yes     | Richard Lavoie  | Yes | William Towne Yes        |
| Katherine Jones Yes    |                 |     |                          |

**Special Town Meeting Article 4**  
**CPA Project: Chamber Information Booth at Bourne Rotary**

The Finance Committee voted unanimously 9-0-0 to recommend approval of this article.

The committee understands the specific use of the \$45,000 is intended for the move, and any additional funds left over would be applied towards the rehabilitation.

| FINAL VOTE: 9 - 0 - 0  |                 |     |                          |
|------------------------|-----------------|-----|--------------------------|
| Renée Gratis           | Thomas Joyce    | Yes | Arthur Wayne Sampson Yes |
| Amanda Bongiovanni Yes | Kathleen LeGacy | Yes | Steven Solbo Yes         |
| James Sullivan Yes     | Richard Lavoie  | Yes | William Towne Yes        |
| Katherine Jones Yes    |                 |     |                          |

**Special Town Meeting Article 5**  
**CPA Project: Keene House**  
RECOMMENDATION WILL BE MADE AT TOWN MEETING.

\$250,000 was proposed for this article, however the committee had concerns regarding definitive costs and plans not being solidified. While there are no guidelines the Finance Committee must follow, the committee decided to take time to wait for the requested information.

**Special Town Meeting Article 6**  
**Transfer for Bike Rack & Securing Devices Grant**

The Finance Committee voted unanimously 9-0-0 to recommend approval of this article.

The committee asked for clarification on use of funds and who would be installing the bike racks. Upon receiving that information the committee moved forward in support of the article.

| FINAL VOTE: 9 - 0 - 0 |  |              |                 |     |                      |               |     |
|-----------------------|--|--------------|-----------------|-----|----------------------|---------------|-----|
| Renée Gratis          |  | Thomas Joyce |                 | Yes | Arthur Wayne Sampson | Yes           |     |
| Amanda Bongiovanni    |  | Yes          | Kathleen LeGacy |     | Yes                  | Steven Solbo  | Yes |
| James Sullivan        |  | Yes          | Richard Lavoie  |     | Yes                  | William Towne | Yes |
| Katherine Jones       |  | Yes          |                 |     |                      |               |     |

## **Special Town Meeting Article 7**

### **Repeal Bylaw Section 3.1.45. Prohibition on Marijuana Establishments**

The Finance Committee voted 6-3-0 to take no action.

By taking no action, the committee shows it neither supports nor opposes allowing marijuana dispensaries in town, thus putting the deciding power on to the voters at town meeting.

Members felt not enough time was given to fully review the bylaws and assess the impacts of repealing the prohibition. Compared to prior articles banning marijuana, members felt there did not seem to be a lot of community knowledge or engagement during the review process. Since this was a petitioned article, there was a concern the article was tailored to the benefit of the petitioners.

Other members voted against taking no action because they felt taking no action would be a missed opportunity to bring revenue into town. Some committee members believed they had enough understanding of the procedures to move forward with taking action.

Each member has their own personal opinion about whether marijuana sales should or should not be allowed in town. The concerns raised during discussion all pertained to procedure and the special interest of the petitioners.

| <b>FINAL VOTE: 6 - 3 - 0</b> |     |                 |     |                      |     |
|------------------------------|-----|-----------------|-----|----------------------|-----|
| Renée Gratis                 |     | Thomas Joyce    | Yes | Arthur Wayne Sampson | Yes |
| Amanda Bongiovanni           | Yes | Kathleen LeGacy | Yes | Steven Solbo         | No  |
| James Sullivan               | No  | Richard Lavoie  | No  | William Towne        | Yes |
| Katherine Jones              | Yes |                 |     |                      |     |

## **Special Town Meeting Article 8**

### **Amend Zoning Bylaw by Adding New Section 2250. Medical Marijuana and Marijuana Establishments**

RECOMMENDATION WILL BE MADE AT TOWN MEETING.

Because the Planning Board's public hearing on this zoning bylaw change is not until April 13, 2023, the committee's recommendation will be made at town meeting. The committee feels it is important for zoning articles to be reviewed by the Planning Board before issuing their recommendation.

# Annual Town Meeting Articles

## Annual Town Meeting Article 1

### Annual Consent Articles: Regular Required Authorizations, Elected Officials Salaries, Chapter 90, Reserve Fund, Revolving Funds, Accrued Contractual Compensated Absences

The Finance Committee voted unanimously 9-0-0 to recommend approval of this article.

