



CHELMSFORD FINANCE COMMITTEE  
MINUTES

June 4, 2020

**MEETING:** A meeting virtual was held on Thursday, June 4, 2020 at 6:30 PM using Zoom Video Communications software.

**PRESENT:** J. Clancy, D. Goselin, E. Chambers, K. Duffett, A. Langford, V. Parks and A. Tanini

**ALSO PRESENT:** P. Cohen, J. Sousa, D. Pigeon, J. Lang, J. Johnson-Collins, G. Persichetti, V. Crocker-Timmins, D. Newcomb, K. Lefebvre, R. Day, and public

**HANDOUTS:** None

The meeting was called to order at 6:30 PM.

J. Clancy read the following statement regarding the virtual meeting:

*“Pursuant to Governor Baker’s March 12, 2020 Order Suspending Certain Provisions of the Open Meeting Law, G.L. c. 30A, §18, and the Governor’s March 15, 2020 Order imposing strict limitation on the number of people that may gather in one place, this meeting of the Town of Chelmsford Finance Committee will be conducted via remote participation to the greatest extent possible. Specific information and the general guidelines for remote participation by members of the public and/or parties with a right and/or requirement to attend this meeting can be found on the Town’s website, at [www.chelmsfordma.gov](http://www.chelmsfordma.gov) For this meeting, members of the public who wish to watch the meeting may do so by accessing the Chelmsford Telemedia website [www.chelmsfordtv.org](http://www.chelmsfordtv.org).”*

**Approval of Minutes:**

**March 5, 2020:**

E. Chambers made a motion to accept the minutes of March 5, 2020 as written. A. Langford seconded the motion. K. Duffett, E. Chambers, A. Langford, D. Goselin, V. Parks, and J. Clancy voted in favor of the motion. A. Tanini abstained as she was not present at the meeting. The motion passed. The minutes were approved as written.

**March 12, 2020:**

E. Chambers made a motion to accept the minutes of March 12, 2020 as written. A. Langford seconded the motion. K. Duffett, E. Chambers, A. Langford, D. Goselin, A. Tanini, and J. Clancy voted in favor of the motion. V. Parks abstained as she was not present at the meeting. The motion passed. The minutes were approved as written.

May 28, 2020:

E. Chambers made a motion to accept the minutes of May 28, 2020 as written. V. Parks seconded the motion. All voted in favor of the motion. The motion passed. The minutes were approved as written.

**Warrant Article 11 – Town Charter Amendment – Board of Health:**

V. Crocker-Timmins stated that K. Lefebvre had put forward this article. She said that the concern expressed was that with a board of three members a conversation between two of the members would constitute a quorum. She said that the proposal was to increase the board by two members to five members. She explained that this would also allow for more diversity on the board. P. Cohen added that the Board of Health was the only town-wide board with three members. A. Tanini asked if the Board of Assessors wasn't also a three member board. P. Cohen replied that that was an appointed board. J. Clancy clarified that the Board of Health was elected and not appointed.

**Chelmsford Public Schools – Update of FY21 Budget:**

J. Lang thanked the Finance Committee for again inviting him to the meeting. He stated that last Thursday he had reviewed the original school budget and on Tuesday he had presented his recommendations to the School Committee for the \$1.3 million in cuts to the school budget that they would take to Town Meeting. He said that ultimately the revised budget was approved by the School Committee and the new "bottom line" school budget was \$61,677,000.

J. Lang reported that the first reduction was from the new elementary-level literacy curriculum. He explained that the cost had been estimated at  $\frac{3}{4}$  of a million of which \$250,000 was budgeted for FY2021. He stated that the cost of \$650,000 came in \$100,000 under what had been anticipated so they were able to purchase the program completely with FY2020 funds. He explained that this removed \$250,000 from the FY2021 budget. He noted that there would be no impact to staff or services from this cut.

J. Lang reported that the second area of savings was from the budgeting for retirees in the current year. He explained that typically they do not know who will retire so they have a practice of making the retiree payouts in July. He explained that this year they changed this to make the payout the last week of FY2020 instead. He stated that by moving up this payment they removed the amount from the FY2021 budget. He noted that by prepaying this amount in FY2020 they would remove \$121,000 from the FY2021 budget. He again noted that this would not impact staff or services.

