

Minutes
Sherborn Advisory Committee, Virtual on Zoom
March 1, 2023

Dan Sichel (Chair), Steven Tsai (Vice Chair), Jane Materazzo, Peter Gallitano, Natalie Weare, Nora Lynch Smith, Mike Winters, Wassim Bassalee

The meeting was called to order at 7:04 pm.

Meeting Agenda

Reading of meeting agenda:

- Liaison Reports
- ATM 2023 Warrant Article Discussions
 - Article 2 - Supplementals (Deb Sieftring)
 - Article 3 - OPEB Liability (Heidi Doyle)
 - Article 4 - Cemeteries (Chuckie Blaney)
 - Article 5 - Revolving Fund Limits (Deb Sieftring)
 - Article 6 - Stab Funds (Deb Sieftring / Heidi Doyle)
 - Article 10 - Use of Free Cash (Deb Sieftring / Heidi Doyle)
 - Article 11 - Funding for 350th (George Fiske / Mary Moore)
 - Article 12 - Combined Treasurer/Collector (Jeremy Marsette)
 - Article 13 - Amend Board of Assessors (Nancy Hess)
 - Article 14 - Land Acquisition Cmte Membership (Frank Jenkins)
 - Article 15 - Amend Capital Budget (Corey Lincoln)
 - Article 16 - Amend Personnel Admin Plan Longevity (Vicki Rellas)
- Approve minutes

Addition of topics not reasonably anticipated by the chairperson 48 hours in advance of the meeting – N/A (No addition of topics to agenda)

Agenda approved 7-0

Follow up Items

Liaison Reports

- Peter Gallitano for Capital Budget Committee:
 - Discussion of capital requests for town buildings, roadways and stormwater.
 - Effort underway to hone in on projects and to track projects to completion
 - Town Roof
 - HVAC for Town Hall
 - Hydrants
 - General capital contingency fund
 - Overall ask is \$350K, \$200K to be bonded and rest in free cash
- Natalie Weare for Water Commission:
 - Concerns about PFAS in water.
- Dan Sichel mentioned that Dover Warrant will meet with the School Committee on Thursday, March 2nd.

Current Meeting Items

Annual Town Meeting (ATM) 2023 Warrant Article Discussions

Article 2 – Supplementals (Deb Siefring)

- Snow/Ice: last year was \$121K. This year, we are recommending \$21K, but this was before the storm this week. If we end up going over with Snow/Ice, this number may have to go up
- Ambulance: \$60K
- School supplemental: \$258K to pay for part of the special education overage

Article 3 – OPEB Liability (Heidi Doyle)

- Recommend moving \$100K from free cash to OPEB Liability Trust Fund

Article 4 - Cemeteries (Chuckie Blaney)

- This article releases the money that has been collected through the sales of lots (revenues are ~90% sale of lots ~10% perpetual care). Most of the money is spent on tree work across all 8 cemeteries in town.

Article 5 - Revolving Fund Limits (Deb Siefring)

- The two things to note here are the Ambulance Revolving Fund and the Used Equipment Fund.
- The limit for the Used Equipment Fund was set based on conversations with the department budget makers for DPW, Police and Fire.
- The Ambulance Revolving Fund limit was reduced from prior years. This is a result of the order in which we are going to charge ambulance expenses. We are going to charge expenses against the operating budget. Once exhausted, expenses will be charged against the revolving fund, offset by revenues.
 - Total expenses = Operating + Revolving Fund
- Recycling revolving fund no longer exists

Article 6 - Stab Funds (Deb Siefring / Heidi Doyle)

- Target for General Stabilization fund is to be 3% of budget. Currently we are at 2.56%. Propose to fund \$50K this year. We expect to reach the target in about 3 years.

Article 10 - Use of Free Cash (Deb Siefring / Heidi Doyle)

- Certified Free Cash is around \$2.7M. Target for Free Cash is to be 5% of budget (around \$1.65M)
- Propose to fund supplementals and stabilization funds from Free Cash
- Discussion on whether we have the liquidity to fund everything from Free Cash

Article 11 - Funding for 350th (George Fiske / Mary Moore)

- Celebration for Sherborn's 350th Celebration
- Organize steering committee, identify budget
- Ask is for \$10K to provide startup funding

Article 12 - Combined Treasurer/Collector (Jeremy Marsette)

- History
 - UMASS center report about operation of Town of Sherborn
 - Sherborn Government Task Force
 - A lot of the documents are on the town website
 - Mass DOR, did financial management of the community. Summary paragraph reads: “Due to the parallel requisite job responsibilities, we routinely recommend combining the treasurer/collector into a single [office?]”
 - 2012 Town Meeting there were two articles to appoint and merge: no action
 - 2019 Article 21 made the treasurer an appointed position
 - Survey of 21 communities that were similar to Sherborn in their total assessed values. Out of those, 15 had combined treasurer/collector at the time. Now all the towns except Sherborn have combined treasurer/collector.
 - From nearby towns, only Westwood. Select Board voted to put the
 - Town Council put draft language:
 - Provided that any other incumbents Shall continue to serve out the rest of their respective terms. Treasurer 2022 → 2025, collector
 - Efficiencies in their operations. Synergies in their tasks.
- Discussion about checks and balances when both positions are combined
- Discussion of revisions to the language of the article
 - Advisory can amend in our motion

Article 13 - Amend Board of Assessors (Nancy Hess)

- We adopted the State statutes to change from elected to appointed. There were concerns about lack of representation of town residents when moving to all appointed board. In order to make residency a factor, there needs to be a bylaw.
- Discussion on whether representation of residents is even necessary in a board that is primarily performing a technical function
- Unless we provide some town representation, we would be moving between extremes: from all elected to all appointed with potentially no town representation at all on the board.

Article 14 - Land Acquisition Cmte Membership (Frank Jenkins)

- Purpose of Land Acquisition Committee is to advise the Select Board on purchases of any parcels of land that may be of interest to the Town.
- The proposal is to change the membership of the Land Acquisition Committee by replacing the member representative from the Capital Budget Committee with a member representative from the Groundwater Protection Committee.

Article 15 - Amend Capital Budget (Corey Lincoln)

- This proposal will:
 - Shift the date, by which budget makers need to submit—to the Capital Budget Committee—their capital budget requests by, from February 1st to December 1st. This request is intended to make the budgeting process flow better. December 1st was chosen as to not compete with the January 1st deadline of Operating budget submissions.

- Change the threshold of what is considered a capital improvement or capital project from \$10K to \$25K. The reasoning is that \$10K was established in 1987, which is—adjusted for inflation—equivalent to \$26K in today’s dollars.

Article 16 - Amend Personnel Admin Plan Longevity (Vicki Rellas)

- Our town employees currently have no merit or longevity components to their pay. The only adjustments that are made, with the exception of a change in job responsibility, are COLA. This proposal addresses one element on non-COLA pay: longevity pay.

Approve minutes

Previous Meeting Minutes

- February 22, approved 7-0-1

Vote to Adjourn Meeting at 9:47 PM. **Approved 8-0.**

Respectfully submitted,
Wassim Bassalee