

Town of Acton

Memo

To: The Board of Selectmen
From: John Murray *JMurray*
Date: June 8, 2007
Re: Budget Update

Tuesday evening, Chairwoman Clifford graciously rearranged the FinCom agenda to accommodate my need to attend as much of the North Acton Fire Station Architect interviews as possible. Each member of the FinCom complimented staff concerning the continuing prudence it uses in managing the finances of the Town. Under separate cover in this packet Board members will find a memorandum from Chairwoman Clifford delineating FinCom's recommendation.

While not presuming a specific course of action by the Board, I believe implementation of FinCom's and staff's recommendations will generate the need for two votes Monday evening.

In order to facilitate Monday's meeting, I have suggested two motions for the Board's consideration. The first motion represents a policy decision and suggested wording for the motion is noted below:

_____ moves (1) Municipal Operations return \$ _____ (I suggest a range) from the FY '07 Budget allocation to Free Cash; and (2) pursuant to prior ALG agreements such amounts returned to Free Cash (a) shall be reserved for municipal operations and (b) shall be available for any Special Town Meeting and/or to be an addition, rather than a component of, the FY'09 municipal revenue allocation.

The second motion represents the action necessary to implement the recommended spending proposals.

_____ moves staff purchase priority items #26 - 47 of the "Fiscal Year 2008 Capital Plan" with fiscal year 2007 monies to the degree possible given monetary, legal, and time restrictions.

Memorandum:

To: Dore Hunter, Chair, Board of Selectmen

From: Patricia Clifford, Chair, Finance Committee

Date: June 6, 2007

Copies: Lauren Rosenzweig; Steve Noone; John Murray

Subject: Finance Committee consideration of unspent funds for FY07

As you know, the Finance Committee met with John Murray last night to review the staff recommendation to the Board of Selectmen to spend approximately \$500,000 in previously authorized but unused FY07 funds. It is a pleasure to advise you that the committee generally supported the staff recommendation and passed a resolution to that effect, with one additional recommendation.

The text of the resolution is as follows: *The Finance Committee supports the recommendation of the staff for disposition of \$500,000 in unspent FY07 appropriations and recommends that the Board of Selectmen direct a reasonable amount of this total to free cash.*

Several points in the Finance Committee's deliberations bear repeating.

First, the fiscally prudent management by town staff deserves positive recognition.

Second, every member of the committee felt that some of the funds should go to free cash, ranging from one member who stated none of the funds should be spent to others who felt at least a portion should be set aside. We did not debate an amount, nor did we try to evaluate the relative merits of individual items on the capital priority list.

And, third, the committee reiterated its fundamental commitment to funding capital items within the operating budget.

While we thank the Board of Selectmen for arranging for Mr. Murray to meet with us following your consideration of the staff recommendation, we would hope that in similar circumstances in the future the order of events would be changed. It makes more sense to notify the Finance Committee well in advance of your anticipated deliberation to accord us the opportunity to review spending recommendations and share our concerns earlier in your process. It is to everybody's benefit to coordinate and streamline communications so that once the Selectmen make a decision there is maximum time for execution by the staff.

Improving communications with both constituent boards is a goal of the Finance Committee for this year and we look forward to reviewing our plans with the Selectmen.

John Murray

From: Lauren Rosenzweig
Sent: Wednesday, June 06, 2007 6:16 PM
To: Manager Department
Cc: Dore' Hunter
Subject: OLEC

Don and John,

I spoke with Bernie Kosicki the chair of OLEC and told him that a high level of interest in the lighting study was expressed at our last meeting by the Board of Selectmen. However, with closer examination of logistics, proposals, etc. it did not appear that this is an item that can be funded within this year's budget cycle. I suggested that in any meetings they have over the summer they should prepare a more detailed presentation of what the study would entail, what the savings might be, where we could observe the different options, etc. I informed him that the committee should be ready if possible, to give a presentation to the Board in September. He said he thought they would be happy to do so.

In addition, they have resolved some membership issues. They have a full member, Steven Feinstein, who would like to step down to associate, and an interested person who has been attending that would like to be a full member. There is another new person who would like to be appointed an associate. They are currently slated to have 5 full members. I suggested he write a memo to the Board asking for 2 associate positions to be added to their charter/charge? and to indicate who the candidates were for each position. I also told him it would be helpful to attach resumes of the newer people, and to copy the VCC so they were aware that the Board might be making these appointments without the usual interview process. Just wanted to give both of you a heads up on this so you would know what was coming. I think this is in line with the Chairman's new policy for appointing volunteers, but if you think they need a separate interview let me know. The OLEC chair said they have been enthusiastic contributors.

Please contact me if you have any questions or recommendations.

Sincerely,

Lauren

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Town of Acton

Memo

To: The Board of Selectmen
From: John Murray
Date: May 21, 2007 with a June 1, 2007 Update
Re: Budget Update

Staff has reviewed the current fiscal year (FY '07) operating expenditures and estimates approximately \$500,000 of unspent appropriation will exist at year end. Revenues appear to be in line with estimates. The unspent monies primarily exist in (1) the Snow and Ice Removal Budget, (2) Fire Department Overtime (the unspent monies were reserved by the BoS earlier this year), (3) the Health Insurance Budget and (4) the Legal Budget.