J. Lang stated that the third cut was about a \$1 million dollar savings in transportation due to the early school closures. He added that they were able to move the \$960,000 in transportation savings to special education to pre-pay a portion of special education in FY2020. He noted that this would create a structural deficit in the budget for FY2022, but with so much uncertainty he thought it was a sound decision. He added that with the cushion they had built in the circuit breaker account he was confident that there was enough flexibility to make this transfer.

K. Duffett commented that she was happy that the schools were able to accommodate the reduction in funds with no impact to students. She noted that they were adding a number of

positions and asked if there had been any discussion of holding off on these additions. J. Lang replied that the positions had been discussed before the school closure. He said that the additions were in two primary areas that he did not feel could be deferred. He explained that positions for the therapeutic program at the middle schools wasn't an area that he would want to hold back. He added that the three positions in special education at the elementary schools was also an area where he would not want to wait another year. He added that the positions in technology at the middle and high school were even more necessary with the new remote learning needs. J. Lang stated that these additional positions were not "wish list" positions but were direct support positions for the students.

A. Langford asked if there had been any discussion regarding how Chelmsford would handle a possible state-mandated reduction in class size. J. Lang replied that this topic had been discussed. He added that most of their classrooms were still under 25 students. He noted that there was talk of having to cut that number in half but noted that no school in the state was prepared for this. He stated that they would have to look at staggered school days or perhaps staggered school weeks. He noted that doubling the staff to deal with smaller class sizes was not a viable option in the current economic climate. He added that a hybrid classroom/remote option was more likely. He stated that at the elementary level it was more difficult to administer remote learning, but they had some flexibility within staff to move people around. He added that they would have to look at the recommendations from the state.

A. Langford asked if there was discussion about school supplies that children would get. She noted that it was well over \$100 per child that fell to parents and some parents may be out of work. J. Lang replied that it could get expensive and they would work with the staff on supplies. He added that they would try to free up some year-end funds to pick up some supplies. He noted that for small items such as tissues he would envision that students would have to bring their own. D. Newcomb commented that the School Committee had started to look at the school supplies situation last fall. She said that they realized that it was a burden on some parents, and they would continue to work on this area.

A. Langford asked if the savings in transportation fees would be prorated back to the parents. J. Lang replied that there would be savings from having no bussing for the last three months of the school year, but only a small portion of that (\$75,000 to \$100,000 of \$1.1 million) came from the parents. He stated that if the actual costs were calculated it would be a token cost of about \$200 which was just a portion of the real amount. He noted that a return of transportation fees to parents was not included in the presented budget. A. Langford said that from watching the School Committee Meeting it was her understanding that there may be no bus service for grades 7 through 12 in the upcoming year. J. Lang replied that bus service was a stumbling block for the return to school. He explained that with the cleaning requirements and reduced children on buses there would be an issue. He noted that they were not required to provide free transportation for grades 7 through 12. He said that this was still an area for discussion and if the policy was changed to not provide busing then any collected fees would be returned. He added that they put a survey out to the parents to see who would plan to do their own transportation and who would be looking for busing. He said that the school committee would be discussing this topic within a few weeks.

E. Chambers stated that he was hopeful that the cuts to the school budget would include decreases in FTE's rather than just a shifting of funds. He added that the proposed budget had the addition of some 10 FTE's which would add \$1 million per year to the school budget in perpetuity. J. Lang replied that a lot of the positions were \$30,000 to \$35,000 per year to start or for teachers \$50,000 to \$60,000 per year. E. Chambers added that with the addition of benefits and the amount going up each year it amounted to a large addition to the budget that would be carried year after year. J. Lang replied that if programs are not offered in Chelmsford then students would go out of district which would be more expensive. He said that he would rather add services to keep kids in district. He added that the technology positions were needed because remote learning was difficult and even if schools were part remote next year, they would need the staff to support it. He noted that he did not see how they could do without the additional positions.

