

ARLINGTON FINANCE COMMITTEE
MINUTES OF MEETING
TOWN HALL HEARING ROOM
9/18/13

ATTENDEES:

Bayer*	White	Vacant	Vacant	McKenna*
DeCoursey*	Connors*	Simmons*	Gibian	
Tosti*	Foskett*	Deyst*	Ronan*	
Ferrara*	Beck	Jones*	Deshler*	
Franclemont*	Howard*	Fanning*	Carman*	Turkall*

* Indicates present

VISITORS: Chair Board of Selectmen Dan Dunn, Town Manager Adam Chapdelaine, Deputy Town Manager Andrew Flanagan, Planning Director Carol Kowalski

AWARD: Dunn, representing the BoS, gave the FinCom the Samuel A Wilson Award. He presented each member a certificate. The award had been formally presented to the Chair during a ceremony held in the auditorium last June.

LONG RANGE PLAN: Chapdelaine walked the FinCom through the current plan (Ref 1). No override will be needed until 2019. The exempt debt, except for Peirce, will be retired by 2019. Ottoson debt will be retired by 2018. Thompson MSBA reimbursement will be a lump sum in the near future which will save about half the interest cost. The revenue and expense growth assumptions are the same as in recent years. Symmes revenue expected to offset Symmes debt payments. Affordable Care Act assumed to have no effect on health care insurance cost. The Overlay Reserve cycle is included. Members pointed out that there should be a decrease in real estate tax revenue when the exempt debt is paid off. OPEB should have a line The 3.5% department growth should translate into status quo staffing. Members suggested a demographic study of student body growth & resulting predictions.

TRANSFER REQUESTS: GenGovt SubCom (McKenna) recommended the transfers requested (Ref 2& 3) for the upcoming special elections. He explained that they are in line with the transfers for last spring's special elections. The high cost of adverizing bylaw changes in the Advocate may be reduced if towns are allowed to use internet communications as now being discussed.

VOTED \$8,836 for the Town Clerk Unanimous

VOTED \$72,250 for the BoS. Unanimous.

ELECTION OF OFFICERS: The currently serving officers were nominated & unanimously elected in a process supervised by Turkall. They are Allan Tosti, Chair; Dick Fanning, Vice Chair; Charlie Foskett, Vice Chair; Alan Jones, Vice Chair; Peter Howard, Secretary.

MM REGIONAL AGREEMENT STUDY: Foskett described, using a handout (Ref 4), the various changes agreed upon so far. These include proportional voting in the school committee, increased contribution by communities sending few students, a discount for new members, less than unanimous vote required to approve new debt, withdrawal would not require unanimous approval, tuition students would contribute to debt payments. Approval by School Committee, Town Managers & Town Meetings required. Foskett believes these changes are attractive for Arlington.

MASTER PLAN: Kowalski reviewed the progress to date. She said there has been good attendance at the 3 workshops and the several working groups. The Plan not only would guide and ease decisions in Arlington but would be useful when applying for grants and bonds. She described the Plan as a road map to guide development. She

requested FinCom input sooner rather than later. The Plan will not come before Town Meeting until 2015. She stated that the Plan should be fiscally feasible but she was not clear about the basis for judging feasibility.

RESERVE FUND: $\$750,000 - \$8,836 - \$77,250 = \$663,914$

COMMITTEE: Vacancies in Pcts 1, 4, 11, 16. Chair requested nominations from members. Decisions to be made in December.

