

**Present:** Ann Keitner - Chair, Anja Bernier - Clerk, Brian Collins, Charles Goodman, Daniel Lewenberg – Vice Chair, Ira Miller – Vice Chair, Keith Morris, Chris Pimental, Olga Volfson, Jada Wang.

**Also Present:** Lee Ann Amend – Library Director, Krishan Gupta - Finance Director, William Heitin – Capital Outlay Committee Chair, Fred Turkington – Town Administrator, Cheryl Weinstein – Library Trustee.

Documents Cited:

- Final-610 Library Budget FY25
- Capital Requests Summary Fy25

**1. Ann Keitner, Chair, gave opening remarks:**

The Chair started the meeting at 7:00PM stating this is an online meeting consistent with the June 28, 2023 guidance update provided by the Commonwealth’s Office of the Attorney General. This Committee will be conducting in-person, hybrid and virtual meetings going forward, and the mode of the meeting will be clearly communicated in the posted agenda. She asked that the public and Committee members be respectful in discussions.

You can email this Committee at [FinCom@TownofSharon.org](mailto:FinCom@TownofSharon.org).

**2. Committee Business – Chair:**

- **Potential Tri-Board with Select Board and Planning Board – Chair**  
The Chair emailed Committee members regarding a potential Tri-Board meeting to discuss the MBTA zoning article on Thursday, February 29 to ensure availability for a quorum.
- **Zoom versus In-Person – Chair**  
Next three meetings are planned to be held online via Zoom, but may have in-person if needed.
- **Article Write-Up Timing– Chair**  
Want members to start writing up their articles. The last Finance Committee meeting before the write-up deadline of April 3 will be held on March 25. May need stakeholders to review your write-ups and the Chair will also need to review them by that deadline.

**3. Budget Presentation(s):**

- **Proposed Library Budget – Library Director, Lee Ann Amend; Trustee Cheryl Weinstein [section of Article I] –**  
Ms. Amend reviewed the FY25 budget for the Library:  
She stated they are asking for an increase in the salaries budget line for the coming year (total of \$988,430.83):

UNM	DEPARTMENT	FY24A	FY24B	FY24C	FY24D	FY24E	FY 23	FY 23
OBJECT	DESCRIPTION	Actual Spent w/Encumb	Actual Spent w/Encumb	Actual Spent w/Encumb	BUDGET (Adopted)	BUDGET (Proposed)	VS FY 24 \$ Chg	VS FY 24 %Chg
610	LIBRARY DEPARTMENT							
11000	SALARY	\$ 755,640.64	\$ 775,064.00	\$ 784,153.78	\$ 909,800.00	\$ 988,430.83	\$ 78,630.83	8.64%
11050	VACSICKBB	\$ -	\$ 4,237.83	\$ -	\$ -	\$ -	\$ -	
14000	LONGEVITY	\$ 5,275.00	\$ 4,475.00	\$ 4,525.00	\$ 4,725.00	\$ 4,150.00	\$ (575.00)	-12.17%
19000	EARNED TIME	\$ 11,006.67	\$ 10,395.27	\$ 8,308.60	\$ 12,500.00	\$ 12,500.00	\$ -	0.00%
19400	OTHER & for Sunday hours							
	Salary Total	\$ 771,922.31	\$ 794,172.10	\$ 796,987.38	\$ 927,025.00	\$ 1,005,080.83	\$ 78,055.83	8.42%
21000	ELECTRICITY OD BLD. 12 MONTHS	\$ 16,926.21	\$ 18,466.69	\$ 21,889.45	\$ 30,000.00	\$ -	\$ (30,000.00)	-100.00%
21000	ELECTRICITY OLD BLD. 9 MONTHS							#DIV/0!
21000	ELECTRICITY FOR NEW LIBRARY FOR 3 MONTHS							#DIV/0!
21100	FUEL OLD BLD. 12 MONTHS	\$ 6,440.44	\$ 7,248.75	\$ 7,102.84	\$ 10,000.00		\$ (10,000.00)	-100.00%
21100	FUEL OLD BLD. 9 MONTHS							#DIV/0!
21100	FUEL-DIESEL FOR GENERATOR 3 MONTHS							
24000	TECHNOLOGY	\$ 28,630.62	\$ 36,398.68	\$ 43,081.44	\$ 11,000.00	\$ 12,000.00	\$ 1,000.00	9.09%
24608	BLDG MAINT - FLOOD REMEDIATION						\$ -	
24800	GROUPS/MAINTENANCE Old library	\$ 52,283.54	\$ 23,815.48	\$ 28,876.24	\$ 20,000.00		\$ -	0.00%
	ew line FURNISHINGS & EQUIPMENT					\$ 10,000.00	\$ (10,000.00)	
29000	CONTRACTED SERVICES	\$ 1,955.00	\$ 9,477.99	\$ 20,893.28	\$ 7,500.00	\$ 7,500.00	\$ -	0.00%
30200	LEGAL	\$ -	\$ -	\$ 3,320.00	\$ 5,000.00	\$ 5,000.00	\$ -	0.00%
34000	POSTAGE	\$ 474.28	\$ 3,335.63	\$ 2,257.13	\$ 4,500.00	\$ 4,500.00	\$ -	0.00%
34100	TELEPHONE	\$ 1,248.65	\$ 1,268.04	\$ 1,322.46	\$ 1,500.00	\$ 1,500.00	\$ -	0.00%
34300	ADVERTISING	\$ -	\$ -	\$ 943.83	\$ 500.00	\$ 500.00	\$ -	0.00%
42000	OFFICE SUPPLIES	\$ 18,076.79	\$ 15,911.46	\$ 22,139.26	\$ 15,000.00	\$ 15,000.00	\$ -	0.00%
71000	LIBRARY IN STATE	\$ -	\$ -	\$ -	\$ 200.00	\$ 200.00	\$ -	0.00%
73100	OCLN DUES	\$ 39,412.58	\$ 51,160.97	\$ 63,405.58	\$ 45,000.00	\$ 46,000.00	\$ 1,000.00	2.22%
73200	PROFESSIONAL DEVELOPMENT	\$ 1,234.83	\$ 2,070.00	\$ 1,882.20	\$ 3,500.00	\$ 3,500.00	\$ -	0.00%
78200	MATERIALS	\$ 166,737.34	\$ 171,890.72	\$ 172,725.08	\$ 175,000.00	\$ 178,000.00	\$ 3,000.00	1.71%
	Expense Total	\$ 333,420.28	\$ 341,044.41	\$ 389,838.79	\$ 328,700.00	\$ 283,700.00	\$ (45,000.00)	-13.69%
	DEPARTMENT TOTAL	\$ 1,105,342.59	\$ 1,135,216.51	\$ 1,186,826.17	\$ 1,255,725.00	\$ 1,288,780.83	\$ 33,055.83	2.63%

