

## **Templeton Advisory Committee – November 18, 2021 @ 06:30 PM**

### **MINUTES FROM THE BUSINESS MEETING**

The Templeton Advisory Committee Pre-Town regular business meeting was being broadcast live on TCTV Channel 8 and the TCTV YouTube channel.

The agenda and meeting materials for this business meeting were posted to [www.mytowngovernment.org/01468](http://www.mytowngovernment.org/01468) no later than 48 hours prior to the scheduled meeting, in accordance with Commonwealth of Massachusetts Open Meeting Laws. The Chairperson reserved the right to add items to, remove items from, or change the order of the agenda. However, the agenda is posted in advance to give the committee and public time to review the agenda items, and to ensure the meeting runs within the allotted timeframe.

**Attendance** – (Committee has 7 seats, 4 in attendance required for a quorum)

**Members Present** – Mr. Matt Rivard, Mr. Wil Spring, Ms. Beverly Bartolomeo, Ms. Ellen Honsa, Mr. Nowell Francis, Mr. John Caplis

**Members Absent** – None

**Guests** – Mr. Adam Lamontagne (Town Administrator), Ms. Kelli Pontbriand (Town Accountant; attending via Zoom), Mr. Jeffrey Bennett (Select Board), Ms. Theresa Griffis (Select Board), Mr. Justice Graves (Administrative Intern)

**1) Call to Order by Chairperson.**

- a. Mr. Rivard called the meeting to order at 6:30pm.

**2) Pledge of Allegiance**

a. **Veteran's Day Recognition**

- I. Mr. Rivard took a moment to recognize the passage of Veteran's Day, which was last week on Thursday, 11/11/2021.

**3) Review & Approval of Meeting Minutes**

a. **October 28, 2021**

- I. ***Mr. Spring moved to approve the minutes of October 28, 2021 as presented. Mr. Caplis seconds.***
- II. **Discussion:** Mr. Graves, recognized by the Mr. Rivard, suggested several amendments. ***Mr. Spring and Mr. Caplis agreed to amend their motion as such.***
- III. **Vote:** After discussion, *the motion on the floor was to approve the meeting minutes of October 28, 2021, as amended. Motion carries 6-0-0 at 6:34pm.*

**4) Public Comments**

- a. Theresa Griffis, as a resident, gave a formal invitation to the Advisory Committee to come to the Tree Lighting Ceremony on December 5, 2021.

- b. Jeffrey Bennett, as a resident, spoke to the resignation of Mr. Rivard from the Advisory Committee, and thanked him for his service; all in the room agreed with Mr. Bennett's comments.

## 5) Correspondence

- a. **November 11, 2021** – Resignation, Matthew Rivard.
  - I. ***Ms. Bartolomeo moved to enter into the record as read and reviewed and note it takes effect on November 26, 2021, at 5:00pm. Mr. Caplis seconds.***
  - II. **Discussion:** Mr. Spring expressed regret and sorrow at Mr. Rivard's resignation and spoke to his leadership on the Committee during his term as Chair. The Committee agreed with Mr. Spring's sentiment.
  - III. **Vote:** After discussion, *the motion on the floor was to enter the document into the record as read and reviewed and note it takes effect on November 26, 2021, at 5:00pm. Motion carries 6-0-0 at 6:39pm.*
- b. **November 14, 2021** – From Kelli Pontbriand, adjustment to certified free cash.
  - I. ***Mr. Caplis moved to enter into the record as read and reviewed. Mr. Spring seconds.***
  - II. **Discussion:** Ms. Pontbriand explained the series of events that led to this error on the original certification of the certified free cash. She expressed her condolences for the mistake.
  - III. **Vote:** After discussion, *the motion on the floor was to enter the document into the record as read and reviewed. Motion carries 6-0-0 at 6:41pm.*
- c. **November 09, 2021** – From Adam Lamontagne, DRAFT proposed usage of free cash, prepared BEFORE the item in 5C.
  - I. ***Mr. Rivard moved to recommend the Town Administrator revise his proposed usage of free cash to align with the Town Accountant's recertified numbers. Ms. Bartolomeo seconds.***
  - II. **Discussion:** Mr. Lamontagne spoke to the need to change the numbers within the proposed usage of free cash. Mr. Caplis asked about the changes that would be made to the planned Stabilization Accounts as a result, and Mr. Lamontagne stated such changes.
  - III. **Vote:** After discussion, *the motion on the floor was to recommend the Town Administrator revise his proposed usage of free cash to align with the Town Accountant's recertified numbers. Motion carries 6-0-0 at 6:44pm.*
- d. **November 15, 2021** – From Michael Currie, an invitation to an All-Boards Meeting on December 6 @ 6:30 PM at the Senior Community Center.
  - I. ***Mr. Spring moved to enter into the record as read and reviewed. Mr. Caplis seconds. Motion carries 6-0-0 at 6:45pm.***

