

Stoneham Finance and Advisory Board (FAB)

Date:	June 5, 2023
Time:	7p
Location:	Stoneham Town Hall Hearing Room
Present:	Mike Memmolo – Chair Cory Mashburn – Vice Chair Andrew Harmon – Secretary Julianne Bovat, Jen Gray, Joe Joffe, Sachin Joshi, John Lane, Jeff Moyer, Wendy Smith
Absent:	Ed Hurley
Guests:	Jeanne Craigie – Town Moderator Dennis Sheehan – Town Administrator Lori Plourde - Town Accountant Leia Secor – Town Budget Director

AGENDA

1. Open Meeting
2. Pledge of Allegiance
3. Public Comment
4. Board Officer Elections – Vote Required
 - a. Chair
 - b. Vice Chair
 - c. Secretary
5. Board Liaisons and Committee Assignments
6. Meeting Minutes – Vote Required
7. Town Moderator’s Report
8. Town Administrator’s Report
9. End of Year Transfers – Vote Required
 - a. Request to transfer \$1,052,120 from/to various town accounts as recommended by the Town Administrator and Town Accountant.
10. Updates
 - a. Water and Sewer
 - b. Capital
 - c. School Building Committee
 - d. Subcommittees

<p>11. Other business – non-deliberative</p> <p>12. Adjournment - Vote required</p>

<p>1.</p>	<p>Open Meeting</p> <p>➤ The Finance & Advisory Board Chair called the meeting to order at 7:00pm.</p>	<p>VOTES (If needed):</p> <p>No votes needed</p>
<p>2.</p>	<p>Pledge of Allegiance</p>	<p>No votes needed</p>
<p>3.</p>	<p>Public Comment Period</p> <p>➤ No public comments</p>	<p>No votes needed</p>
<p>4.</p>	<p>Taking things out of order</p> <p>There were people in the audience that were going to speak, and the Chair wanted to take some things out of order so they could speak. The things that the Chair wanted to take out of order were:</p> <p>➤ Town Moderator’s Report</p>	<p>Ms. Gray introduced a motion to move the Moderator’s Report to the top of the Agenda; Ms. Smith seconded; all in favor.</p>
<p>5.</p>	<p>Town Moderator’s Report</p> <p>There were new members of the Finance and Advisory Board and the Town’s Moderator Jeanne Craigie wanted to welcome them and go over some of the roles and responsibilities of the FAB. Her comments included the following:</p> <p>➤ Public Comment should be non-deliberative where the public would speak and the FAB would listen but not discuss.</p> <p>➤ The Moderators role is to appoint and unappoint the FAB members.</p> <p>➤ She did thank the members of the committee for their work within the town.</p> <p>➤ She does communicate with the chair and discusses how meetings are going and are members fulfill their roles.</p> <p>➤ One of the FAB’s roles is to be the fiduciary voice to the residents.</p>	<p>No votes needed</p>

	<ul style="list-style-type: none"> ➤ Another role of FAB is to look at the towns’ budget numbers and see where they should go. ➤ When the FAB is in session they should talk about numbers, but not about any other board and how they run administratively. ➤ The write-ups for Town Meetings are remarkable and they should continue to be like that if not better than are. 	
<p>6.</p>	<p>Taking things out of order</p> <p>There were people in the audience that were going to speak, and the Chair wanted to take some things out of order so they could speak. The things that the Chair wanted to take out of order were:</p> <ul style="list-style-type: none"> ➤ Town Administrator’s Report ➤ End of Year Transfers – Vote Required <ul style="list-style-type: none"> a. Request to transfer \$1,052,120 from/to various town accounts as recommended by the Town Administrator and Town Accountant. 	<p>Ms. Gray introduced a motion to move the Administrator Report and the End of Year Transfers to the top of the Agenda; Mr. Moyer seconded; all in favor.</p>
<p>7.</p>	<p>Town Administrator’s Report</p> <p>The Town Administrator attended the meeting to make some introductions and to welcome the new members of the FAB.</p> <ul style="list-style-type: none"> ➤ Wanted to welcome the new Town Account Lori Plourde on board. Stated that she has done a great job so far and is very happy to have her in her position. ➤ Welcomed the new member of the FAB and stated that his door is always open to talk about items and to bring up items as well. ➤ The state budget has not yet been finalized. Senator Lewis and the senate’s budget has included additional funds for possibly the High School Building Project’s that have been affected by inflation and supply issues. This decision could have a huge impact on the Town of Stoneham. ➤ The town did submit a One Stop Grant for the downtown project. Have done a preliminary design, had some community meetings, and submitted the application for a total of \$3.5 million. We will not find out about this grant until the fall. It should be very competitive. <p><i>Questions</i></p> <p>Mr. Sachin asked: Saw in the news that the state was not handling their employment money correctly. RESPONSE: That should not impact the town. Does not know everything but will investigate more in the coming weeks.</p>	<p>No votes needed</p>