### **Public Comment:**

K. Lefebvre stated that from his experience being on a 5-person board is easier to get things done. He explained that with a 3-person board two people having a quick conversation would constitute a meeting. He added that with a lot of work to do a 5-member team is better. He noted that the downside would be in filling the additional positions since the last election had been uncontested. He said that there were three good people on the board now and if they could attract two more with experience it would be great. If not, he noted that inexperienced people could be trained. He pointed out that with the Board of Selectmen if one member was having a difficult time and had to step back that left four people to carry on. He explained that this was not the case with the Board of Health. J. Clancy asked if the Board of Health had expressed the need to move from three board members to five. K. Lefebvre replied that he had spoken to A. Roark about adding two qualified members. A. Tanini asked if the Board of Health had brought up the topic. K. Lefebvre replied that they had not, adding that he had brought it up based on his observations from going to meetings. He said that with only three members two would be a quorum so they could not discuss, and bounce ideas off each other. D. Goselin asked about the number of members in other Town's Boards of Health. K. Lefebvre said that he had looked at this last November and saw other towns with 5 person Boards of Health. He added that it was not rare. A. Tanini asked if this would require a charter change. J. Clancy replied that it would and that it would not go into effect until 2022.

### **FY21 Budget and Warrant Article Discussion and Recommendations:**

The Finance Committee discussed the warrant articles and made recommendations as follows:

1. Reports of Town Officers/Committees:

J. Clancy stated that no action was required for Article 1.

2. Amend Fiscal Year 2020 Operating Budget:

K. Duffett made a motion that the Finance Committee recommend approval of Article 2 to amend the Fiscal Year 2020 operating budget transferring \$550,000 from the Snow and Ice budget and \$121,050 from the Finance Committee Reserve Fund to the following line items:\$20,000 to Municipal Administration Expenses, \$180,000 to Public Safety

Expenses, \$60,000 to Public Works Expenses, \$13,650 to Municipal Facilities Personnel Services, \$140,400 to Municipal Facilities Expenses and \$257,000 to Benefits and Insurance. E. Chambers seconded the motion. E. Chambers asked how much this would leave in the Finance Committee Reserve Fund. P. Cohen replied that this would leave approximately \$55,000 in case anything happened before the end of the fiscal year. J. Clancy called the vote. All voted in favor. The Finance Committee will recommend approval of Article 2 by a unanimous vote (7/0).

3. Funding for Collective Bargaining Agreements:

J. Clancy asked if the collective bargaining agreements had been ratified. P. Cohen replied that they had been ratified at the last Board of Selectmen meeting. K. Duffett made a motion that the Finance Committee recommend approval of Article 3 to fund collective bargaining agreements with the Firefighters, Local 1839 for \$201,192 and AFSCME Local 1703 Clerical for \$23,550 for a total of \$224,742 to come out of the stabilization fund. E. Chambers seconded the motion. E. Chambers asked what contracts were left. P. Cohen replied that the Police Sergeants Union and the Public Safety Dispatchers Union were left. He noted that the dispatchers' contract had expired 11 months ago. J. Clancy called the vote. All voted in favor. The Finance Committee will recommend approval of Article 3 by a unanimous vote (7/0).

4. Nashoba Valley Technical School District FY21 Assessment:

K. Duffett made a motion that the Finance Committee recommend approval of Article 4 to raise and appropriate \$3,445,195 to fund the Town's Fiscal Year 2021 assessment to the Nashoba Valley Technical School District. E. Chambers seconded the motion. K. Duffett commented that she hoped that Nashoba would try to accommodate communities if the state budget gets worse. D. Pigeon replied that she was glad that K. Duffett had brought this up. She said that Nashoba also gets Chapter 70 funding and they planned to work on contingency plans on covering the loss of revenue if there were cuts in funding. She said that they had decided that if there was a shortfall in Chapter 70 funding for the FY21 budget they would handle the shortfall and would not go back to the towns for more funding. She said that she had heard the estimate of a 20% reduction but did not have any concrete numbers. She stated that this would mean about \$900,000 for Nashoba. She explained that they had several retirements coming that they would hold off on re-filling for the time being. J. Clancy called the vote. All voted in favor. The Finance Committee will recommend approval of Article 4 by a unanimous vote (7/0).

