

## Stoneham Finance and Advisory Board (FAB)

<b>Date:</b>	January 8, 2024
<b>Time:</b>	7p
<b>Location:</b>	Stoneham Town Hall Hearing Room
<b>Present:</b>	Mike Memmolo – Chair Cory Mashburn – Secretary  Ed Hurley, Adam Jacobs, Joe Joffe, John Lane, Jeff Moyer, Wendy Smith, Jim Wilson
<b>Absent:</b>	Jen Gray, Andrew Harmon
<b>Guests:</b>	None

	<p><b><u>AGENDA</u></b></p> <ol style="list-style-type: none"> <li>1. Meeting Minutes – Vote Required</li> <li>2. Revenue Growth Opportunities – Erin Wortman (Director of Planning and Community Development)</li> <li>3. Warrant / Motion Discussion</li> <li>4. Remaining APRA Fund Usage</li> <li>5. Updates             <ol style="list-style-type: none"> <li>a. Capital</li> <li>b. School Building Committee</li> <li>c. Subcommittees</li> <li>d. Association of Town Finance Committees (ATFC) update</li> </ol> </li> <li>6.</li> <li>7. FY25 Budget Meeting Calendar</li> <li>8. Other business – Non-deliberative: Open Meeting and Ethics Reminder</li> <li>9. Adjournment - Vote required</li> </ol>

<b>1.</b>	<p><b>Meeting Minutes – Vote Required</b></p> <p>Discussions about past minute meetings. The Board was presented with minutes from the November 6th and December 4<sup>th</sup>.</p>	<p><b>Mr. Joffe introduced a motion to accept the minutes as amended for the November 6, 2023 meeting minutes and waive the reading; Mr. Lane seconded; 11 in favor.</b></p>
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<p><b>2.</b></p>	<p><b>Revenue Growth Opportunities – Erin Wortman (Director of Planning and Community Development)</b></p> <p><i>Recently completed/closed out:</i></p> <ul style="list-style-type: none"> <li>• Spot Pond Loop Conceptual Design – Thanks to an earmark from State Rep Day and State Senator Lewis, the Town prepared a conceptual plan for a circumferential trail/trail network around the Spot Pond Reservoir. The Plan represents feedback from numerous meetings with staff, land-owning agencies, trail advocates and stakeholders, and the general public. This Plan is available on the town website.</li> <li>• Accelerating Climate Resilience Grant with Arlington and Winchester – Worked with Arlington and Winchester to provide three workshops, an individual community guidebook (in three languages – Portuguese, Chinese, and English), and complimentary videos. Award was for \$40,000 and was completed in December 2023. All items are available on the town website.</li> <li>• Chapter 40 A 3A legislation – The Town has held numerous public meetings and approved language to work toward legislative compliance. Additionally, the Town was awarded funding through Mass Housing Partnership to calculate unit capacity within its districts and the Executive Office for Administration and Finance to conduct an Economic Feasibility Analysis of our inclusionary zoning. The Town has received interim compliance until December 31, 2024 and submitted our compliance review paperwork in December 2023.</li> <li>• Green Communities Program – Received and spent \$170,000 from the Massachusetts Green Communities Division of the Department of Energy Resources, and \$82,768 in utility incentives. Projects include Robinhood Elementary heat recovery controls, South Elementary and Colonial Park Elementary LED replacement, Senior Center attic insulation, Library steam pipe insulation, Police VFD (variable frequency drives – basically modulates based on the what the heating system actually requires) on hot water pumps, Middle School refrigerator controls, and Police Station office wall insulation.</li> </ul> <p><i>Ongoing projects/grants:</i></p> <ul style="list-style-type: none"> <li>• Green Communities – Once the grant program opens, we will be applying this spring for a large project at the Library – a heat pump air handling unit which will convert the existing cooling only air handling unit located in the attic with heat pump equipment which will provide efficient heating</li> </ul>	<p><b>No votes needed</b></p>

and cooling of the building. Total project cost is \$479,000 and we will apply for \$200,000 in grant funding and anticipate \$75,000 in utility incentives. Additionally, we will be doing a couple other small projects like pipe wrapping and finishing up some LED work at other buildings.