	<p>Ms. Smith asked: The High School Building project has \$2.2 million of ARPA funds. Will that money be moved over to the town's ARPA funds now or will it wait until the end of the project. RESPONSE: The School Building Committee would like to maintain the money to have a cushion within their budget. The ARPA funds must be spent by 2026 so there is still time to spend them.</p> <p>Ms. Gray asked: What is the total cost of the town's redesign budget is? RESPONSE: It will be around the \$3.5 million range.</p> <p>Mr. Memmelo asked: Who is the redesign grant through: RESPONSE: The One Stop Program</p>	
<p>8.</p>	<p>End of Year Transfers – Vote Required ----- FIGURE CHART IS ATTACHED a. Request to transfer \$1,052,120 from/to various town accounts as recommended by the Town Administrator and Town Accountant.</p> <p>The state allows the FAB to make transfers when towns get close to the end of the fiscal year to help manage budget and flexibility.</p> <ul style="list-style-type: none"> ➤ The town has a Reserve fund that the FAB has control over and is usually used for one-time expenses. ➤ There are budget lines that the town has more flexibility in and can used to square up some of the salary accounts. ➤ The BOH entered into an agreement to team up with Wakefield and Melrose Health Departments and start to regionalize the BOH's in each town. Stoneham brought on a Health Agent to do the inspections of the town. ➤ The Town Accountant had to help maintain reports for the federal government. ➤ The DPW only has one mechanic and has to outsource some maintenance for repairs. ➤ There are several vacancies within the police department and that make the town use overtime to cover shifts. Takes a year to hire a vacancy because they must go through the academy and then training. ➤ Working with Eversource around bills for electricity. Want to make sure our LED lights are being captured within the bills. ➤ We included Trees and a new mower for DPW. Want to plant more trees and want to start to use electric mowers. ➤ Wanted to make sure that the Assessor's office has money for reporting and consulting services. ➤ Wanted to stabilize the trash subsidy account. 	<p>Mr. Harmon introduced a motion to accept the End of Year Transfers; Ms. Bovat seconded; all in favor.</p>

➤ Town Administrator wanted to thank Lori Plourde, the towns Accountant for all of her hard work on this request.

Ms. Smith asked: What about the Town Council and the \$20K on their line?

RESPONSE: We have had some high-profile development projects come to an end. Also have had some high-profile personnel cases. It is one of those lines that we cannot predict.

Mr. Lane asked: What about the \$202K excess for Snow and Ice removal?

RESPONSE: There is a structural issue within the Town of Stoneham. It is usually budgeted low in towns because there is a law that says that municipalities can over expend the Snow and Ice Budget because that state wants towns/cities to be able to plow the roads in storms. It gives towns flexibility to spend more is they need to.

Ms. Gray asked: Would the Snow and Ice Transfer be about labor/time or material we are putting down on the roads?

RESPONSE: For Stoneham it is labor and time and then times when there are no storms such as if the roads are icy from freezing weather. It is because of the safety of the roads.

Mr. Sachin asked: Is the reserve level where the Town wants it to be?

RESPONSE: Our Free Cash amount is still growing, and balances are still growing. Our total undesignated fund balance has reached 15% and it should be 15%-20%.

Ms. Gray asked: Is the DPW doing maintenance on all town vehicles or just the DPW fleet?

RESPONSE: Historically DPW has been doing all town vehicles. Fire has a specialist position for helping maintain fire vehicles and equipment. The more complex problems are being sent to other places to handle because of low staff numbers. We have positions open and have tried to increase the pay. The mechanic's field has a real shortage.

Mr. Harmon asked: How many vacancies are within the Police Department? Are we expecting to use a lot of overtime pay again this coming year? Also is there any thought to move overtime into the operational budget?