5. Fiscal Year 2021 Chelmsford Public Schools Operating Budget:

K. Duffett made a motion that the Finance Committee recommend approval of Article 5 to raise and appropriate \$61,677,000 to defray charges for the operations of the Chelmsford Public Schools for the fiscal period July 1, 2020 through June 30, 2021. A. Langford seconded the motion. A. Langford said that she was happy that the schools

were able to get the budget to where it needed to be without cutting services. She added that she was concerned with what next year would look like. She added that she appreciated the cost reduction without cutting teachers, especially in the area of special education. A. Tanini seconded this comment. She added that the concerns for next year and the year after were not unique to Chelmsford. K. Duffett commented that there was a cost savings in keeping children in district. D. Goselin commented that there were no cuts in personnel in the budget and in fact the schools were adding positions at a time when some percentage of people in town are unemployed. He expressed concern as to how this comes across. He added that the town was not doing anything with the roads due to the situation, but the schools were not doing much to address what could be a problem for multiple years. J. Clancy reminded the Finance Committee that the schools had budget autonomy and the Finance Committee could only vote the entire budget up or down. He commented that the budget provided maintains services this year, but it is unclear what will happen next year. He stated that there may be a need to make tougher decisions next year. D. Goselin noted that he did not advocate having lay-offs but was concerned with the new hires. He pointed out that Nashoba had anticipated issues and was refraining from replacing retiring personnel until there was a better picture of how things would materialize. E. Chambers agreed with D. Goselin saying he had a difficult time with the addition of 10 new positions at this time. K. Duffett pointed out that the cost of sending a student out of district could be more than \$100,000. She noted that the positions were not administrative. V. Parks added that with the current unknowns it was difficult to know how the schools should proceed. She added that it was difficult to balance the needs of staffing and remote learning. J. Clancy reiterated that the schools had budget line autonomy. He added that they had been given a number to reduce their budget by and the Superintendent and the School Committee met that number. He called the vote. All voted in favor. The Finance Committee will recommend approval of Article 5 by a unanimous vote (7/0).

6. Fiscal Year 2021 General Government Operating Budget:

K. Duffett made a motion that the Finance Committee recommend approval of Article 6 as presented. J. Clancy read the following amounts:

Municipal Administration

- |                        |             |
|------------------------|-------------|
| 1. Personnel Services: | \$2,447,869 |
| 2. Expenses:           | \$1,163,343 |

Out of District Education

- |             |          |
|-------------|----------|
| 3. Expenses | \$54,000 |
|-------------|----------|

Public Safety

4. Personnel Services:	\$12,986,513
5. Expenses:	\$1,203,440

Public Works

6. Personnel Services:	\$2,146,125
7. Expenses:	\$4,003,864
8. Snow and Ice Removal	\$1,000,000

Municipal Facilities

9. Personnel Services:	\$946,962
10. Expenses:	\$990,620

Cemetery Commission

11. Personnel Services:	\$305,965
12. Expenses:	\$62,900

Community Services

13. Personnel Services:	\$925,985
14. Expenses:	\$375,380

Library

15. Personnel Services:	\$1,676,525
16. Expenses:	\$477,211

Benefits and Insurance

17. Expenses:	\$25,517,189
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Debt & Interest

18. Non-Excluded:	\$7,061,627
19. Betterment - Funded:	\$2,336,813
20. Excluded:	\$3,650,909

- Proposed FY21 Operating Budget adjusts to the uncertain decline in available revenues as a result of the economic impact from the COVID-19 pandemic.
- Projected 20% decrease (\$3.4M) in Local Aid from the State.

- Projected 14% decrease (\$1.5M) in Local Receipts from Motor Vehicle Excise Taxes, Meals Taxes, Hotel Taxes, Permits, Fees, and Interest Earnings.
- Transfer of \$2M from the General Stabilization Fund.
- Proposed budgetary expenditures increase by \$758K (.55%) above the current fiscal year's \$137M operating budget.
- Chelmsford Public School's budget increase of only 1.1% (\$667K);
- Other Departmental budget increase of 1.3% (\$399K).
- Benefits & Insurance budget increase of 3.28% (\$809K)
- Debt Service budget decreases by 7.74% (-\$1.1M)
- Significant Specific Expenditure Adjustments from Level-Service:
  - - Snow and Ice Removal (\$500K)
  - - Other Post-Employment Benefits (\$500K)
  - - Debt Service (\$200K)
  - - Overlay Account for Property Tax (\$350K)
  - - Public Safety Overtime (\$475K)
  - - Replacement Police Vehicles (\$45K)

A. Langford seconded the motion. P. Cohen commented that a balanced budget needed to be in place at the time that the tax rate was set. He added that the budget could be adjusted at the Fall Town Meeting if it was under or over. He noted that there may be the need to make further adjustments. He added that there could still be uncertainty in October if there was a second wave of the virus. He said that they would adjust according to the reality at that time. He noted that they would have to look at the virus as a long-term phenomenon that will impact multiple years. J. Clancy called the vote. All voted in favor. The Finance Committee will recommend approval of Article 6 by a unanimous vote (7/0).