- e. **November 15, 2021** – From Kelli Pontbriand, the October 2021 Budget vs. Actual (BvA) Document.
  - I. ***Ms. Bartolomeo moved to table review of the October 2021 BvA to the December 2, 2021, meeting. Ms. Honsa seconds. Motion carries 6-0-0 at 6:46pm.***

**6) Old Business**

- a. **From September:** Advisory Committee Policy General Stabilization Fund Policy
  - I. ***Mr. Spring moved to approve as presented and forward to the Administrative Intern for posting to the Town website. Ms. Bartolomeo seconds.***
  - II. **Discussion:** Mr. Caplis asked if the Town already has a Stabilization Fund Policy. Mr. Spring clarified it was just a policy by the Committee itself, not a Town-wide policy. Mr. Rivard clarified the edits would be removed before submission. Mr. Bennett spoke to clarify that some of the numbers mentioned with the policy were incorrect for Fiscal Year 2022. There was an exchange between Mr. Spring and Mr. Bennett regarding the validity of the values presented for Fiscal Year 2022. Mr. Spring spoke further that the numbers listed were. Mr. Rivard suggested to make an amendment to state it is the FY22 budget from the May Annual Town Meeting, and not as amended. ***Mr. Spring and Ms. Bartolomeo amended their motion as such.***
  - III. **Vote:** After discussion, *the motion on the floor was to approve as presented and forward to the Administrative Intern for posting to the Town website as amended. Motion carries 6-0-0 at 6:53pm.*
- b. **Comparison Communities:** Discussion tabled from previous meeting. Wilfred Spring presents communities he has researched that could be part of the final document.
  - I. Mr. Spring gave information regarding his choices within the document he provided to the Committee. Mr. Spring asked Mr. Caplis for his experience on what the Select Board is looking for in their Comparison Communities. Mr. Caplis stated he was impressed by Mr. Spring's work and spoke to his experience in this topic as a former Select Board member and how the additional data points that Mr. Spring looked seem appropriate and beneficial.
  - II. ***Mr. Spring moved to send a letter to the Select Board asking if there are any specific criteria they would like the Advisory Committee to use in preparing the Community Comparisons, and to send a copy of Mr. Spring's document as guidance. Mr. Caplis seconds. Motion carries 6-0-0 at 7:01pm.***

- III. Mr. Spring spoke to the levy limit and its constraints as a clarification for residents watching this meeting.
- IV. ***Mr. Spring moved to table the discussion Community Comparisons until the regular business meeting on January 20, 2022. Ms. Bartolomeo seconds.***
- V. **Discussion:** Ms. Bartolomeo spoke to the value of the work Mr. Spring did.
- VI. **Vote:** After discussion, *the motion on the floor was to table the discussion Community Comparisons until the regular business meeting on January 20, 2022. Motion carries 6-0-0 at 7:05pm.*

## 7) New Business

- a. **October 13, 2021:** From Adam Lamontagne, a request regarding a project for which ARPA funds may be used.
  - I. ***Ms. Bartolomeo moved to recommend the Select Board approve the suggested use of ARPA funds for a study by the Town Auditors on revenue replacement. Ms. Honsa seconds.***
  - II. *Mr. Caplis left the meeting at 7:06pm.*
  - III. **Discussion:** Mr. Lamontagne spoke to this request. Ms. Pontbriand spoke to this item as well. Mr. Spring asked why Mr. Lamontagne was asking the Committee why he wanted their input; he believes it is more under the jurisdiction of the Select Board. Ms. Bartolomeo spoke to how the ARPA funds are of benefit to the Town, and how concerns about the future of the Town. Ms. Bartolomeo spoke to a time in 1991 the State of Massachusetts did not provide any aid to the Town, and the struggles the Town went through during that time. Mr. Rivard praised the Town Administrator for seeking the Advisory Committee's input on the matter.
  - IV. **Vote:** After discussion, *the motion on the floor was to recommend the Select Board approve the suggested use of ARPA funds for a study by the Town Auditors on revenue replacement. Motion carries 5-0-0 with one absent at 7:13pm.*
- b. **October 22, 2021:** From Kelli Pontbriand (Town Accountant) – FY 2022 Q1 General Accounts Activity Report & Special Articles Activity Report.
  - I. *Mr. Caplis returned to the meeting at 7:14pm.*
  - II. ***Mr. Spring moved to enter into the record as read and reviewed. Mr. Caplis seconds.***
  - III. **Discussion:** Ms. Pontbriand spoke to this item. Mr. Spring spoke to the difficulties of forecasting revenue loss for the end of the year. Ms. Pontbriand spoke to how this is requested quarterly by the Select Board. Mr. Lamontagne spoke to progress on the Special