RESPONSE: In the range 7-10 people but we do have some offer letters out as we speak. We have a couple of people in the academy, and we are hoping to get some transfers. We are looking to fill some vacancies but will probably be looking for overtime pay in the coming year as well. The chief has asked for and we did increase the overtime in the past budget process.

<p>9.</p>	<p>Board Officer Elections – Vote Required</p> <p>a. Chair b. Vice Chair c. Secretary</p> <p>There were some vacancies since the FAB lost their last chair. June is also always the time of year when we have our board elections.</p> <p>After votes and discussion, the following are the FY24 FAB Board Members:</p> <ul style="list-style-type: none"> ➤ Chair – Mike Memmolo ➤ Vice Chair – Jen Gray ➤ Secretary – Cory Mashburn 	<p>Ms. Smith then introduced a motion to elect Mr. Memmolo as Board Chair for the next year; Mr. Harmon seconded; all in favor.</p> <p>Ms. Smith then introduced a motion to elect Ms. Gray as Board Vice Chair for the next year; Mr. Mashburn seconded; all in favor.</p> <p>Ms. Smith then introduced a motion to elect Mr. Mashburn as Board Secretary for the next year; Mr. Harmon seconded; all in favor.</p>
<p>10</p>	<p>Board Liaisons and Committee Assignments - LIAISON CHART IS ATTACHED</p> <p>Discussion of people that wanted to be Board Liaisons to town departments was had. The FAB is the liaison for town departments to be the voice during budget season and to understand each town department’s asks during the budget season.</p> <p>The Liaison chart is attached with these meeting minutes, and it breaks down the liaison for each town department.</p> <p>Subcommittees were discussed and people talked about each one and members volunteered to be on each one. Each sub committee’s make up is the following:</p> <ul style="list-style-type: none"> ➤ Resource Center – Jen Gray, Julieanne Bovat, Wendy Smith ➤ Finance Matrix – Andrew Harmon, John Lane, Jeff Moyer, Joe Joffe ➤ Fiscal Guidelines – Cory Mashburn, Mike Memmolo 	<p>Mr. Harmon introduced a motion to accept the Board Liaison and Subcommittee Assignments as discussed; Ms. Smith seconded; all in favor.</p>
<p>11</p>	<p>Updates</p> <p>a. Water and Sewer b. Capital c. School Building Committee d. Subcommittees</p> <ul style="list-style-type: none"> ➤ Group discussion to dissolve the Water and Sewer Sub Committee since Water and Sewe 	<p>Ms. Gray introduced a motion to dissolve the Water and Sewer Sub-Committee; Mr. Harmon seconded; all in favor.</p>

	<ul style="list-style-type: none"> ➤ Mr. Mashburn stated that the capital committee will probably begin meeting again in August or September to talk about the October Town Meeting requests. ➤ Mr. Mashburn stated that there was a Topping Off Ceremony in May for the new High School. During the summer the high school front entrance will be closed due to the filling and changing the grade of the parking lot. Also there will be walls starting to go up during late summer. The project is on budget and schedule. 	
12	<p>Meeting Minutes – Vote Required</p> <p>Discussions about two past minute meetings. The Board was presented with minutes from the March 16 and March 30 2023 meetings.</p>	<p>Ms. Bovat introduced a motion to accept the minutes as written for the March 16, 2023, meeting minutes and waive the reading; Ms. Gray seconded; 8 in favor, 2 abstain.</p> <p>Ms. Gray introduced a motion to accept the minutes as written for the March 30, 2023, meeting minutes and waive the reading. Mr. Sachin seconded; 7 in favor, 3 abstain</p>
13	<p>Other business – non-deliberative</p> <ul style="list-style-type: none"> ➤ Mr. Moyer thanked the Town Administrator for speaking to his college class about the building of the new high school project and the process around building it. ➤ Mr. Harmon stated he attended with Mr. Moyer attended the ATFC conference and will sending around information that they got from it. ➤ Discussion was had by the group about moving the July 3 meeting to July 10. ➤ Discussion was had by the group about moving the August 7th meeting to August 14. 	<p>No votes needed</p>
14	<p>Adjournment - Vote required</p>	<p>Mr. Moyer then introduced a motion to adjourn; Mr. Harmon seconded; all in favor.</p>