

**BOARD OF SELECTMEN MINUTES –February 1, 2010  
SUNDERLAND TOWN OFFICES**

**Present: Mr. Bergeron, Mr. Fydenkevez**

**Others: Margaret Nartowicz, Town Administrator; Finance Committee members: Francis Mozea, Elvery Veal, Mike Zeoli, Aleksandra Kajstura; Moderator Robert Duby**

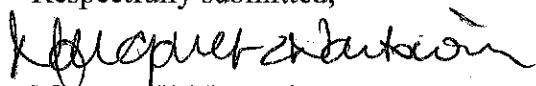
**Behind the Camera: Tom Zimnowski**

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- Call to order at 7:08 p.m.
- FY11 Budget Hearings-General Government
  - Accountant- FRCOG Accounting Program Director Joyce Muka gave an overview of Franklin Regional Council of Government (FRCOG) Accounting Services Program. Sunderland's FY11 Assessment will be \$21,779.00 for 10 hours a week. FRCOG FY11 Budget-Bob Dean explained some of FRCOG's services-Linda Dunlavy will present more details at a future budget hearing. Discussion regarding accounting function and overview of duties.
  - Assessors-Mary Ann Kowaleck stated that she feels Assessors' Clerk hours should go back to where they were before. Discussion regarding Assessors, Assessors' Clerk, and contracted service functions. Mr. Fydenkevez-would like Ms. Nartowicz to look at having a time study done for the Assessors' Clerk position. Ms. Kowaleck said she needs hours added to the Clerk's position in the current year because of FY11 triennial certification, or having the tax rate set in September is at risk.
  - Treasurer/Collector-Herb Sanderson presented budget requests. Mr. Fydenkevez-Note to FRCOG regarding adding payroll services as secondary function to accounting. Discussion regarding health insurance, HGIT vs. GIC costs, etc. Discussion regarding debt.
  - Building Inspector-Erik Wight presented budget requests. Mr. Fydenkevez-Regional Building Inspection program has an associated cost. Discussion regarding regional inspection services.
  - Board of Selectmen-Margaret Nartowicz gave an overview of budget request, capital requests, staff time and requirements. Discussion regarding adequately funding budget lines, and impacts of underfunding. Discussion regarding increasing need for grant and other funding opportunities to support projects.
  - Town Clerk-Wendy Houle gave an overview of budget request. Discussion regarding elections. Discussion regarding expense needs, i.e. archival, code update, miscellaneous supplies, and conferences.
- Citizen Caucus-Citizen Caucus Warrant read by Chair, Mr. Bergeron. Motion to sign warrant to hold citizen caucus on March 8, 2010, 6:00pm at the Town Offices by Mr. Bergeron, 2<sup>nd</sup> by Mr. Fydenkevez. Vote 2-0.
- Sunderland Elementary School Budget hearing Monday, February 8<sup>th</sup>, 6pm at the Sunderland Elementary School.
- Warrant by signature.

Motion to adjourn by Mr. Fydenkevez, 2nd by Mr. Bergeron. Vote 2-0. Meeting adjourned at 9:44pm.

Respectfully submitted,



Margaret Z. Nartowicz  
Town Administrator

**Override Sequences**

**Timeline**

1	<b>Override is held Prior to Town Meeting</b>	Whether the Override passes or fails, TM appropriations are made within a fixed revenue estimate			Board notifies Clerk of Override at least 35 days prior to election, which must be held prior to town meeting
2	<b>Town Meeting adopts Expenditure Budget</b>	If budget requires additional revenue, Town seeks approval of an Override	If Override passes, budget is balanced. No further action is required- tax rate can be set	If Override fails, budget must be reduced and/or non-tax revenues must be increased to balance the budget and set tax rate. Requires action at Special Town Meeting	Board notifies Clerk of Override at least 35 days prior to election – question(s) could be included on town election ballot (Sat. 3/28/09 deadline to notify Clerk)
3	<b>Town Meeting adopts Balanced Budget</b>	Additional amounts can be appropriated to supplement the budget <i>contingent</i> on subsequent Override approval	Contingent appropriations are not effective until the Override question passes		Board notifies Clerk of Override anytime after Town Meeting – Override is placed on Special Election ballot at least 35 days after notification

**Override Types**

1	<b>Single</b>	Funding requests are combined in one question	Question is usually broad in scope “for general or departmental operating purposes”; or “for funding the town’s regional school district assessment”
2	<b>Pyramid</b>	Two or more funding levels	Voters choose the level of funding they wish to be applied to the budget
3	<b>Menu</b>	Several override questions to fund different services or programs	

The Board of Selectmen has sole authority to place Proposition 2 ½ referenda questions on a ballot. The Board must vote the question exactly as it will appear on the ballot, and must meet the notification requirement to the Town Clerk (at least 35 days prior to the election).

All Override questions must appear exactly as voted by Selectmen, include a **spending** purpose, the total amount of taxing authority being requested, and the fiscal year in which it will be used.

No Override questions may include information to voters on the impact of an unsuccessful vote, reasons for budget difficulties or promotion of the question in any way.

Voter information may not be provided by local officials at public expense unless specifically authorized by election and campaign finance laws.

**Town of Sunderland  
FY11 BUDGET HEARINGS**

Town Office Building, 2<sup>nd</sup> floor meeting room

**Monday, January 11, 2010 - CONFIRMED**

- 7:00 p.m. - Police Department
- 7:40 p.m. - Fire Department & Ambulance
- 8:15 p.m. - Highway Department

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**BY:.....**

**Monday, January 25<sup>th</sup>, 2010 - CONFIRMED**

- 7:00 p.m. - Sunderland Elementary School
- 8:15 p.m. - Sunderland Public Library

**Monday, February 1, 2010- CONFIRMED**

- 7:00 p.m. - General Government
  - Accountant
  - Board of Assessors
  - Board of Selectmen/Town Administrator
  - Building Inspector
  - Town Clerk
  - Treasurer/Collector

**Monday, February 8, 2010**

- 7:00 p.m. - Town Boards/Committees
  - Board of Health
  - Historical Commission
  - Conservation Commission ✓
  - Planning Board ✓
  - Recreation Committee ✓
  - Telecommunications

**Tuesday, February 23, 2010 - CONFIRMED**

- 6:30 p.m. - Franklin County Technical School
- 7:30 p.m. - Frontier Regional School

**Monday, March 1, 2010**

- 7:00 p.m. - Regional Assessments/Contracted Service (as requested by BOS & FinCom)
  - Frontier Senior Center/COA - TF
  - Franklin Regional Council of Governments - CONFIRMED 7:<sup>30</sup>15 p.m.
  - Franklin County Veterans' Services - CONFIRMED 7:00 p.m.
  - ~~Franklin County Solid Waste District~~
  - Franklin County Retirement Board - CONFIRMED 7:<sup>15</sup>45 p.m.
  - ~~Hampshire Group Insurance Trust - CONFIRMED 8:00 p.m.~~
  - ~~Wastewater Treatment Plant~~

*BY: [Signature]*