Articles and the progress on procurement of various projects the Town voted to do.

- IV. **Vote:** After discussion, *the motion on the floor was moved to enter the document into the record as read and reviewed. Motion carries 6-0-0 at 7:18pm.*

c. **October 12, 2021:** From Wilfred Spring – Proposed Templeton Advisory Committee Orientation Document.

- I. **Mr. Spring moved to approve the document as presented and post to the Town website as an Advisory Committee guidance document. Ms. Bartolomeo seconds.**
- II. **Discussion:** Mr. Spring spoke to how he saw several communities have something like this, and so he wrote this as to help new members understand what the Advisory Committee does. Ms. Bartolomeo agreed with Mr. Spring's work.
- III. *Mr. Caplis left the meeting at 7:22pm.*
- IV. **Vote:** After discussion, *the motion on the floor was to approve the document as presented and post to the Town website as an Advisory Committee guidance document. Motion carries 5-0-0 with one absent at 7:22pm.*

d. **September 22, 2021:** From Wilfred Spring – Advisory Committee on One-Time Revenues.

- I. **Mr. Spring moved to table final review on this policy until the Advisory Committee regular business meeting on February 3, 2022, under Old Business. Ms. Bartolomeo seconds.**
- II. **Discussion:** Mr. Spring spoke to this item, and how the Select Board in the future will know that the Advisory Committee has policies on these particular matters.
- III. **Vote:** After discussion, *the motion on the floor was to table final review on this policy until the Advisory Committee regular business meeting on February 3, 2022, under Old Business. Motion carries 5-0-0 with one absent at 7:25pm.*

e. **Appointment to the Narragansett Regional Agreement Amendment Committee (RAAC) to replace Matthew Rivard, effective November 26, 2021, at 5:00 PM (Chair moved this agenda item until during Agenda Item 10, before Mr. Rivard's Committee Comments):**

- I. Person(s) may self-nominate.
- II. Nominations do not need to be seconded.
- III. Nominations must be accepted by the nominee (when not self-nominated).
- IV. Nomination must be confirmed by a roll-call vote.

1. **Mr. Spring nominated John Caplis to serve on the RAAC for the remainder of the fiscal year. Mr. Caplis accepts the nomination. Roll-Call Vote:** Mr. Rivard: yes; Mr. Spring: yes; Ms. Bartolomeo: yes; Mr. Caplis: yes; Mr. Francis: yes; Ms. Honsa: yes. **Motion carries 6-0-0 at 7:39pm.**
- f. **Matthew Rivard:** Cancellation of the December 30, 2021, Advisory Committee Meeting (5<sup>th</sup> Thursday of the Month).
  - I. **Mr. Rivard moved to cancel the regularly scheduled Advisory Committee business meeting on Thursday, December 30, 2021, as this is the 5<sup>th</sup> Thursday of December. Mr. Spring seconds. Motion carries 5-0-0 with one absent at 7:27pm.**
- g. **Matthew Rivard:** Three (3) Motions related to the 2022 Annual Town Meeting.
  - I. **Mr. Rivard moved to schedule an Advisory Committee Pre-Town Meeting on Thursday April 14, 2022, at 6:00 PM, to review and make recommendations on the Warrant for the Annual Town Meeting scheduled for May 10, 2022; and for the Chairperson and/or Clerk to post said Pre-Town Meeting legal notice in The Gardner News for the Saturday April 09, 2022, edition. Mr. Spring seconds. Roll-Call Vote:** Mr. Rivard: yes; Mr. Spring: yes; Ms. Bartolomeo: yes; Mr. Caplis: none; Mr. Francis: yes; Ms. Honsa: yes. **Motion carries 5-0-0 with one absent at 7:28pm.**
  - II. **Mr. Rivard moved to schedule a continuation of the Advisory Committee Pre-Town meeting on Tuesday April 16, 2022, at 6:00 PM, to continue reviewing and making recommendations on the Warrant for the Annual Town Meeting scheduled for May 10, 2022, if necessary, and for the Chairperson and/or Clerk to post said Pre-Town Meeting legal notice in The Gardner News for the Saturday April 09, 2022, edition. This meeting may be cancelled by the Chairperson if the Committee successfully completes review of the Warrant on Thursday April 14, 2021. Mr. Spring seconds. Roll-Call Vote:** Mr. Rivard: yes; Mr. Spring: yes; Ms. Bartolomeo: yes; Mr. Caplis: none; Mr. Francis: yes; Ms. Honsa: yes. **Motion carries 5-0-0 with one absent at 7:29pm.**
  - III. **Mr. Rivard moved for the Chairperson and/or Clerk of the Committee to present the drafted Recommendation Document for the Annual Town Meeting on May 10, 2022, for final review and approval of the Advisory Committee at the regularly scheduled business meeting on Thursday April 23, 2022. Ms. Bartolomeo seconds. Roll-Call Vote:** Mr. Rivard: yes; Mr. Spring: yes; Ms. Bartolomeo: yes; Mr. Caplis: none; Mr. Francis: yes; Ms. Honsa: yes. **Motion carries 5-0-0 with one absent at 7:30pm.**

