

**Date: August 29, 2022**

**Date Minutes Approved: 01/04/2023**

TOWN CLERK

2023 JAN -5 PM 1:25

**BOARD OF SELECTMEN**

**OPEN SESSION MINUTES**

*(Joint meeting with Finance Committee, Fiscal Advisory and School Committee)*

**Present:** Fernando Guitart, Chair; Michael McGee, Clerk; Theodore J. Flynn; and Amy M. MacNab.

**Absent:** Cynthia Ladd Fiorini, Vice Chair

**Finance Committee:** Betsy Sullivan, Jerry Pisani, Friend Weiler, Al Hoban, and Jack Kent

**Fiscal Advisory Committee:** Alex Chin, Jim Lampert, Sharon Andrew, Frank Holden, Beth Halligan, Adam Earle, and Candace Martin

**School Committee:** Matt Gambino, Chair; Kristen O'Connell, Vice Chair; Kellie Bresnehan; Dr. Danielle Klingaman, Superintendent; and Lisa Freeley, Director of Business & Finance

**Others:** René J. Read, Town Manager; John Q. Adams, Finance Director; Carrie Mazerolle, Town Accountant; and Michelle Seda-Stotts, Principal Assistant

**CONVENED IN OPEN SESSION**

- I. CALL TO ORDER** The meeting was called to order by Mr. Guitart at approximately 6:00 p.m.

The other respective chairs also called their committees to order (FC/FAC/SC).

**II. PLEDGE OF ALLEGIANCE**

**III. OPEN FORUM**

During Open Forum, Ms. Lynch-Benttinen, 344 West Street, commented on the use of Round-Up on the Gifford Merry Bog. She is concerned with the use of glysohate on the surrounding farm animals and crops. Ms. Lynch-Benttinen recommended firstly, that the Selectboard pass a resolution that states that all users of glysohate must follow manufacturer's instructions and secondly, that a Town Warrant article for be submitted for September 2<sup>nd</sup>, that a committee be formed to study the use of glysohate on Town of Duxbury properties. In addition, Ms. Lynch-Benttinen requested \$25,000 to hire a consultant to write up the committee findings and to travel to the Harwich and Carver bogs. Mr. Guitart stated that they will look into her request and would like for her to forward the pictures she has taken.

**IV. NEW BUSINESS**

***FY24 Budget Meeting – presented by John Q. Adams, Finance Director and Carrie Mazerolle, Town Accountant.***

Mr. John Q. Adams, Finance Director, provided a Power Point presentation regarding the budget pre-planning projection for FY24 with anticipated revenues and expenses through FY28.

Mr. Adams stated that they are doing a 5year forecast and have entered into an agreement with ClearGov software, they provide us with operational budgeting, capitol budgeting, and personnel budgeting, as well

as a digital budget book and transparency software. The 5-year plan will be presented thru ClearGov and performed thru them. There will be training for FAC, FC and SB members. Mr. Read and Mr. Adams have sent out a budget message and encompass these directives: Departments provide a written strategic plan. Currently, there is no collective bargaining agreements in place – Town side. Also, asked that they place an emphasis on staff levels and the services they provide and any changes to staffing levels at different levels of service.

Mr. Adams provided an Overview of Revenues and Other Available Funds as follows:

- Tax Levy at 80%
- State Aid at 9%
- Local Receipts at 10%
- Other Available Funds at 1%
- Uses of Fund Balance 0%

Ms. Mazerolle then provided an explanation of Tax levy calculations as follows:

**Tax Levy:** The property tax levy is the revenue a community raises through real and personal property taxes each fiscal year when the tax rate is set.

**Levy Limit:** is the maximum dollar amount a city/town can levy in a given fiscal year and is the primary limitation established by Proposition 2 ½.

**Calculation of Levy Limit under Proposition 2 ½:** The previous year's levy limit increases annually by two factors – automatic 2.5% and new growth.

**New growth:** is a dollar increase in the annual levy limit that reflects additions to the community's tax base since last fiscal year. Proposition 2 ½ annually increases the levy limit so that cities and towns can raise additional taxes to meet service demands due to new development. New growth is calculated by taking the property value by January 1 and multiplying by the prior year's tax rate.

**Override:** is a dollar increase in the levy limit approved by the voters.

**Exclusions:** is an amount the community can levy in addition to its levy limit approved by the voters to finance a capital expenditure.

**State Aid** - Mr. Adams continued on to describe State Aid, which consists of:

- Chapter 70 funding for the schools
- Unrestricted Government Aid (UGGA)
- State Owned land
- Veterans' Benefits
- Exemptions (veterans, blind & spouses)
- Charter School Reimbursement

Mr. Adams further stated that when finalizing the Town's budget in January, State Aid is unknown due to timing as the State doesn't meet until April (House) and May (Senate), which then isn't finalized until June or July. For FY24 he is projecting a level fund.