Staff has attached the Priority List utilized by the previous Board to determine which extraordinary items should be funded in FY '08. The first page is a list of items, which the prior Board was unable or unwilling to fund in FY '08. The second page is a list of items funded in FY '08. *Please note: the previous Board reserved approximately \$80,000 of FY '08 revenues for appropriation at a future Special Town Meeting. These monies are not available without Town Meeting action.* Staff seeks the direction of the Board in regards to expending these funds. The BoS may wish to use the FY '08 Priority List as a guide in approving additional expenditures.

Staff does not feel comfortable in recommending additional expenditures above the \$275,000 level at this time. As we approach June 30, 2007, we will continue to provide additional Budget Updates and recommendations.

June 1, 2007

Staff is now comfortable with the Board expending up to \$500,000.

100 -
06-11-07

MANAGER'S PRIORITIZED ORDER OF ALL ITEMS, WHICH WERE NOT BROUGHT TO THE ANNUAL TOWN MEETING DUE TO THE LACK OF FUNDING							
	Department	Project	Taxation +	Offset +	Cost	Amount of Funding Required	Comments
26	Natural Resources	Equipment Replacement - Replace 1 Ton Truck	\$45,000	\$0	\$45,000	\$ (45,000)	
	Natural Resources	Equipment Replacement - 2 Turf Tiger Riding Mowers	\$20,000	\$0	\$20,000	\$ (65,000)	
27							
28	Highway	Replace 1-Ton Truck	\$48,000	\$0	\$48,000	\$ (113,000)	
29	Fire	Brush Truck	\$75,000	\$0	\$75,000	\$ (188,000)	
30	Highway	Replace Dump Trailer	\$45,000	\$0	\$45,000	\$ (233,000)	
31	Police	Unmarked Cruiser (Town Manager's car)	\$30,000	\$0	\$30,000	\$ (263,000)	
32	Police	Replacement ATV	\$3,000	\$0	\$3,000	\$ (266,000)	
33	Police	Fitness Equipment	\$15,000	\$0	\$15,000	\$ (281,000)	
34	Police	Unified Command/ICS Equipment	\$10,000	\$0	\$10,000	\$ (291,000)	
35	Police	Cruiser lights and sirens	\$6,800	\$0	\$6,800	\$ (297,800)	
36	Natural Resources	Ball field fencing and Guardrail	\$50,000	\$0	\$50,000	\$ (347,800)	
	Natural Resources	Pedestrian Improvement - 8' Wide Paved Walkway around ball field at NARA	\$30,000	\$0	\$30,000	\$ (377,800)	
37							
38	Police	PSF Security Upgrades	\$30,000	\$0	\$30,000	\$ (407,800)	
	Municipal Properties	DPW Renovations - Design	\$26,000	\$0	\$26,000	\$ (407,800)	Insufficient Time
39							
	Municipal Properties	Town Hall HVAC Improvements - Design	\$70,000	\$0	\$70,000	\$ (407,800)	Insufficient Time
40							
	Municipal Properties	DPW Fire Detection and Suppression - Design	\$20,000	\$0	\$20,000	\$ (407,800)	Insufficient Time
41							
42	Natural Resources	Routine Maintenance - Recreation Playgrounds	\$15,000	\$0	\$15,000	\$ (422,800)	
43	Fire	Chief Command Vehicle	\$49,700	\$0	\$49,700	\$ (472,500)	
44	Police	Conference Furniture	\$4,000	\$0	\$4,000	\$ (476,500)	
45	Police	Desks	\$5,000	\$0	\$5,000	\$ (481,500)	
46	Health	Storm water Compliance (NPDES)	\$40,000	\$0	\$40,000	\$ (521,500)	
47	OLEC	Street Light Test Program	\$10,000	\$0	\$10,000	\$ (531,500)	
			\$646,500	\$0	\$646,500		
	NOT RANKED						
	Municipal Properties	Faulkner Room Ceiling Repairs	\$0	\$200,000	\$200,000		Completed
	Natural Resources	Elm Street Lights	\$120,000	\$0	\$120,000		Completed
	Natural Resources	Recreation Improvement - Well and Irrigation at School Street	\$60,000	\$0	\$60,000		
	Council on Aging	COA Assistant	\$11,700	\$0	\$11,700		Funded in '08
	Fire	Fire Prevention Officer	\$74,890	\$0	\$74,890		
	Memorial Library	Restore Thursday evening hours	\$29,500	\$0	\$29,500		Funded in '08
	Memorial Library	Additional Sundays	\$4,200	\$0	\$4,200		
	Memorial Library	Community Services Librarian	\$23,460	\$0	\$23,460		
	Municipal Properties	Building Maintenance Craftsman	\$53,071	\$0	\$53,071		
	Municipal Properties	Arborist	\$54,542	\$0	\$54,542		
	Natural Resources	New Personnel - One Full-Time Maintenance Worker	\$50,000	\$0	\$50,000		
	Police	Deputy Police Chief	\$91,000	\$0	\$91,000		
	Police	Lead Dispatcher	\$56,000	\$0	\$56,000		
	Police	Police officer	\$56,000	\$0	\$56,000		