This is a standard annual article that committee members understand the mechanics of, and no questions or concerns were raised during discussion.

| FINAL VOTE: 9 - 0 - 0       |                 |     |                               |
|-----------------------------|-----------------|-----|-------------------------------|
| Renée Gratis                | Thomas Joyce    | Yes | Arthur Wayne Sampson      Yes |
| Amanda Bongiovanni      Yes | Kathleen LeGacy | Yes | Steven Solbo      Yes         |
| James Sullivan      Yes     | Richard Lavoie  | Yes | William Towne      Yes        |
| Katherine Jones      Yes    |                 |     |                               |

## Annual Town Meeting Article 2

### Regular Annual Expenses – Fiscal Year 2024 Budget

The Finance Committee voted unanimously 9-0-0 to recommend approval of this article.

The committee examined individual department budgets as part of our annual budget review process. Nothing alarming was proposed, and all salary increases were contractual with no positions added this coming fiscal year. The department heads and the town administrator adequately answered all questions and provided clarifications.

| FINAL VOTE: 9 - 0 - 0       |                 |     |                               |
|-----------------------------|-----------------|-----|-------------------------------|
| Renée Gratis                | Thomas Joyce    | Yes | Arthur Wayne Sampson      Yes |
| Amanda Bongiovanni      Yes | Kathleen LeGacy | Yes | Steven Solbo      Yes         |
| James Sullivan      Yes     | Richard Lavoie  | Yes | William Towne      Yes        |
| Katherine Jones      Yes    |                 |     |                               |

## Annual Town Meeting Article 3

### Sewer Enterprise Budget

The Finance Committee voted unanimously 9-0-0 to recommend approval of this article.

Upon explanation by the town administrator, the committee came to understand the recommended adjustments were based on actual operating costs and applying ARPA funds. It was stated the adjustment that came before the committee would be a one-time adjustment.

| FINAL VOTE: 9 - 0 - 0  |                 |     |                          |
|------------------------|-----------------|-----|--------------------------|
| Renée Gratis           | Thomas Joyce    | Yes | Arthur Wayne Sampson Yes |
| Amanda Bongiovanni Yes | Kathleen LeGacy | Yes | Steven Solbo Yes         |
| James Sullivan Yes     | Richard Lavoie  | Yes | William Towne Yes        |
| Katherine Jones Yes    |                 |     |                          |

Annual Town Meeting Article 4  
ISWM Enterprise Budget

The Finance Committee voted unanimously 9-0-0 to recommend approval of this article.

The committee reviewed the budget with the ISWM general manager, who provided sufficient answers to questions and concerns posed by the committee.

| FINAL VOTE: 9 - 0 - 0  |                 |     |                          |
|------------------------|-----------------|-----|--------------------------|
| Renée Gratis           | Thomas Joyce    | Yes | Arthur Wayne Sampson Yes |
| Amanda Bongiovanni Yes | Kathleen LeGacy | Yes | Steven Solbo Yes         |
| James Sullivan Yes     | Richard Lavoie  | Yes | William Towne Yes        |
| Katherine Jones Yes    |                 |     |                          |

Annual Town Meeting Article 5  
Capital Budget – Fiscal Year 2024

The Finance Committee voted unanimously 9-0-0 to recommend approval of this article.

The committee met with the town administrator and the department heads to hear explanations on each request, and the committee would like to point out that no borrowing would be required.

| FINAL VOTE: 9 - 0 - 0  |                 |     |                          |
|------------------------|-----------------|-----|--------------------------|
| Renée Gratis           | Thomas Joyce    | Yes | Arthur Wayne Sampson Yes |
| Amanda Bongiovanni Yes | Kathleen LeGacy | Yes | Steven Solbo Yes         |
| James Sullivan Yes     | Richard Lavoie  | Yes | William Towne Yes        |
| Katherine Jones Yes    |                 |     |                          |

Annual Town Meeting Article 6

Reports and Recommendations of Committees and Town Officers

The Finance Committee voted unanimously 9-0-0 to recommend approval of this article.

The committee supports giving committees and town officers the opportunity to report directly to voters at town meeting.

|                                  |                 |     |                          |
|----------------------------------|-----------------|-----|--------------------------|
| FINAL VOTE: 9 - 0 - 0 to approve |                 |     |                          |
| Renée Gratis                     | Thomas Joyce    | Yes | Arthur Wayne Sampson Yes |
| Amanda Bongiovanni Yes           | Kathleen LeGacy | Yes | Steven Solbo Yes         |
| James Sullivan Yes               | Richard Lavoie  | Yes | William Towne Yes        |
| Katherine Jones Yes              |                 |     |                          |

Annual Town Meeting Article 7

Community Preservation Fund Projects

The Finance Committee voted unanimously 9-0-0 to recommend approval of this article.