7. Air Quality Studies - Citizen Petition:

K. Duffett made a motion that the Finance Committee recommend approval of Article 7 to raise and appropriate \$50,000 to fund air quality studies of Chelmsford neighborhoods within a one mile radius of the asphalt plants at Oak Street in Chelmsford, and Commerce Way in Westford. E. Chambers seconded the motion. K. Duffett stated that she would likely vote against this article. She said that Chelmsford really didn't have a standing in what Westford does and she said that she did not think \$50,000 should be spent on this study at this time. A. Tanini stated that studies had been done in various neighborhoods. J. Clancy responded that numerous attempts had been made to secure studies, but the

studies were not forthcoming. He added that normally he would support this article, but with the current situation and the use of public funds he couldn't support it. He called the vote. All voted against the motion. The motion failed. The Finance Committee will recommend against Article 7 by a unanimous vote. (0/7)

8. Finance Committee Reserve Fund:

K. Duffett made a motion that the Finance Committee recommend approval of Article 8 to raise and appropriate \$400,000 to be used as a Reserve Fund at the discretion of the Finance Committee for Fiscal Year 2021, as provided in General Laws Chapter 40, Section 6. A. Tanini seconded the motion. All voted in favor. The Finance Committee will recommend approval of Article 8 by a unanimous vote (7/0).

9. Fiscal Year 2021 Capital Budget:

K. Duffett made a motion that the Finance Committee recommend approval of Article 9 to appropriate \$1,472,229 for the capital projects as presented. A. Tanini seconded the motion. D. Goselin stated that he thought that the funding should be put back into the roads and sidewalks. K. Duffett agreed saying that she also saw this as a concern though she didn't know what could be cut instead of this. D. Goselin suggested taking a little more out of the stabilization fund in order to keep the funding for the roads. J. Clancy noted that the capital budget was funded with borrowing so there would be a multi-year impact to the debt service from additions to the capital budget. He noted that \$2 million was already being used from the stabilization fund. K. Duffett asked if funding could be increased for roads via adding additional street acceptances. P. Cohen replied that there weren't any material roads left for street acceptance. He noted that the state underfunded Chapter 90 funds. K. Duffett asked if there were any grants for road work. P. Cohen replied that there had been talk of stimulus grants for road work, but that had stopped with the advent of the virus crisis. He noted that federal funds were currently being used for Riverneck Road and Concord Road construction. J. Clancy asked what the borrowing would look like if funding for road work was added back into the borrowing. P. Cohen replied that one-half of a million in additional borrowing would add about \$100,000 per year to the principal and interest payment. J. Sousa stated that they had spoken with a financial advisor and had decided to lower the FY21 capital plan to relieve some of the pressure on the budget. He noted that borrowing for roads can only go out for 5 years. He explained that they removed items in order to have a decrease in the debt service for the next two to three years. E. Chambers asked if the entire \$400,000 Finance Committee Reserve Fund had ever been used in a fiscal year. J. Clancy replied that it hadn't since he had been on the board. K. Duffett commented that the Finance Committee Reserve could not be used to subvert a Town Meeting vote. J. Clancy added that it could only be used for unforeseen and extraordinary purposes. He noted that if Town Meeting approves the capital budget it would be a violation of the use of the funds to use it for an item that was removed from that capital budget. E. Chambers asked if the funds could be approved at

Town Meeting to add road maintenance back into the capital plan. J. Clancy said that an amendment could be made but reiterated that it would result in a multi-year impact to the debt service. E. Chambers commented that it seemed like a short-term decision not to maintain the roads. D. Goselin added that it didn't make sense to abandon roads and then turn around and hire additional people. He said that if the repairs were not done this year, they would need to be done next year and borrowing costs would go up over time. J. Clancy stated that he understood the concerns expressed regarding the roads, but the Finance Committee needed to vote the proposed capital budget up or down. He added that the Town was asked to do a difficult thing with these cuts, but there was a lot of uncertainty and they did their level best to determine what could be pushed off for a year. P. Cohen commented that the road work could be revisited at Fall Town Meeting. He said that Chapter 90 funds would be released, and they would know what state aid would be and what free cash there would be. He explained that if funds were available, they could appropriate them at Fall Town Meeting for road work. He noted that this would only be deferring the work from this summer to next spring which would be in the same fiscal year. D. Goselin said that he would not be surprised if there wasn't an amendment to this article from the floor. J. Clancy called the vote. J. Clancy, A. Tanini, K. Duffett, V. Parks and A. Langford voted in favor of the motion. E. Chambers and D. Goselin voted against the motion. The motion passed. The Finance Committee will recommend approval of Article 9 by a majority vote (5/2).

