

## Coordinator report June 11, 2020

We don't anticipate any Ethics Exemptions or Disclosures. I am off the week of this meeting. Amanda's draft minutes are excellent, so I'll easily be able to catch up.

I attended the June 4 Finance Committee meeting where we discussed our options for in person annual town meeting at length. We considered Olsen Field, WCS grounds, and the Town Park (Common) eventually settling on recommending the "Common" for access to lavatories, hand washing, Wi-Fi, and very importantly shade from trees. We think an outside evening meeting would be too buggy. And an outside meeting in the noonday sun unbearable. So, we recommend a Saturday meeting with a rain date posted for the following Saturday. The board is therefore asked to vote to set the date of Annual Town Meeting for Saturday July 18, 2020, outside in the town park (common), with posted rain date for the following Saturday July 25. We do need to set the date of our ATM in order to be able to submit the one month spending plan.

There is an agenda item for continued review of the 1/12<sup>th</sup> budget plan. Since I have a less than perfect idea the supporting documents required for this, I am slow walking this so not to be an early adopter and time waster. Selectboard need to approve an expenditure plan for July 2020 (FY21). I'll prepare a clerk's certificate on my return to document the vote. And I'll arrange a meeting if the plan hasn't yet been voted.

Here is what I think I understand about a 1/12th spending plan. They want to see us put in for 1/12 of prior year budget for every line or category notwithstanding known factors. This is the default / no exception beginning basis. Then we add known expenses in excess of 1/12 that need to be paid in the month.

Something changed and we don't have to "backstop" the expenditures in excess of 1/12th with available funds like free cash, Stabilization or capacity provided by no school assessment due in July. And DOR want 1/12 of our (prior year) assessment to our two regional school districts to appear in the *school line* even though no payment is due in July and more significantly, we are in a District and have only municipal general fund expenditures on schools.

To clarify, I spoke with our auditor Tom Scanlon. He has suggested that we do have an education expense and I'm reading that wrong and has told me that in no case does any Department get less than the 1/12<sup>th</sup>. We just need to figure out what is going to be involved in the over 1/12<sup>th</sup>. That is our plan. All this knowledge resulted in a dulling of my win today where MIIA and the County Retirement board have given some more favorable 1/12 tools.

Here's a new subject and less mundane one. Let us keep up our attentions about Northfield Rd and a meeting with DOT about its inclusion in the transportation priority list. I think we need to get on the Regional Planning Board Intermodal Transportation radar too. And I will help make sure the Highway Commission is involved.

We got a request from Pioneer to provide our depreciation schedule from our annual audit. While the District must by law audit annually this requirement, it isn't true for small towns. This request was seeking our substantiating our ownership of items at WCS. I reversed the request

and asked they provide us with their FY2001 audit depreciation schedule showing property in Warwick. Tanya replied that their definition of capital is \$5k (same as our voted definition). In the meantime Jaylin found a document that describes items purchased down to our two pie servers @ \$2.50 each. I suspect much of our kitchen has been transferred out of our building.

On the new Pioneer District Agreement, we can breathe. Northfield's administrator confirmed that their town received no Pioneer District Agreement TM article, their ATM warrant was posted yesterday. That closes out the possibility that the new District Agreement will be adopted this FY. Since the current DA says we can vote to exit at an annual town meeting this should get serious contemplation for our ATM. It is time to sever Warwick's continued membership in the Pioneer District.

In your Fire Chief search / selection the board ought to establish an evaluation criterion / tool and schedule interviews. You should hear from town counsel on the advisability of a contract for a strong chief; and discuss the concept of an interim or acting chief with a defined path to full vestment; I am interested in the overall plan, ability to handle the business end with town accounts, understanding of muni construction law and regulation; a view of policies and documentation including training. Probably need to develop the qualifications and trainings on a continuum.

We have town hall elevator inspection on June 26 which requires FD and alarm company participation. I've reached out to Ron for assistance.

I'll be meeting with the Finance Committee on Thursday evening and as well, our Education Committee is hosting a meeting with Oak Meadows, a home school service which Warwick resident Andrea Kilroy works with from home to support / tutor students. That is at 4 pm and we will all know more after that meeting.

First Net / ATT paid for engineering for our upgrade and their new public safety / commercial deployment on the existing H frame tower on Mt Grace. The result is they want to build a new tower on Mt. Grace and want the town's support with DCR to make it happen. A higher tower would give better coverage, especially in close to the mountain. Once the Selectboard and Broadband Committee concur we can approach MBI and together advocate with DCR. This is much needed fundamental wireless infrastructure which you may recall our Governor conditioned MA participation upon the capacity being available for civilian use when not needed in an emergency.

MBI may be able to offer additional funding for our needed consulting help to implement LTE on our wireless network. I meet with them every other week. They will be assisting with procurement and to some advantage to us in within procurement rules atop or besides the added capacity they bring.

Doc is going to contact Jon regarding PV payment to Warwick for exit like Leyden got for their closing.

I met with Town accountant at town hall and she notes we are owed chapter 90 funds. We need to apply for the reimbursement and/or we need the Treasurer to borrow to cover any outstanding revenues due us or it will reduce our free cash next year. Selectboard should expect to be signing some borrowing instruments in the next weeks.

We are working new used police cruiser version C in which we purchase a unit Erving is retiring. That will be in October at soonest.

Our Town meeting will need me to finish the Town report which we publish in house.