The committee met with the Chair of the Community Preservation Committee, as well all the sponsors of each project. Any questions or concerns raised by committee members during discussions were appropriately answered.

|                        |                 |     |                          |
|------------------------|-----------------|-----|--------------------------|
| FINAL VOTE: 9 - 0 - 0  |                 |     |                          |
| Renée Gratis           | Thomas Joyce    | Yes | Arthur Wayne Sampson Yes |
| Amanda Bongiovanni Yes | Kathleen LeGacy | Yes | Steven Solbo Yes         |
| James Sullivan Yes     | Richard Lavoie  | Yes | William Towne Yes        |
| Katherine Jones Yes    |                 |     |                          |

Annual Town Meeting Article 8

Community Preservation Committee – Administrative & Operating Expenses

The Finance Committee voted unanimously 8-0-0 to recommend approval of this article.

The Chair of the Community Preservation Committee met with the Finance Committee and requested the same amount for operating costs as FY23.

| FINAL VOTE: 8 - 0 - 0  |                 |     |                          |
|------------------------|-----------------|-----|--------------------------|
| Renée Gratis           | Thomas Joyce    | Yes | Arthur Wayne Sampson Yes |
| Amanda Bongiovanni Yes | Kathleen LeGacy |     | Steven Solbo Yes         |
| James Sullivan Yes     | Richard Lavoie  | Yes | William Towne Yes        |
| Katherine Jones Yes    |                 |     |                          |

## Annual Town Meeting Article 9

### Stabilization Fund

The Finance Committee voted unanimously 8-0-0 to recommend approval of this article.

This annual article was brought to the committee, and the Finance Director confirmed this was in compliance with the established Stabilization Fund policy.

| FINAL VOTE: 8 - 0 - 0  |                 |     |                          |
|------------------------|-----------------|-----|--------------------------|
| Renée Gratis           | Thomas Joyce    | Yes | Arthur Wayne Sampson Yes |
| Amanda Bongiovanni Yes | Kathleen LeGacy |     | Steven Solbo Yes         |
| James Sullivan Yes     | Richard Lavoie  | Yes | William Towne Yes        |
| Katherine Jones Yes    |                 |     |                          |

## Annual Town Meeting Article 10

### Capital Stabilization Fund

The Finance Committee voted unanimously 8-0-0 to recommend approval of this article.

The committee reviewed this standard article and confirmed compliance with the Capital Stabilization Fund policy.

| FINAL VOTE: 8 - 0 - 0  |                 |     |                          |
|------------------------|-----------------|-----|--------------------------|
| Renée Gratis           | Thomas Joyce    | Yes | Arthur Wayne Sampson Yes |
| Amanda Bongiovanni Yes | Kathleen LeGacy |     | Steven Solbo Yes         |
| James Sullivan Yes     | Richard Lavoie  | Yes | William Towne Yes        |
| Katherine Jones Yes    |                 |     |                          |

## Annual Town Meeting Article 11

### Human Resources Grant Program

The Finance Committee voted unanimously 8-0-0 to recommend approval of this article.

The Council on Aging Director presented the request to the committee. Since this is a straightforward request, no questions or concerns were raised.

| <b>FINAL VOTE: 8 - 0 - 0</b> |                 |     |                          |
|------------------------------|-----------------|-----|--------------------------|
| Renée Gratis                 | Thomas Joyce    | Yes | Arthur Wayne Sampson Yes |
| Amanda Bongiovanni Yes       | Kathleen LeGacy |     | Steven Solbo Yes         |
| James Sullivan Yes           | Richard Lavoie  | Yes | William Towne Yes        |
| Katherine Jones Yes          |                 |     |                          |

## Annual Town Meeting Article 12 Special Education Reserve Fund

The Finance Committee voted unanimously 9-0-0 to recommend approval of this article.

This article was brought to the committee to replenish the Special Education Reserve Fund. The committee acknowledges the importance of having the funding available to meet the obligations for students.

| <b>FINAL VOTE: 9 - 0 - 0</b> |                 |     |                          |
|------------------------------|-----------------|-----|--------------------------|
| Renée Gratis                 | Thomas Joyce    | Yes | Arthur Wayne Sampson Yes |
| Amanda Bongiovanni Yes       | Kathleen LeGacy | Yes | Steven Solbo Yes         |
| James Sullivan Yes           | Richard Lavoie  | Yes | William Towne Yes        |
| Katherine Jones Yes          |                 |     |                          |

## Annual Town Meeting Article 13 Amend Article 27 at May 8, 2000 ATM regarding Senior Tax Work-Off Program

The Finance Committee voted unanimously 9-0-0 to recommend approval of this article.