**Local receipts** – Mr. Adams defined local receipts under Chapter 44 Sec. 53 as locally generated revenues other than real and personal property taxes excluding enterprise fund revenues – meaning that all monies received by the Town are General Fund revenues except under special statutes (ex. Chapter 90 and special education). Ms. Mazerolle remarked that when the pandemic hit, they lowered our estimated revenues and set the budget accordingly with an anticipated reduction in meals tax, motor vehicle excise tax and beach sticker sales. She continued to say that by the third quarter, they were catching up with the year finishing with a surplus of \$2.03M. Mr. Adams commented that he is taking a conservative approach looking ahead to FY24.

**Other Available Funds** – Ms. Mazerolle explained that these revenues (PEG, waterways improvement, ambulance receipts, sale of RE, water enterprise and reserve funds) are to defray the cost of specific expenditures under their respective statutes. For example – ambulance receipts can only be used to defray the cost, including maturing debt and interest, of purchasing, hiring, maintaining, and operating ambulances, so they could not be used to fund the DPW or Police Department.

**Uses of fund balance** - Mr. Adams described as:

- Premiums on excluded debt (debt approved by ballot vote to be above prop. 2 ½), which must defray the cost of the bond according to how it is amortized;
- Free Cash – this is the amount certified by the DOR annually that is available for appropriation; is generated when actual revenue collections are in excess of estimates, when expenditures are less than appropriations (or both); cannot be certified until the Fiscal Year's books are closed; and not considered a recurring source of revenue.

Discussions continued regarding expenditures, charges against revenues, State & County assessments, snow & ice spending history, appropriations, Town & School shared costs, general fund & debt service, level expenditure projections, and recurring articles including the costs. It was also noted that Department Heads were to level fund their budgets for FY24 with any an explanation for any increases or capital requests.

At the end of Mr. Adams' presentation and discussion, the Finance Committee, Fiscal Advisory and School Committee members adjourned and departed the meeting.

## **V. TOWN MANAGER'S REPORT**

### **Duxbury Beach**

The following information has been provided to our office by Duxbury Beach Reservation.

#### **Tern Activity**

The tern activity on the beach is quickly coming to an end. Two tern colonies still have a handful of unfledged chicks each; one colony is north of the pedestrian boardwalk and one colony is near the Gurnet Guardhouse. The chicks in both colonies are close to fledging age and are expected to fledge within the

next week or so. Please keep in mind there may still be unfledged chicks on the beach during Labor Day Weekend and folks should continue to adhere to the posted signage and fencing. The Duxbury Beach Reservation will let us know if this activity changes before the weekend.

**Status as of Today's Date**

Crossover 1: Open (Capacity: 250 vehicles – 125 residents, 125 non-residents)  
Crossover 2: Open (Capacity: 250 vehicles – 125 residents, 125 non-residents)  
Crossover 3: Closed  
Cutouts: All cutouts open

As noted above, access to the Off-Road Vehicle corridor could change on a daily basis and we will be updated if any sudden changes occur. Up to date information can be found on the following social media outlets on a daily basis:

Twitter: @BeachDuxbury

Instagram: Duxbury\_beach\_ops

Please note that neither the Twitter or the Instagram accounts are monitored 24/7 and is for outbound informational purposes only.

**VI COMMITTEE APPOINTMENTS/RE-APPOINTMENTS/ RESIGNATION - None**

**VII ONE-DAY LIQUOR LICENSE REQUESTS - None**

**VIII EVENT PERMITS**

**9/3/2022 Annual Beach Party**

Mr. McGee moved that the **Town of Duxbury Fourth of July Committee** is granted permission to hold the annual Beach Party and related events on Saturday, September 3, 2022 beginning at 4:00pm, on Duxbury Beach, subject to the conditions of the permit.

Seconded by Ms. MacNab VOTE: 3:0:1 (Ms. MacNab abstained)

**IX MINUTES**

Executive Session Minutes:

Open Session Minutes:

**X ANNOUNCEMENTS**

- 1) **Monday, September 5<sup>th</sup> Town Hall offices will be Closed for Labor Day.**
- 2) **Beach Party** – Saturday, September 3 at 4pm Visit **duxburycelebrates.com** for more information.
- 3) **Next Scheduled Selectboard's Meeting** will be on Monday, September 12, 2022 at 7:00pm

**XI     ADJOURNMENT**

Mr. McGee moved that the Selectboard adjourn at approximately 7:40p.m.

*Seconded by Ms. MacNab     Roll Call Vote: Mr. Guitar-aye; Mr. McGee-aye; Mr. Flynn-aye; and Ms. MacNab-aye.*

***Submitted by Michelle Seda-Stotts***

*List of documents kept in Board of Selectmen's files*

- 1. Agenda*
- 2. FY23 Budget Presentation*
- 3. TM Report*
- 4. Event permit*
- 5. Announcements*