

David Hall, Chair person
Wendy M. Mead, Vice Chair
Jesse Limanek, Clerk
Jonathan Anderson
Jeffrey Bannon



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James A. Smith, Town Manager

Town of Sutton
Select Board

Meeting Minutes

Minutes Accepted and filed with the Town Clerk on 3/10/2020 by a vote of 4-0
(Vice Chair Mead absent)

7:00 p.m. – February 18, 2020
Sutton Town Hall, Meeting Room 1A

Members in Attendance:

Chairperson David Hall, Clerk Jesse Limanek & Select board Jonathan Anderson & Jeffrey Bannon (Vice Chair Mead absent)
Town Manager James Smith & Deb Jacques, secretary

Pledge of Allegiance

Moment of silence for Dave and Bev Lavallee who passed away last week

Public Forum: N/A

Selectperson Bannon motions to approve as presented 02/04/2020 meeting minutes, Selectperson Anderson seconds passes 4-0

Treasurer Lisa Lynch presents bonds for signing: present is Treasurer/Collector Lisa Lynch requesting the Board sign the sale of notes that took place on February 12th. This will cover the borrowing which was approved at Town Meeting. These are one year notes totaling \$1,635,000. this will fund the new highway truck, a fire truck and paving of Central Tpk. Lisa informs the board 6 bids were received, the winning bidder was TD Bank at 1.390% interest. Select person Limanek welcomes Lisa and says this is just following the necessary steps in this process. Select person Anderson asks about the pay down process as this is for one year, Select person Bannon says this plan was adopted to use the Capt. Stabilization fund rather than new taxes. The Select Board thanks Lisa Lynch for tonight's information on the bonds.

FY19 Melanson & Heath audit presentation: Scott McIntyre and Erica Lussier are present from Melanon & Heath, also present is Town Accountant Tim Harrison. Scott McIntyre informs the Board this is for year ending June 30, 2019. He goes on to say the books and records were in good working order and this audit was done in accordance with Govt. Auditing Standards. He reviews the Pension and OPEB as these are both long term unfunded liabilities. Erica was in charge of the Audit for the Town of Sutton, she reviews the General fund balances which includes the Stabilization fund, these showed a strong fund balance. Under the Fiduciary Funds the OPEB trust fund showed a total amount of \$1,492,426. Erica reviewed the revenue surplus as well as the enterprise funds (Sewer & Transfer Station). In the Management letter, there were 2 items from the previous audit (with the Town's response) as well as 2 new items added with the town's response. Included in these recommendations is to prepare for GASB 84&87 as it will apply to the Town in FY20 &21. In regards to Free Cash, Erica states it is important to try and recoup what you have used throughout the year. Select person Limanek says wonderful report. Jesse goes on to say the he enjoys the transparency these audits offer with an independent set of eyes. Jesse thanks the Financial Team for all the documentation that is done daily. Select person Anderson feels this report shows the character of the financial team and feels these audits are key elements for the town receiving favorable bond ratings. Select person Bannon says the 4 bullet points in the Management letter are relatively minor. Jeff asks if there has been an audit for the revolving accts at the school, Erica replies there was one done last year and does not know of any issues. Chairperson Hall says by using the term clean documents it shows the books are kept accurate. Dave also states so we are using free cash appropriately by using on one time purchases. Dave offers congratulations to Tim and his team for another successful year with the finances, the bottom line is we are being told we are financially in good shape. These presentations are to show transparency and accountability and assures the community we are successful.

Jeff Wilson Fire Chief Emeritus appointment: Jeff Wilson and Fire Chief Matt Belsito are present. Town Manager Smith informs the Board that Jeff Wilson has reached the mandatory age of retirement for the Fire Dept. Prior to Sutton Jeff was the Fire Chief in Oxford. Former Fire Chief Paul Maynard hired Jeff in Sutton 10 years ago, in that time Jeff has served our community well. Fire Chief Belsito thanks the Board for consideration on this request, Matt goes on to say how important Jeff has been to our Fire Dept and the town. His most recent rank was Lieutenant of Station 2. Jeff addresses the Board and thanks them as well as Matt Belsito for this honor. Jeff will be joining Paul Maynard in Emergency Management for Sutton. The Board all offer their thanks to Jeff and feel it is a well-deserved title. Select person Limanek motions to appoint Jeffrey Wilson to the position of Fire Chief Emeritus, Select person Anderson seconds passes 4-0

Approve & sign the Presidential Primary Warrant: Select person Anderson motions to approve and sign the Presidential Primary Warrant, Select person Bannon seconds passes 4-0

FY2021 Budget presentation: Town Manager Smith says the total budget for FY21 is \$34,263,941. this is 3.1% higher than FY20. Currently there is a \$94,474. deficit but he is not concerned. School appropriation was increased by \$400,000. BVT had 1 less student but went up \$90,000. We have added a position of HR/payroll (Erin Chinappi) with a salary of \$51,250. An increase of \$10,000. To the Finance director/Accountant (5,000 from Manchaug Water to file all required documents to the state and 5,000 from the Town) and we have Dave Perry retiring this summer which results in sick leave buyback. On the May Town Meeting there will be a debt exclusion for sewer from the Villas to the school this is a 4.8 million dollar project as well as the purchase of 6 acres of land on Waters Road for \$225,000. (80,000 from Conservation and 145,000. in free cash). Jim reviews the revenues which show an increase of 3.12% from FY20 and the graft of revenue trends showing we are just about back to where we were in 2009 just prior to the recession. For the new growth figure Jim and Tim budget conservatively. Local receipts continue to increase (Motor Vehicle excise). The Five Year plan shows 2022 & 2023 good, after that we are not certain. One of the biggest issues for the budget is Health Insurance. We have had a few bad experiences which raises the cost, this year we are looking at an 8% increase with some plan design changes. The bottom line is revenues must exceed expenses. Select person Limanek says fantastic presentation, this shows complete transparency with the community, Jesse feels Health Insurance is a challenge, he is concerned with expenses exceeding revenues with the school budget. Select person Anderson also mentions Health care having challenges. He asks at what point will it be unsustainable. There are only so many plan design changes that we can do. Select person Bannon says great for the HR position, he also mentions the Sewer project, if this does not pass we will still be looking to do some costly repairs. Jeff thinks Health care is the biggest threat to the whole budget. Chairperson Hall thanks the IAC for working with the town to make the changes, Dave says we are always conservative with our finances, we need to continue to be transparent with how we spend our money.

Town Manager update:

- Cyber security Awareness & Training Grant- This is through MA Exec Office of Technology & Security. Dan Durgin is leading this program.
- Finance and Warrant committee public hearings will be March 17, March 25 and April 1.
- Town Meeting is May 11th and Town Election is May 26
- Stipend for call/volunteer firefighters- Fire Chief Belsito has requested a stipend of \$1000. For any recruit successfully completing the call academy. This is almost 300 hours of training.
- Sutton Spring 5K fundraiser put on by PTO scheduled for May 31
- Early Voting February 24-Feb 28 7am to 5pm

Announcements/Roundtable:

Select person Limanek thanks the Sutton Fire Dept for the water rescue training that took place last Sunday. Jesse took part in the training, he has tremendous respect for the Fire Dept.

Thank you to the Congregational Church for the monthly donations they have made to the Mike Chizy Food Pantry. Jesse reads the list of needed items at this time.

9:21 pm Select person Limanek motions to adjourn the meeting, Select person Anderson seconds passes 4-0