## 8) Discussion

- a. None at this meeting.

## 9) Member Comments

- a. Ms. Bartolomeo – She spoke to missing Mr. Rivard being the Chair. She wished to see him back in town government in one form or another. She stated it was a good meeting.
- b. Mr. Francis – He stated he agreed with everyone’s sentiments about Mr. Rivard’s resignation. He talked about his concern about the future of the economic stability of the Town given the times.
- c. *Mr. Caplis returned to the meeting at 7:32pm.*
- d. Mr. Caplis – None at this meeting.
- e. Ms. Honsa – She spoke to the sentiments shared by the Committee regarding Mr. Rivard’s resignation, and how she believed he was meant for this kind of service.
- f. Mr. Spring – He spoke to wanting to talk about the Highway budget for Fiscal Year 2021 and Fiscal Year 2022 at the next regular business meeting. He stated that the annual meeting for the Association of Town Finance has gone by, and how he wanted to see the new finance handbook provided by them to be linked on the website.
- g. Mr. Rivard – He decided to go back to 8.e before he made his comments for tonight. After the business under that item was completed, he spoke to how he was honored to have served on this Committee and how he did plan to come back to town government at a future meeting. He said, “it is a goodbye for now.”

## 10) Adjournment

- a. ***Ms. Bartolomeo made a motion to adjourn the Advisory Committee until December 02, 2021, at 6:30pm for a regular business meeting, per the call of the Chair. Mr. Spring seconds. Motion carries 6-0-0 at 7:42pm.***

## **Documents Used in Reference to the Agenda Listed Above:**

- 11182021 Agenda 0 – Agenda.docx
- 11182021 Agenda 3A – 10282021 AC Meeting Minutes.pdf
- 11182021 Agenda 5A – RESIGNATION Matthew Rivard.pdf
- 11182021 Agenda 5B – KPontbriand – Free Cash Recertification.pdf
- 11182021 Agenda 5C – ALamontagne – Proposed Free Cash Usage DRAFT.pdf
- 11182021 Agenda 5D – Mcurrie All Boards Meeting Invitation.pdf
- 11182021 Agenda 6A – General Stabilization Fund FY18 – REV 2.docx
- 11182021 Agenda 6B – Comparison Communities (WSpring).xlsx
- 11182021 Agenda 7A – ARPA Funds Request, ALamontagne.pdf
- 11182021 Agenda 7B – FY 2022 Q1 Account Report and Special Article Report.pdf
- 11182021 Agenda 7C – Templeton Advisory Orientation Document.pptx

- 11182021 Agenda 7D – Advisory Committee Policy on One time revenues Rev 0.docx

These documents are all available at [www.mytowngovernment.org/01468](http://www.mytowngovernment.org/01468), search “Advisory Committee.”

Meeting adjourned at 7:42pm.

Respectfully submitted,

Justice J.H. Graves

Recording Clerk

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Beverly Bartolomeo, Clerk