10. South Row School Partial Roof Replacement Supplemental Appropriation:

K. Duffett made a motion that the Finance Committee recommend approval of Article 10 to appropriate a supplemental \$116,646 to complete the partial roof repair at South Row Elementary School. E. Chambers seconded the motion. E. Chambers asked if it was a risk to pay the whole amount "out of pocket". P. Cohen replied that the full appropriation had to be made. He noted that the project was already approved and 50.16% of the funds would be reimbursed. J. Clancy called the vote. All voted in favor. The Finance Committee will recommend approval of Article 10 by a unanimous vote (7/0).

11. Town Charter Amendment – Increase the Board of Health to 5 Members:

K. Duffett made a motion that the Finance Committee recommend approval of Article 11, that the Town vote, pursuant to the provisions of Massachusetts General Laws Chapter 43B, Section 10 and Section 7-1 of the Town Charter, to amend the Town Charter, Part III Elected Town Officers, Section 3-25 Board of Health, by increasing the composition of the Board of Health from three to five members. E. Chambers seconded the motion. P. Cohen stated that R. Day who was an elected member of the Board of Health wanted to address this article. R. Day said that he had been involved with the Chelmsford Board of Health for more than 37 years. He stated that there had been the suggestion of changing the number of board members made a few times over the years, but his opinion was "if it isn't broken, don't fix it". He stated that the three-member board had efficient

processes in place and one of the reasons he had stayed so long was that the board was small and manageable. A. Tanini said that she agreed that if a regulatory board works well you should be careful about making changes. She added that the charter is periodically reviewed, and this suggestion was not made. She noted that there could also be financial impact to the town from the additional board members. J. Clancy commented that the concern regarding side conversations could be addressed with scheduling of discussions during open meeting. He noted that the need of additional members was not requested by the Board of Health. E. Chambers said that he was glad that R. Day had the opportunity to call in. He agreed that if it wasn't broken there was no need to "fix it". V. Parks questioned how much greater the workload could be for the board and still be manageable. R. Day replied that the department and board had seen a lot of growth with some large issues such as the sewer project, emergency preparedness, H1N1, Ebola, SARS and other communicable diseases. He added that recently there were issues with restaurant inspections and now COVID-19. He said that even with growth the small board remains focused and non-political. He added that the charter had been reviewed a number of times and no reason had been found to increase the size of the board. V. Parks commented that the issue seemed to be more about a quorum for a three-member board. R. Day replied that he has not personally seen the quorum of the board be an issue. J. Clancy asked if they were ever not able to hold meetings due to not having a quorum. P. Cohen responded that it has not been an issue to his knowledge. J. Clancy called the vote. All voted against the motion. The motion failed. The Finance Committee will recommend against Article 11 by a unanimous vote. (0/7)

12. Fiscal Year 2021 Sewer Enterprise Fund Operating Budget:

K Duffett made a motion that the Finance Committee recommend approval of Article 12 to appropriate sewer user fee revenue in the amount of \$3,940,110 to fund the proposed FY2020 Sewer Enterprise Fund Budget. E. Chambers seconded the motion. All voted in favor. The Finance Committee will recommend approval of Article 12 by a unanimous vote (7/0).

13. Miland Avenue Sewer Pump Station Reconstruction:

K. Duffett made a motion that the Finance Committee recommend approval of Article 13 to transfer \$350,000 from the Sewer Enterprise Fund Free Cash for the reconstruction of the Miland Avenue Sewer Pump Station. A. Tanini seconded the motion. All voted in favor. The Finance Committee will recommend approval of Article 13 by a unanimous vote (7/0).