Peter Howard 9/20/13 Revised 9/23/13

cc FinCom Members, Town Web Site

Ref 1 Long Range Projection

Ref 2 Transfer Request Town Clerk

Ref 3 Transfer Request Board of Selectmen

Ref 4 CTF Summary

VOTE SUMMARY-Budgets

#	Title	Date Heard	Date Voted	Amount	Vote Unlisted votes were unanimous
1	FinCom				
2	Board of Selectmen				
3	Town Manager				
4	Personnel				
5	Information Technology				
6	Comptroller				
7	Treasurer				
8	Postage				
9	Assessors				
10	Legal				
11	Town Clerk				
12	Registrar of Voters				
13	Parking				
14	Planning				
15	Redevelopment Board Rental Buildings				
16	Zoning Board of Appeals				
17	Public Works				
17g	Street Lights				
18a	Community Safety Admin				
18b	Police				
18c	Fire				
18d	Support				
19	Inspections				
20	Education				
21	Library				
22a	Health & Human Services				
22b	Veterans				
22c	COA				
23	Retirement				
24	Insurance				
25	Reserve Fund				=
W&S EF	Rev Exp				
Rec EF	Rev Exp				
Rnk EF	Rev Exp				
COA EF	Rev Exp				
Youth EF	Rev Exp				