The committee met with the Council on Aging Director, who gave a clear explanation of the increase request. No questions or concerns were raised by the committee.

| <b>FINAL VOTE: 9 - 0 - 0 to approve</b> |                 |     |                          |
|---|-----------------|-----|--------------------------|
| Renée Gratis                            | Thomas Joyce    | Yes | Arthur Wayne Sampson Yes |
| Amanda Bongiovanni Yes                  | Kathleen LeGacy | Yes | Steven Solbo Yes         |
| James Sullivan Yes                      | Richard Lavoie  | Yes | William Towne Yes        |
| Katherine Jones Yes                     |                 |     |                          |



## **Annual Town Meeting Article 14**

### **Amend Bylaw 3.7. Wetland and Natural Resources Protection, Section 3.7.3: Notice of Hearings**

The Finance Committee voted unanimously 9-0-0 to recommend approval of this article.

The committee reviewed this General Bylaw amendment with the Conservation Agent who was presenting on behalf of the Conservation Commission. The amendment was vetted by the Bylaw Committee before coming to the Finance Committee, who had no questions or concerns.

| <b>FINAL VOTE: 9 - 0 - 0</b> |     |                     |                          |
|------------------------------|-----|---------------------|--------------------------|
| Renée Gratis                 |     | Thomas Joyce Yes    | Arthur Wayne Sampson Yes |
| Amanda Bongiovanni           | Yes | Kathleen LeGacy Yes | Steven Solbo Yes         |
| James Sullivan               | Yes | Richard Lavoie Yes  | William Towne Yes        |
| Katherine Jones              | Yes |                     |                          |

## **Annual Town Meeting Article 15**

### **Amend Bylaw 3.7. Wetland and Natural Resources Protection, Section 3.7.4: Definitions; Regulations ‘Adjoining Land Areas’**

The Finance Committee voted unanimously 9-0-0 to recommend approval of this article.

The Conservation Agent reviewed this General Bylaw amendment with the committee after it was vetted by the Bylaw Committee. After the presentation, the Finance Committee did not have any questions or require any additional information.

| <b>FINAL VOTE: 9 - 0 - 0</b> |     |                     |                          |
|------------------------------|-----|---------------------|--------------------------|
| Renée Gratis                 |     | Thomas Joyce Yes    | Arthur Wayne Sampson Yes |
| Amanda Bongiovanni           | Yes | Kathleen LeGacy Yes | Steven Solbo Yes         |
| James Sullivan               | Yes | Richard Lavoie Yes  | William Towne Yes        |
| Katherine Jones              | Yes |                     |                          |

## **Annual Town Meeting Article 16**

### **Amend Bylaw 3.7. Wetland and Natural Resources Protection, Section 3.7.13: Waiver**

The Finance Committee voted unanimously 9-0-0 to recommend approval of this article.

The committee reviewed this General Bylaw amendment with the Conservation Agent after it had been approved by the Bylaw Committee. None of the committee members had questions or concerns.

| FINAL VOTE: 9 - 0 - 0 |     |                     |                          |
|-----------------------|-----|---------------------|--------------------------|
| Renée Gratis          |     | Thomas Joyce Yes    | Arthur Wayne Sampson Yes |
| Amanda Bongiovanni    | Yes | Kathleen LeGacy Yes | Steven Solbo Yes         |
| James Sullivan        | Yes | Richard Lavoie Yes  | William Towne Yes        |
| Katherine Jones       | Yes |                     |                          |

## Annual Town Meeting Article 17

### Amend Bylaw 1.7, Recreation Committee, Section 1.7.1. Membership, Section 1.7.2. Organization, Section 1.7.3. Duties and Responsibilities

The Finance Committee voted unanimously 9-0-0 to recommend approval of this article.