14. Fiscal Year 2021 Stormwater Management Enterprise Fund Operating Budget:

K. Duffett made a motion that the Finance Committee recommend approval of Article 14 to appropriate the following sums to operate the Stormwater Management Enterprise for Fiscal Year 2021:

Personnel Services:	\$586,446
Expenses:	<u>\$517,800</u>
Total:	\$1,104,246

and that \$1,104,246 be raised from Stormwater Management Enterprise revenues; and that the Town appropriate \$200,000 the Stormwater Management Enterprise Fund Free Cash for the purchase of a catch basin cleaner vehicle. E. Chambers seconded the motion. E. Chambers asked if there was a reason that the catch basin vehicle was funded here rather than from the capital budget. P. Cohen replied that it was used exclusively for stormwater and funding it from the enterprise would comply with federal regulations. J. Clancy called the vote. All voted in favor. The Finance Committee will recommend approval of Article 14 by a unanimous vote (7/0).

15. Fiscal Year 2021 Forum Ice Rink Enterprise Fund Operating Budget:

K. Duffett made a motion that the Finance Committee recommend approval of Article 15 to appropriate \$110,000 in expenses to operate the Chelmsford Forum Ice Rink Enterprise Fund for Fiscal Year 2021 and that \$110,000 be raised from Chelmsford Forum Ice Rink Enterprise Fund revenues. E. Chambers seconded the motion. J. Clancy asked P. Cohen if he was at all concerned with the Forum's ability to raise \$110,000 this coming fiscal year. P. Cohen replied that they needed to see what happens in the fall season. He noted that right now the Forum was closed for the summer. J. Clancy called the vote. All voted in favor. The Finance Committee will recommend approval of Article 15 by a unanimous vote (7/0).

16. Chelmsford Forum Ice Chiller Refrigeration System Replacement:

No action.

17. Fiscal Year 2021 PEG Access and Cable Related Enterprise Fund Operating Budget:

K. Duffett made a motion that the Finance Committee recommend approval of Article 17 to appropriate the following sums to operate the Cable Television Public, Educational, and Governmental (PEG) Access Enterprise for Fiscal Year 2021:

Personnel Services:	\$402,885
Expenses:	<u>\$199,575</u>
Total	\$602,460

and that \$602,460 be raised from cable television licensing revenues. A. Tanini seconded the motion. All voted in favor. The Finance Committee will recommend approval of Article 17 by a unanimous vote (7/0).

18. Chelmsford Telemedia Computer Servers:

K. Duffett made a motion that the Finance Committee recommend approval of Article 18 to transfer \$20,000 from the Cable Television Public, Educational, and Governmental (PEG) Access Enterprise Fund Free Cash to expand, upgrade, and/or replace computer servers that are used for the permanent storage of governmental archive materials and for CHSTv video production. E. Chambers seconded the motion. All voted in favor. The Finance Committee will recommend approval of Article 18 by a unanimous vote (7/0).

19. Fiscal Year 2021 Golf Course Enterprise Fund Operating Budget:

K. Duffett made a motion that the Finance Committee recommend approval of Article 10 to appropriate \$30,000 in expenses to operate the Golf Course Enterprise for Fiscal Year 2021 and that \$30,000 be raised from the Golf Course Enterprise revenues. E. Chambers seconded the motion. All voted in favor. The Finance Committee will recommend approval of Article 19 by a unanimous vote (7/0).

20. Annual Authorization of Departmental Revolving Funds:

K. Duffett made a motion that the Finance Committee recommend approval of Article 20 for the funding of the revolving funds as listed. V. Parks seconded the motion. D. Goselin asked what the Senior Citizen Trip Program was. P. Cohen replied that they put funds in the account and then if there is a senior trip the funding is available for the transportation vehicle. He explained that they then collect money from the trip attendees. He noted that this year the activity in the account would be negligible. J. Clancy called the vote. All voted in favor. The Finance Committee will recommend approval of Article 20 by a unanimous vote (7/0).

21. Cemetery Improvement and Development Fund:

K. Duffett made a motion that the Finance Committee recommend approval of Article 21 to transfer \$50,000 from the Sale of Graves and Lots to the Cemetery Improvement and Development Fund. E. Chambers seconded the motion. P. Cohen reported that he heard from D. Boyle that he wished to increase this amount to \$60,000. He explained that the niche walls at Pineridge were at 85% capacity and they wanted to expand. He added that there was plenty of funds in the account with over \$90,000 available. K. Duffett amended her motion to transfer \$60,000 from the Sale of Graves and Lots to the Cemetery Improvement and Development Fund. E. Chambers seconded the motion. All voted in favor. The Finance Committee will recommend approval of Article 21 by a unanimous vote (7/0).