Long Range Projection 2014-2019
Finance Committee
September 18, 2013

Ref 1

	FY 2014	FY 2015	Dollar Change	Percent Change	FY 2016	Dollar Change	Percent Change	FY 2017	Dollar Change	Percent Change	FY 2018	Dollar Change	Percent Change	FY 2019	Dollar Change	Percent Change
I REVENUE																
A. State Aid	16,690,385	16,852,238	161,853	0.97%	17,015,710	163,472	0.97%	17,180,817	165,107	0.97%	17,347,575	166,758	0.97%	17,516,000	168,425	0.97%
School Construction Aid	2,474,773	2,474,773	0	0.00%	2,474,773	0	0.00%	2,474,773	0	0.00%	1,615,914	(858,859)	-34.70%	476,523	(1,139,391)	-70.51%
B. Local Receipts	8,505,000	8,555,000	50,000	0.59%	8,605,000	50,000	0.58%	8,655,000	50,000	0.58%	8,705,000	50,000	0.58%	8,755,000	50,000	0.57%
C. Free Cash/Muni Building Trust	3,411,528	1,500,000	(1,911,528)	-56.03%	1,500,000	0	0.00%	1,500,000	0	0.00%	1,500,000	0	0.00%	1,500,000	0	0.00%
D. Overlay Reserve Surplus	200,000	200,000	0	0.00%	200,000	0	0.00%	200,000	0	0.00%	200,000	0	0.00%	200,000	0	0.00%
E. Property Tax	101,039,058	103,746,727	2,707,669	2.68%	106,509,027	2,762,300	2.66%	109,343,710	2,834,683	2.66%	112,262,563	2,918,853	2.67%	115,468,000	3,205,437	2.86%
F. Override Stabilization Fund					516,532			2,896,806			6,074,327			6,421,449		
TOTAL REVENUES	132,320,744	133,328,739	1,007,994	0.76%	136,821,043	3,492,304	2.62%	142,251,107	5,430,064	3.97%	147,705,379	5,454,272	3.83%	150,336,973	2,631,594	1.78%
II APPROPRIATIONS																
A. Operating Budgets																
School	47,675,113	49,844,818	2,169,705		52,127,914	2,283,096		54,530,992	2,403,078		57,061,056	2,530,064		59,725,553	2,664,497	
General Education Costs	31,418,665	32,518,318	1,099,653	3.50%	33,656,459	1,138,141	3.50%	34,834,436	1,177,976	3.50%	36,053,641	1,219,205	3.50%	37,315,518	1,261,877	3.50%
Special Education Costs*	15,286,448	16,356,500	1,070,051	7.00%	17,501,455	1,144,955	7.00%	18,726,557	1,225,102	7.00%	20,037,415	1,310,859	7.00%	21,440,035	1,402,619	7.00%
Kindergarten Fee Offset	970,000	970,000	0	0.00%	970,000	0	0.00%	970,000	0	0.00%	970,000	0	0.00%	970,000	0	0.00%
Net School Budget	47,675,113	49,844,818	2,169,705	4.55%	52,127,914	2,283,096	4.58%	54,530,992	2,403,078	4.61%	57,061,056	2,530,064	4.64%	59,725,553	2,664,497	4.67%
Minuteman	3,336,935	3,453,728	116,793	3.50%	3,574,608	120,880	3.50%	3,699,719	125,111	3.50%	3,829,210	129,490	3.50%	3,963,232	134,022	3.50%
Town	23,064,316	24,753,780	1,689,464	7.33%	25,897,615	1,143,835	4.62%	27,083,235	1,185,620	4.58%	28,312,101	1,228,866	4.54%	29,585,728	1,273,627	4.50%
Expenses	9,305,801	9,355,801	50,000	0.54%	9,405,801	50,000	0.53%	9,455,801	50,000	0.53%	9,505,801	50,000	0.53%	9,555,801	50,000	0.53%
Less Offsets:																
Enterprise Fund/Other	1,791,215	1,853,908	62,693	3.50%	1,918,794	64,887	3.50%	1,985,952	67,158	3.50%	2,055,460	69,508	3.50%	2,127,402	71,941	3.50%
Tip Fee Stabilization Fund	0	(164,000)	(164,000)	-100%	0	0	0	0	0	0	0	0	0	0	0	0
Net Town Budget	31,164,902	32,255,674	1,090,772	3.50%	33,384,622	1,128,949	3.50%	34,553,084	1,168,462	3.50%	35,762,442	1,209,358	3.50%	37,014,127	1,251,685	3.50%
MWRA Debt Shift	5,593,112	5,593,112	0	0.00%	5,593,112	0	0.00%	5,593,112	0	0.00%	5,593,112	0	0.00%	5,593,112	0	0.00%
B. Capital budget																
Exempt Debt Service	3,018,625	2,925,213	(93,412)	-3.09%	2,816,405	(108,808)	-3.72%	2,708,203	(108,202)	-3.84%	2,610,621	(97,582)	-3.60%	1,277,666	(1,332,955)	-51.06%
Non-Exempt Service	5,747,610	5,817,502	69,892	1.22%	6,187,350	369,848	6.36%	6,402,112	214,762	3.47%	6,261,419	(140,693)	-2.20%	7,061,419	800,000	12.78%
Cash	1,450,700	1,330,450	(120,250)	-8.29%	1,322,256	(8,194)	-0.62%	1,337,025	14,769	1.12%	1,230,863	(106,162)	-7.94%	1,330,863	100,000	8.12%
Minus Capital Carry Forward	(385,625)	(180,600)	205,025	-53.17%	(130,600)	50,000	-27.69%	(130,600)	0	0.00%	(130,600)	0	0.00%	(130,600)	0	0.00%
Total Capital	9,831,310	9,892,565	61,255	0.62%	10,195,411	302,846	3.06%	10,316,740	121,329	1.19%	9,972,303	(344,437)	-3.34%	9,539,348	(432,955)	-4.34%
C. Pensions	8,160,032	8,649,634	489,602	6.00%	9,168,612	518,978	6.00%	9,718,729	550,117	6.00%	10,301,852	583,124	6.00%	10,919,964	618,111	6.00%
D. Insurance	14,739,366	15,771,122	1,031,756	7.00%	16,875,100	1,103,979	7.00%	18,056,357	1,181,257	7.00%	19,320,302	1,263,945	7.00%	20,672,723	1,352,421	7.00%
E. State Assessments	3,072,843	3,149,664	76,821	2.50%	3,228,406	78,742	2.50%	3,309,116	80,710	2.50%	3,391,844	82,728	2.50%	3,476,640	84,796	2.50%
F. Offset Aid - Library & School	60,566	60,566	0	0.00%	60,566	0	0.00%	60,566	0	0.00%	60,566	0	0.00%	60,566	0	0.00%
G. Overlay Reserve	700,000	600,000	(100,000)	-14.29%	800,000	200,000	33.33%	600,000	(200,000)	-25.00%	600,000	0	0.00%	800,000	200,000	33.33%
H. Other Crt Jdgmnts/ Deficit/ symmes	1,100,000	700,000	(400,000)	-36.36%	700,000	0	0.00%	700,000	0	0.00%	700,000	0	0.00%	700,000	0	0.00%
I. Warrant Articles	1,112,692	1,112,692	0	0.00%	1,112,692	0	0.00%	1,112,692	0	0.00%	1,112,692	0	0.00%	1,112,692	0	0.00%
J. Override Stabilization Fund	5,773,873	2,245,164														
K. TOTAL APPROPRIATIONS	132,320,744	133,328,739	1,007,995	0.76%	136,821,043	3,492,305	2.62%	142,251,107	5,430,064	3.97%	147,705,379	5,454,272	3.83%	153,577,957	5,872,578	3.98%
BALANCE	0	0			(0)			(0)			(0)			(3,240,984)		
Surplus / (deficit) to carryover to next year	0	0			(0)			(0)			(0)			(3,240,984)		

