

APPROPRIATIONS COMMITTEE
Meeting Minutes

For the Meeting Held On March 29, 2016
Meeting Time : 6:30 pm

Location : 328 North Main Street – Media Room – East Longmeadow, MA

Meeting Posted On: **Day:** Wednesday **Date:** 3 / 23 / 2016
(48 hrs required)

Is Meeting Being Recorded by Digital Recorder: Yes X No _____
The Minutes of this Meeting are being taken by: Marge Larocca

Committee Members: (check if attended)

Eric Madison	✓	Russell Denver	✓	James Broderick	✓	James Walsh	✓
Dawn Starks	✓	Rocco Carabetta	✓	Sam Pizzanelli	✓	Sara Menard	

Attendees: Tom O'Connor, Gregory Thompson, Steven Loyack

Did the Chair release any prior Executive Session Minutes?
Dates of Executive Session Released :

Yes		No	x
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TOPIC / MATTER #1
Review Capital Plan

Summary of Matter Discussed :

- The Chairman opened the Appropriations Committee meeting and T. O'Connor opened the Capital Planning Committee meeting.
- T. O'Connor distributed the FY 2017 Capital Projects & Categories document. T. O'Connor explained that the Capital Planning Committee only addressed projects that were submitted to the Capital Planning Committee (CPC), that two of the projects were pulled from the list, and the final vote of the CPC is reflected in the highlighted projects shown in the document.
- T. O'Connor was asked about the capital project recommendations by the School Committee and Board of Public Works. T. O'Connor stated that the Capital Planning Committee has taken no position on the recommendations.
- The Chairman stated that he reached out to the School Committee Chairman and the Superintendent of Public works to explain the Appropriations Committee's process regarding capital projects. The Chairman stated that there isn't enough time to address their capital project recommendations before the Annual Town Meeting, and that the projects could be brought before the fall town meeting.
- R. Denver voiced his appreciation for the School Committee and Board of Public Works working together on the capital projects, and stated that he had wanted them to have a discussion about going to the maximum tax cap levy.
- T. O'Connor stated that the average of capital projects over the past several years is \$4,000,000, and the projects submitted for FY17 are over \$20,000.00. He added that the projects look to be \$10-12 million for the following year, so there might be a need to bond for them. T. O'Connor explained that giving the Capital Project budget, the committee stayed with their recommendations, prioritized the projects and came up with projects that are \$2,919 less than budgeted. A discussion followed about the capital request for technology maintenance from the IT department and whether it

should be included in the departments' budget.

- A motion was made to approve the \$1,082,223 Capital Project Budget as recommended by the Capital Planning Committee. The motion was seconded. The vote is as follows: 4-in favor, 2-opposed, 1-abstain.
- The Chairman distributed the document: Credit Comparison with Massachusetts AA+ Rated Communities and gave a description of the information in the document. A discussion followed about the level of debt for the town. The Chairman made a request to have two or three members form a sub-committee to evaluate the data in the document and bring forth a recommendation for the Town's debt level. J. Broderick, R. Denver and S. Pizzanelli volunteered to evaluate the data.
- A motion was made to adjourn the Capital Planning Committee meeting at 7:12 PM. The motion was seconded and all were in favor.

Documents or Exhibits for this Matter:

- FY 2017 Capital Projects & Categories; Credit Comparison with Massachusetts AA+ Rated Communities

Votes Taken Under this Matter :

- A motion was made to approve the \$1,082,223 Capital Project Budget as recommended by the Capital Planning Committee. The motion was seconded. The vote is as follows: 4-in favor, 2-opposed, 1-abstain.
- A motion was made to adjourn the Capital Planning Committee meeting at 7:12 PM. The motion was seconded and all were in favor.

TOPIC / MATTER #2

Reserve Fund Request – D.P.W.

Summary of Matter Discussed :

- The Chairman gave a description of a Reserve Fund Request for \$25,094.02 that was received from the Superintendent of Public Works for wind storm damage to traffic lights at Mapleshade Avenue and Elm Street. The Chairman stated that the DPW is pursuing home-owner insurance to cover costs.
- A motion was made to approve the Reserve Fund Request for \$25,094.02. The motion was seconded. A discussion followed about the Appropriations Committee's process regarding reserve fund requests. The motion and second were withdrawn. It was determined to act on the request at the next meeting.

Documents or Exhibits for this Matter:

- Reserve Fund Request: DPW

Votes Taken Under this Matter :

- None

TOPIC / MATTER #3

FY17 Budget Discussion

Summary of Matter Discussed :

- The Chairman distributed revised FY2017 Budget Requests for the Sewer Enterprise Fund and the Water Enterprise Fund and gave a description of changes that were made are based on actual costs.
- A motion was made to approve the newly revised submitted budgets for the Water Enterprise and the Sewer Enterprise Funds. The motion was seconded and all were in favor.
- The Chairman distributed the FY17 Sources & Uses and the FY17 Sources & Uses Projections documents and gave a description of the changes that were made with decisions made in the last meeting.

- The Chairman spoke about an upcoming warrant article that is to take funds from free cash to apply to the last fiscal year's school expenses. He explained that the funds had been encumbered and then returned to free cash due to an inaccuracy in the Munis software program.
- A discussion followed about the supplemental budget request for the Stormwater account. J. Broderick gave a description of the extra costs in the stormwater supplemental budget request.
- A motion was made to put \$35,500 into the Stormwater account. The motion was seconded. The vote is as follows: 2-in favor, 5-opposed.
- The Chairman stated that the budget is a 1.72% increase from last year, and it is completed.

Documents or Exhibits for this Matter:

- FY17 Budget Request-Water Enterprise Fund; FY17 Budget Request-Sewer Enterprise Fund; FY17 Sources & Uses; FY17 Sources & Uses Projections

Votes Taken Under this Matter :

- A motion was made to approve the newly revised submitted budgets for the Water Enterprise and the Sewer Enterprise Funds. The motion was seconded and all were in favor.
- A motion was made to put \$35,500 into the Stormwater account. The motion was seconded. The vote is as follows: 2-in favor, 5-opposed.

TOPIC / MATTER #4

Meeting Minutes Approval – March 15, 2016

Summary of Matter Discussed :

- The March 15, 2016 Appropriations Committee meeting minutes were reviewed. A motion was made to approve the March 15, 2016 Appropriations Committee meeting minutes. The motion was seconded and all were in favor.

Documents or Exhibits for this Matter:

- March 15, 2016 Appropriations Committee meeting minutes.

Votes Taken Under this Matter :

- A motion was made to approve the March 15, 2016 Appropriations Committee meeting minutes. The motion was seconded and all were in favor.

7:55 PM: Motion to Adjourn

Next Meeting: April 5, 2015 – 6:30PM – 328 North Main Street – Conference Room

MEETING FOLLOW UP:
Create policy for elected officials stipend increases.
PRIOR MEETING NOTES:
Determine support of School Capital projects. – J. Broderick
Committee Goals :
Professional Development Class – TBD
Note: Present Fringe costs in next budget cycle.
Note: Handouts for Budget Forum