22. Community Action Program Fund:

K. Duffett made a motion that the Finance Committee recommend approval of Article 22 to appropriate \$10,000 to fund the Community Action program established under Article 12 of the Warrant for the April 29, 1996 Spring Annual Town Meeting to provide matching funds to community improvement projects undertaken by individuals and/or

organizations within the Town of Chelmsford. E. Chambers seconded the motion. All voted in favor. The Finance Committee will recommend approval of Article 22 by a unanimous vote (7/0).

23. Cranberry Bog Dam Tree Removal and Maintenance:

K. Duffett made a motion that the Finance Committee recommend approval of Article 23 to appropriate \$25,000 to fund the removal of large growth trees and brush along with other maintenance of the cranberry bog dam located off of Elm Street. E. Chambers seconded the motion. All voted in favor. The Finance Committee will recommend approval of Article 23 by a unanimous vote (7/0).

24. Community Preservation Fund: FY21 Debt Service, Admin. Expenses & Reserves:

K. Duffett made a motion that the Finance Committee recommend approval of Article 24 to accept the Community Preservation Committee's plan for FY2021 which would appropriate \$242,060 for debt service, \$50,000 for administrative expenses, \$140,000 for each of the three areas of open space, historic preservation and community housing and \$200,000 for budgeted reserves. E. Chambers seconded the motion. All voted in favor. The Finance Committee will recommend approval of Article 24 by a unanimous vote (7/0).

25. Community Preservation Fund: Preservation of Historic Vital Records:

K. Duffett made a motion that the Finance Committee recommend approval of Article 25 to appropriate \$450,000 from the Community Preservation Fund General Reserve for the preservation of the Town's vital historic records. E. Chambers seconded the motion. J. Clancy commented that they had earmarked reserve funds which only could be used for specific uses for this article. He called the vote. All voted in favor. The Finance Committee will recommend approval of Article 25 by a unanimous vote (7/0).

26. Ledge Road & Oak Hill Road Easements for Roadway Purposes:

K. Duffett made a motion that the Finance Committee recommend approval of Article 26 to authorize the Board of Selectmen to acquire easements for roadway purposes along Ledge Road and Oak Hill Road. E. Chambers seconded the motion. He asked if there was an amount for the article. P. Cohen replied that there was no appropriation required for this article. J. Clancy asked if the dimensions based on the value of the lands were accurate. P. Cohen replied in the affirmative. J. Clancy called the vote. All voted in favor. The Finance Committee will recommend approval of Article 26 by a unanimous vote (7/0).

27. Boston Road & Concord Road Easements for Roadway Purposes:

K. Duffett made a motion that the Finance Committee recommend approval of Article 27 to authorize the Board of Selectmen to acquire easements for roadway purposes along

Boston Road and Concord Road. E. Chambers seconded the motion. J. Clancy asked how the acquisitions were going. P. Cohen replied that things were going well, and they would be ready to go to bid next month. J. Clancy called the vote. All voted in favor. The Finance Committee will recommend approval of Article 27 by a unanimous vote (7/0).

Special Town Meeting Warrant Article:

K. Duffett made a motion that the Finance Committee recommend approval of the special town meeting warrant article to transfer \$710,411 from Sewer Enterprise Fund Free Cash into the Fiscal Year 2020 Sewer Enterprise Fund Operating Budget that was voted under Article 11 of the April 29, 2019 Spring Annual Town Meeting for the purpose of paying for the cost to repair a sewer force main break adjacent to the Southwell Pumping Station. E. Chambers seconded the motion. P. Cohen stated that this was done already. He explained that they had gone down 20 feet to repair the main and it was in better shape than they had anticipated. He said that the joint needed to be repaired. E. Chambers asked how something like this that had to be fixed right away was able to be paid before Town Meeting. P. Cohen replied that they had used funds from the Sewer Enterprise Operating Budget. J. Clancy called the vote. All voted in favor. The Finance Committee will recommend approval of the special town meeting warrant article by a unanimous vote (7/0).

K. Duffett made a motion to adjourn. A. Tanini seconded the motion. All voted in favor.

The meeting adjourned at 9:26 PM.

Respectfully submitted,

Pamela A. Morrison