Reserve Balances	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019
Free Cash	6,085,848	3,000,000	3,000,000	3,000,000	3,000,000	3,000,000
Stabilization Fund	2,768,663	2,951,723	3,140,275	3,334,483	3,534,517	3,740,553
Override Stabilization Fund	13,663,949	15,909,113	15,392,581	12,495,775	6,421,449	(0)
Tip Fee Stabilization Fund	0	0	0	0	0	0
Municipal Bldg Ins. Trust Fund	884,170	910,695	938,016	966,157	995,141	1,024,995
TOTAL:	23,402,630	22,771,531	22,470,871	19,796,415	13,951,107	7,765,548
% of General Fund Revenue	17.7%	17.1%	16.4%	13.9%	9.4%	5.2%

The plan does not include any potential impacts of an Arlington High School or Minuteman Regional Vocational School Building Project (s)



**OFFICE OF THE TOWN CLERK
TOWN OF ARLINGTON
730 MASSACHUSETTS AVENUE
ARLINGTON, MA 02476**

Ref 2

**TOWN HALL
OFFICE HOURS
MONDAY, TUESDAY & WEDNESDAY
8 A.M. TO 4 P.M.
THURSDAY - 8 A.M. TO 7 P.M.
FRIDAY - 8 A.M. TO 12:00 P.M.**

STEPHANIE L. LUCARELLI
TOWN CLERK

TELEPHONE
(781) 316-3070

September 9, 2013

Mr. Allan Tosti, Chairman
Finance Committee
38 Teel Street
Arlington, MA 02474

Re: Budget Transfer

Dear Mr. Tosti:

I am requesting a transfer in the amount of **\$8,835.22** to cover the unexpected cost of the Special State Primary (October 15, 2013), Special State Election (December 10, 2013) and the Advertising of the approved 2013 Town Meeting Articles submitted to the Attorney General's Office.

The breakdown is as follows:

Special State Primary (Tuesday, October 15, 2013)
Special Election (Tuesday, December 10, 2013)

Overtime
Voter Registration Session

Karen 4 hrs @ 29.48 = \$117.92 x 2 (two elections) = \$235.84

Overtime
Last Day to Apply for Absentee Ballot for Special State Primary (Friday, October 11th)

Karen 5 hrs @ 29.48 = \$147.40
 (12 pm to 5 pm)

Janice 5 hrs @ 39.90 = \$199.50
 (12 pm to 5 pm)

Nancy 5 hrs @ 31.08 = \$155.40
 (12 pm to 5 pm)

Theresa 5 hrs @ 31.08 = \$155.40
 (12 pm to 5 pm)

Overtime:
Election Morning & Evening

Karen	2 hrs @ 29.48 (6 am to 8 am)	=	\$58.96 x 2	=	\$117.92
	6 hrs @ 39.90 (4 pm to 10 pm)	=	\$176.88 x 2	=	\$353.76
Janice	2 hrs @ 39.90 (6 am to 8 am)	=	\$79.80 x 2	=	\$159.60
	6 hrs @ 39.90 (4 pm to 10 pm)	=	\$239.40 x 2	=	\$478.80
Nancy	4 hrs @ 31.08 (6 pm to 10 pm)	=	\$124.32 x 2	=	\$248.64
Theresa	4 hrs @ 31.08 (6 pm to 10 pm)	=	\$124.32 x 2	=	\$248.64
<u>TOTAL OVERTIME</u>					<u>\$2,500.90</u>