The committee was presented with the changes by the representative of the Recreation Committee, and were in agreement with the changes. This change is also supported by the Bylaw Committee and Recreation Committee.

| FINAL VOTE: 9 - 0 - 0 |     |                     |                          |
|-----------------------|-----|---------------------|--------------------------|
| Renée Gratis          |     | Thomas Joyce Yes    | Arthur Wayne Sampson Yes |
| Amanda Bongiovanni    | Yes | Kathleen LeGacy Yes | Steven Solbo Yes         |
| James Sullivan        | Yes | Richard Lavoie Yes  | William Towne Yes        |
| Katherine Jones       | Yes |                     |                          |

## Annual Town Meeting Article 18

### Accept G.L. c. 41, §110A to Allow Municipal Offices to Treat Saturdays as Holidays

The Finance Committee voted unanimously 9-0-0 to recommend approval of this article.

The committee met with the Town Clerk, and voter registration was the only concern raised. The Town Clerk advised this would not hinder voter registration

| FINAL VOTE: 9 - 0 - 0 |     |                     |                          |
|-----------------------|-----|---------------------|--------------------------|
| Renée Gratis          |     | Thomas Joyce Yes    | Arthur Wayne Sampson Yes |
| Amanda Bongiovanni    | Yes | Kathleen LeGacy Yes | Steven Solbo Yes         |
| James Sullivan        | Yes | Richard Lavoie Yes  | William Towne Yes        |
| Katherine Jones       | Yes |                     |                          |

# Annual Town Meeting Article 19

## Rescind Borrowing Authority

The Finance Committee voted unanimously 9-0-0 to recommend approval of this article.

The only question posed by the committee was why the borrowing is being rescinded, and the town administrator explained the funding was redundant as it had been covered by another article approved at a prior town meeting.

| FINAL VOTE: 9 - 0 - 0 |     |  |   |
|-----------------------|-----|--|---|
| Renée Gratis          |     | Thomas Joyce                      Yes    | Arthur Wayne Sampson                      Yes |
| Amanda Bongiovanni    | Yes | Kathleen LeGacy                      Yes | Steven Solbo                      Yes         |
| James Sullivan        | Yes | Richard Lavoie                      Yes  | William Towne                      Yes        |
| Katherine Jones       | Yes |  |   |

# Annual Town Meeting Article 20

## Authorize Land Transfer for the Keene House

The Finance Committee voted unanimously 9-0-0 to recommend approval of this article.

The committee understands this is a contingency plan for the Keene House, and voted approval to ensure this option would be available.

| FINAL VOTE: 9 - 0 - 0 |     |  |   |
|-----------------------|-----|--|---|
| Renée Gratis          |     | Thomas Joyce                      Yes    | Arthur Wayne Sampson                      Yes |
| Amanda Bongiovanni    | Yes | Kathleen LeGacy                      Yes | Steven Solbo                      Yes         |
| James Sullivan        | Yes | Richard Lavoie                      Yes  | William Towne                      Yes        |
| Katherine Jones       | Yes |  |   |

# Annual Town Meeting Article 21

## CPA Project: Forward at the Rock Phase II

The Finance Committee voted unanimously 9-0-0 to recommend approval of this article.

The question was posed if use of CPA funds for a project in another town was legal. The Chair of the Community Preservation Committee confirmed that CPA funding could be used for this project, and the committee also received the same confirmation from town counsel. There was back and forth discussion with clarifications requested, and adequate answers were provided to the committee.

| <b>FINAL VOTE: 9 - 0 - 0</b> |     |                          |                               |
|------------------------------|-----|--------------------------|-------------------------------|
| Renée Gratis                 |     | Thomas Joyce      Yes    | Arthur Wayne Sampson      Yes |
| Amanda Bongiovanni           | Yes | Kathleen LeGacy      Yes | Steven Solbo      Yes         |
| James Sullivan               | Yes | Richard Lavoie      Yes  | William Towne      Yes        |
| Katherine Jones              | Yes |                          |                               |

**Annual Town Meeting Article 22**  
**Amend Bylaw 3.1. Public Safety and Good Order, Section 3.1.23 Disturbances**

The Finance Committee voted unanimously 9-0-0 to recommend indefinite postponement.

Prior to the Finance Committee’s review, the private petitioner requested to withdraw the article. The Finance Committee understands that process dictates one person cannot act on behalf of everybody who signed the petition.

| <b>FINAL VOTE: 9 - 0 - 0</b> indefinite postponement |     |                          |                               |
|--|-----|--------------------------|-------------------------------|
| Renée Gratis   |     | Thomas Joyce      Yes    | Arthur Wayne Sampson      Yes |
| Amanda Bongiovanni                                   | Yes | Kathleen LeGacy      Yes | Steven Solbo      Yes         |
| James Sullivan                                       | Yes | Richard Lavoie      Yes  | William Towne      Yes        |
| Katherine Jones                                      | Yes |                          |                               |