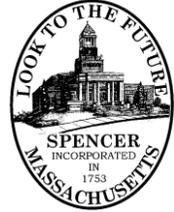


Minutes of the Meeting of the Board of Selectmen



Date: Monday, January 23, 2012
Time: 6:00 p.m.
Place: McCourt Social Hall, Memorial Town Hall, Spencer, MA
Present: Chairman Berthiaume, Clerk Woodbury, Member Fritze, and Town Administrator Gaudette

At 6:10 p.m. Chairman Berthiaume called the meeting to order and led the pledge of allegiance.

Approval of Minutes:

A motion to approve the minutes of the Regular Business Meeting of January 9, 2012 (Woodbury/Fritze) passed 3/0. The vote to approve the Executive Session Minutes of January 9, 2012 was postponed to the February 13, 2012 Business Meeting.

Citizen Input: none

Communications: Chairman Berthiaume acknowledged the Sherriff's Department who has sent workers out to paint the interior of Town Hall.

Old Business:

- a) Discussion: Kenneth Wheeler and Robert Zukowski: Bay Path Vocational High School update. Mr. Wheeler and Mr. Zukowski were not in attendance so this agenda item was passed over.
- b) Discussion: Topics for Legislative Delegation on February 13, 2012. Mr. Gaudette asked the Board if they had any subjects that he should include in his letter to the State Officials. He mentioned that the Treasurer/Collector had suggested a couple of bills related to collections. He also pointed out the out-of-district vocational requirement and the need to restore Local Aid. Mr. Pepe, who was not present, had also mentioned pension reform. The Board advised that those topics were deemed sufficient.

New Business:

- a) Discussion: Tom Scanlon, Scanlon Associates: FY2011 Financial Audit. Mr. Scanlon was present for the discussion of the Town's year-end financial report for FY2011. Mr. Scanlon reported that the Town has very good accounting controls in place and that the Financial Team does a good job managing the Town's finances. In terms of the Management Letter, the Town has reduced the number of comments over the last couple of years to only three minor comments. The first is the need to specify the amount of retained earnings budgeted at Town Meeting when describing the Sewer Department's budget. The second is to reduce the Police Detail Administrative Account which has a reserve of approximately \$75,000. This money should be closed out and rolled over to Free Cash. The third comment was for the Accountant to reconcile the non-expiring capital accounts to ensure that the reserves only represent "cash in hand" and does not include authorized borrowings.

Mr. Scanlon also discussed Page 19 of the Financial Statements to inform the Board how the Free Cash reserve has been established. This year the Town had \$350,000 less in turn backs and the amount of Local Receipts collected has fallen short of prior year estimates. Mr. Gaudette acknowledged this trend and advised the Board this is the reason why the restored Local Aid (approximately \$140,000) is not being allocated and instead will be counted as a Local Receipt,

balance the revenues, and hopefully contribute to Free Cash at the end of FY2012. Mr. Scanlon stated this conservative approach is well advised and that he was recommending this action to all his clients.

- b) Action Item: Vote to Adopt Stormwater Regulation Fee Amounts. Mr. Gaudette advised that the Planning Board had recently adopted Stormwater Regulations but the Board of Selectmen set fees. The fees requested represent the only cases where a Stormwater Permit would not be reviewed by another required permit.

A motion to set the Stormwater Fees as requested by the Planning Board (Woodbury/Fritze) passed 3/0.

- c) Policy Introduction: Amend the Cable Advisory Committee Charge of 2004. Mr. Gaudette reported that the current cable license agreement with Charter Communications is set to expire on July 4, 2012. He would like to re-establish the Advisory Committee so they can negotiate and make recommendations to the Board of Selectmen on the renewal agreement. Mr. Berthiaume advised Mr. Gaudette to put the policy on the next agenda for approval.
- d) Discussion Item: Senior Center Relocation and Current Lease Obligations. This item was passed over due to the absence of the other two members and the lack of a quorum with Mr. Woodbury abstaining.

Town Administrator's Report:

- a) FY2013 Budget Development Update. Mr. Gaudette presented a Revenue Outlook to the Board for his development of the FY2013 Budget. He explained that the Governor had recently announced that his initial budget will level fund FY2012 Local Aid and not include the restored aid from the fall Supplemental Budget. In addition, Local Receipts will have to be budgeted at \$70,000 less than FY2012 Budget so as to match FY2011 Actual. The only increase in revenue proposed will be the minimum 2.5% as allowed under Proposition 2 ½ (\$263,000) and New Growth (\$50,000). This amount will have to counter the lost Local receipt Revenue and any increases in fixed costs and Education Assessments.

Mr. Gaudette also handed out the initial FY2013 Capital requests. He will be meeting with the Capital Committee over the next 2 months to obtain recommendations for the Annual Town Meeting in May.

Board Liaison Reports: none

Citizen Input: Carl Kwaitkowski of Meadow Road asked if the Board was going to adopt the Remote Participation legislation as he read in the paper that Charlton has just done so. Mr. Gaudette advised that the Board had already done this in the fall.

Board Member and Staff Comments: Chairman Berthiaume reported that nomination papers can be pulled at the Town Clerk's Office beginning February 8, 2012.

A motion to adjourn (Woodbury/Fritze) passed 3/0. The meeting concluded at 6:55 p.m.

Respectfully submitted,

Adam D. Gaudette
Town Administrator

_____ Chairman

_____ Vice Chairman

_____ Clerk

_____ Member

_____ Member

_____ Date