Legal Advertisements (Arlington Advocate)

Voter Registration Session	\$160.00 x 2	=	\$320.00	
Ad for Election	\$65.00 x 2	=	\$130.00	
<u>TOTAL FOR ADVERTISING</u>				<u>\$450.00</u>

Election Coverage:

Joe Miksis	\$150.00 x 2	=	\$300.00	
<u>TOTAL FOR ELECTION COVERAGE</u>				<u>\$300.00</u>

TOTAL COST FOR SPECIAL ELECTIONS: \$3,250.90

Advertising of Town/Zoning Bylaws approved at the 2013 Annual Town Meeting

I am requesting a transfer for the aforementioned, due to the fact that the Attorney General's Office did not approve the Articles submitted until July 29th and I could not therefore advertise them in the local paper during this past fiscal year.

The cost incurred to advertise these by-laws for two weeks is \$5,584.32, which I do not have in my 2014 Budget.

Legal Advertisements (Arlington Advocate)

TOTAL COST FOR ADVERTISING \$5,584.32

Thank you for your cooperation in this matter.

Very truly yours,
TOWN CLERK'S OFFICE

Stephanie L. Lucarelli

Stephanie L. Lucarelli
Town Clerk

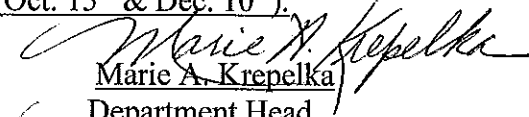
REQUEST FOR TRANSFER

TO: Finance Committee, Town of Arlington

Request is hereby made for transfer from the Reserve Fund in accordance with Chapter 40, Section 6, Massachusetts General Laws:

1. Amount requested: \$72,250.00 Date: 9/12/13
2. To be transferred to: Selectmen's Election Account #0116282
3. Present balance in this appropriation:
4. The amount requested will be used for: State Representative Seat-2 elections

-
5. This expenditure is extraordinary and/or unforeseen for the following reasons: Rep. Markey was elected to the open senate seat it and it created the need for two (2) more elections this Fall (Oct. 15th & Dec. 10th).


Marie A. Krepelka
 Department Head

Selectmen/School Committee

NOTE: Submit this form in duplicate to Chairman, Finance Committee. Forward one additional copy to Executive Secretary, Finance Committee. Every request should be made and the transfer from the Reserve Fund voted BEFORE any expenditure in excess of an appropriation is incurred.

Action of Finance Committee

Date of Meeting _____

Number Members present and voting _____

Transfer voted in amount of _____

Transfer disapproved _____ and Comments _____

Chairman, Finance Committee

Ref 4

Brief Status of RAAS as of 20130910

All Information Preliminary draft

Final RAAS Vote September 30, 2013; Town Manager Committee Review; Minuteman School Committee Review; 16 Town Unanimous Approval

Item	Subject	Draft Language (Appx)	Comments
1.	Weighted Voting	Based on enrolment, 50% on issues, 2/3 on budget	Good for Arlington
2.	Capital Costs	5 student min, 1%, enrollment 50%, combined effort Yield, 34%	Good for Arlington, \$198,00 reduction in current capital costs
3.	New member discount	Up to 4 years, graduated	Bring new members in
4.	Incurring debt	Approved if 80% of communities do not object	Tough pill, but the right thing to do
5.	Final Budget	2/3 of weighted vote plus 2/3 of school committee	Good for Arlington
6.	Amendments	Unanimous of member towns	
7.	New members	By amendment	
8.	Withdrawal	<ul style="list-style-type: none"> • 2/3 vote of legislative body • May not be rescinded • 5 year notice • Operating costs for 5 years, averaged • Obligated for Capital debt and other debt • OPEB an issue unresolved 	Good for Arlington
	Independent Municipal Agreement	Facilities Charge for Tuition Students	Will defer capital cost and encourage new members