- Stoneham High School Project Sustainability Subcommittee – Participates in bi-weekly standing meeting to discuss green initiatives including but not limited to: rooftop solar, parking lot canopy solar, and on-site battery storage at the proposed, new high school site.
- Stoneham HS Wetlands Project – Through the MVP (municipal vulnerability preparedness) program, the Town was awarded \$108,700 for a wetland restoration effort around the high school property. The goal of the project is to restore the wetlands near the school to absorb more water and provide better habitat and outdoor recreation.
- Community Compact IT Grant – The Town received \$94,456 for the implementation of an e-permitting system within the Building Department. This funding will allow the vendor to launch OpenGov, integrate data, and provide training for staff. Once launched, the public apply and check the status of their applications online at any time of day/week. OpenGov is expected to be live in July 2024.
- Marble/Main/Summer intersection – We received \$125,000 in ARPA funds (H.4269 State Surplus Earmarks) from the Executive Office of Housing and Economic Development to redesign the intersection in order to make crossing and corridor improvements. We have been actively working with Stantec and District 4 to progress on this project which will need to be closed out by June 2027.
- Franklin/Stevens intersection – Received an award from the Bottleneck Grant Program via DOT to engage with a consultant and design an intersection enhancement at the Franklin/Stevens intersection. The vendor is working with the Town and DOT to produce a design that can be constructed and installed in FY2025.
- Historic Preservation Plan – The Town received \$17,500 from the Massachusetts Historic Commission toward its first historic preservation plan. The total plan costs \$34,500 and expected to be complete by June 28, 2024.
- Stoneham Shuttle – Received a total of \$796,817 over three fiscal years from the Metropolitan Planning Organization to launch a local shuttle service that will connect residents and employees to transportation options and fill gaps in the existing public transportation system. Project is currently out to bid and the selection committee will be holding a pre-bid meeting in the next month. Project is expected to launch 3-6 months after a vendor is selected.

***Looking ahead – Capital Requests***

- Zoning Code Recodification - \$100,000
- Open Space and Recreation Plan Update - \$25,000
  - o Currently valid until February 2025
- Housing Production Plan Update - \$25,000
  - o Currently valid until February 9, 2025

<p><b>3.</b></p>	<p><b>Warrant / Motion Discussion</b></p> <p>Discussion was had about way warrant articles could be presented to FAB before Town Meeting. At the Special Town Meeting on December 11, the warrant was given to FAB and then the Select Board approved a motion for the meeting that had more information than was put into the warrant.</p> <p>FAB would like to be given the final warrants and final motions to review before each Town Meeting. FAB wants to be as transparent as possible to give the residents of the Town of Stoneham the most correct information possible.</p>	<p><b>No votes needed</b></p>
<p><b>4.</b></p>	<p><b>Remaining APRA Fund Usage</b></p> <p>FAB discussed the remaining APRA funds and that the board wants to fund items that will move the town forward for future years.</p> <p>The big concern of the board is that there is not a defined process to have things evaluated and then chosen. It would be great to have reasons for selections and what the process was for the residents for the Town of Stoneham.</p>	<p><b>No votes needed</b></p>
<p><b>5.</b></p>	<p><b>Updates</b></p> <ul style="list-style-type: none"> <li><b>a. Capital</b></li> <li><b>b. School Building Committee</b></li> <li><b>c. Subcommittees</b></li> <li><b>d. Association of Town Finance Committees (ATFC) Update</b></li> </ul> <p>Mr. Mashburn said the Capital Committee is going to be meeting multiple times in January and February to talk about the requests and make recommendations for the 2024 May Town Meeting.</p> <p>Mr. Mashburn stated that School Building Projects scheduling dates have changed in the positive. By the end of July the Town of Stoneham should have the entire school building to put items in and get ready for the upcoming school year.</p> <p>Mr. Joffe stated that at the last School Committee Meeting, it was discussed that the school district offices could go into the new Boys and Girls Club building.</p>	<p><b>No votes needed</b></p>
<p><b>6.</b></p>	<p><b>Committee Assignments</b></p>	<p><b>No votes needed</b></p>

	FAB discussed the department liaison assignments. The two new members got to pick their departments and other members got to switch their departments if desired. The list of assignments is attached to these meeting minutes.	
<b>6.</b>	<p><b>FY25 Budget Meeting Calendar</b></p> <p>There will be a Bi-Board meeting on Tuesday January 9<sup>th</sup> at the Stoneham Middle School Media Center.</p> <p>At our next meeting we will put together a 6 month meeting schedule put together.</p>	<b>No votes needed</b>
<b>7.</b>	<p><b>Other Business – Non deliberative</b></p> <ul style="list-style-type: none"> <li>• Reminder of Open Meeting Ethics Training is up to take for all FAB members.</li> </ul>	<b>No votes needed</b>
<b>8.</b>	<b>Adjournment</b>	<b>Mr. Jacobs then introduced a motion to adjourn; Mr. Joffe seconded; all in favor.</b>