

Date: August 23, 2021

Date Minutes Approved: 08/30/21

TOWN CLERK

2021 AUG 31 PM 12:21
OPEN SESSION MINUTES
DUXBURY, MASS.

BOARD OF SELECTMEN

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

Present: Amy M. MacNab, Chair; Cynthia Ladd Fiorini, Clerk; Theodore J. Flynn; and Michael McGee

Absent: Fernando Guitart, 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: Shannon Moesaa, Chair; Julia Adams, Vice Chair; Kellie Bresnehan; Dr. Danielle Klingaman, Interim Superintendent; and Catherine Blake, Director of Business & Finance

Others: René J. Read, Town Manager; John Q. Adams, Finance Director; Carrie Mazerolle, Town Accountant; Karen Clancy, Budget Analyst; and Nancy O'Connor, Executive Assistant

CONVENED IN OPEN SESSION

- I. **CALL TO ORDER** The meeting was called to order by Ms. MacNab 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** Nothing presented

IV. **NEW BUSINESS**

FY23 Budget Meeting – presented by John Q. Adams, Finance Director

Mr. John Q. Adams, Finance Director, provided a Power Point presentation regarding the budget pre-planning projection for FY23 with anticipated revenues and expenses through 2027.

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

- Tax Levy at 80%
- State Aid at 8%
- Local Receipts at 10%
- Other Available Funds at 1%
- Uses of Fund Balance 1%

Mr. Adams 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 FY23 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). Mr. Adams remarked that when the pandemic hit, he lowered our estimated revenues and set the budget accordingly with an anticipated reduction in meals tax, motor vehicle excise tax and beach sticker sales. He continued to say that by the third quarter, they were catching up with the year finishing with a surplus of \$2.8m. Mr. Adams commented that he is taking a conservation approach looking ahead to FY23.

Other Available Funds – Mr. Adams 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 FY23 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

While there are still several pairs of Piping Plover utilizing the beach, now that all of the broods have fledged, there are no impacts to recreational activity on the beach. Also, Least Tern activity has decreased and with that, the remaining Restricted Area between Crossovers 1 and 2 was removed last Friday.

Thus, both crossovers are now open to the ORV corridor (front beach) to the maximum capacity of 500 over sand vehicles – 250 resident; 250 non-resident. Both the ORV corridor and resident lot are open from 8:00 a.m. until 10:00 p.m.

Work on the Powder Point Bridge will commence on Wednesday, September 1st with some expected delays and periodic lane closures.

Dog Walking

Pick up after your dogs!

VI COMMITTEE APPOINTMENTS/RE-APPOINTMENTS/ RESIGNATION

Ms. Ladd Fiorini moved that the Board of Selectmen appoint or re-appoint the following board/committee members:

<u>Board / Committee</u>	<u>Appointment/Re-appointment/Resignation</u>	<u>Term</u>
<u>DEI Steering Committee</u>		
Jennifer Turcotte	FY22 Appointment	06-30-2022
<u>Local Historic District Committee</u>		
Georgia Taft Pye	FY22 Re-Appointment	06-30-2024

Metropolitan Area Planning Council Rep.

Kristin Rappe	FY22 Appointment	06-30-2024
George Wadsworth	FY22 Re-Appointment	06-30-2024

Old Colony Planning Council (Aging)

John Rutkowski	FY22 Re-Appointment	06-30-2024
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Old Colony Planning Council (Planning)

George Wadsworth	FY22 Re-Appointment	06-30-2024
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Recreation Activities Committee

Brian Campbell	FY22 Re-Appointment	06-30-2024
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Sidewalk & Bike Path Committee

Richard S. Prone	Resignation	
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South Shore Coalition (MAPC)

Kristin Rappe	FY22 Appointment	06-30-2024
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Seconded by Mr. Flynn VOTE: 4:0:0

The following boards/committees have available seats:

Alternative Energy Committee	-	two seats
Design Review Board	-	one Alternate seat
Duxbury Bay Mgmt Commission	-	two seats
Duxbury Seawall Committee	-	one seat
Historical Commission	-	one seat
Nuclear Advisory Committee	-	two seats
Sidewalk & Bike Path Committee	-	one seat

Comments: If anyone is interested in volunteering on a board or committee, you are encouraged to fill out a Talent Bank form, which can be found on the Town's website under the Forms & Documents tab.

VII ONE-DAY LIQUOR LICENSE REQUESTS

9/5/21 Outstanding in the Field Dinner Event

Ms. Ladd Fiorini moved that Ms. Lydia Witter, as a representative of Outstanding in the Field, is granted a One-Day Wine and Malt License for a dinner event to be held at the property of Charles J. Husk, 160 Marshall Street, Duxbury, MA on Sunday, September 5, 2021 from 3:00 PM to 8:00 PM, contingent upon the conditions of the license.

Seconded by Mr. Flynn VOTE: 4:0:0

VIII EVENT PERMITS

10/23/21 Bay Farm – 16th Annual 5k Run by the Bay

Ms. Ladd Fiorini moved that Ms. Anne Marie Winchester, as a representative of South Shore Race Management for Bay Farm Montessori Academy, is granted a permit to hold the 16th Annual 5K Run by the Bay on Saturday, October 23, 2021 from 8:00AM to 12:00 PM, beginning and ending at the Bay Farm Montessori School, contingent upon the conditions of the permit.

Seconded by Mr. Flynn VOTE: 4:0:0

IX MINUTES

Executive Session Minutes: 08/02/21

Open Session Minutes: 05/03/21, 07/19/21, 08/02/21

Ms. Ladd Fiorini moved that the Board of Selectmen approve the 5/3/21, 7/19/21, and 8/2/21 Selectmen's Open Session Minutes, and the 8/2/21 Executive Session Minutes, as presented and amended.

Seconded by Mr. Flynn VOTE: 4:0:0

X ANNOUNCEMENTS

Next scheduled Selectmen's Meeting will be on Monday, August 30, 2021 at 7pm in the Mural Room of New Town Hall.

XI ADJOURNMENT

Ms. Ladd Fiorini moved that at approximately 8:10p.m., the Board of Selectmen adjourn.

Seconded by Mr. Flynn VOTE: 4:0:0

Submitted by Nancy O'Connor

List of documents kept in Board of Selectmen's files

- 1. Agenda*
- 2. FY23 Budget Presentation*
- 3. TM Report*
- 4. Committee Appointments*
- 5. ODLL*
- 6. Event permit*
- 7. Minutes*
- 8. Announcements*