		BUDGET REQUEST
610	LIBRARY DEPARTMENT	
11000	SALARY	See Salaries tab for staffing details.
11050	VACSICKBB	
14000	LONGEVITY	Contractual increases based on length of service.
19000	EARNED TIME	Based on the last three years and time paid out.
19400	OTHER & for Sunday hours	N/A
24000	TECHNOLOGY	Level funded
24608	BLDG MAINT - FLOOD REMEDIATION	N/A
21000	Electricity, Fuel & Building and	These line items were removed from the library budget and given to DPW to centralize maintenance and utility expenses.
21100	Ground Maintenance	
24800	FURNISHINGS AND EQUIPMENT	Previous expenses for furnishings and equipment were paid out of the Grounds Maintenance line, so a new line must be funded for these items.
29000	CONTRACTED SERVICES	Level funded
30200	LEGAL	Level funded
34000	POSTAGE	Level funded
34100	TELEPHONE	Level funded
34300	ADVERTISING	Level funded
42000	OFFICE SUPPLIES	Level funded
71000	LIBRARY IN STATE	Level funded
73100	OCLN DUES	Increased by \$1,000 to cover additional increases
73200	PROFESSIONAL DEVELOPMENT	Level funded
78200	MATERIALS	This amount is based on the State Aid to Public Libraries requirement for materials expenditures, and must be increased annually in accordance with state regulations. All other requirements must also be met for certification.

- Electricity and Fuel will be shifted out of the Library's budget and moved to the Facilities budget at Department of Public Works (which would then result in the Library having a Furnishings and Equipment line item). This is how it is done already for other public Town buildings.
- Contracts, Legal, Postage, Telephone and other line items are level funded from last year.
- Digitization is free through BPL, but still need personnel for those projects.
- Need additional personnel for the new library building that is under construction.

- e. Have decreased some positions and increased others. COLA increases will be \$17,960.51 and step increases will total \$13,629.72.
- f. Longevity for employees is a specific amount given to a person by the Town at 5 years worked, 10 years, 15 years, etc. Earned time is if no sick time is taken by an employee in a month, they are given 4 hours of earned time, which the Library is requesting \$12,500 for in this next budget.

Name	Position	Grade	Hrs/Week	#Pre-step Wks	Starting Step	Init.Rate	#Post Step Wks	Next Step	Post Step Rate	Totals	Comparison between FY24 & FY25
Ann Amend	Director	E-3								\$111,064.00	
Jan Egimann	Head of Adult Services	LMP-3	37.50	44	2	\$32.79	8.2	3	\$33.52	\$64,410.90	
My Griel	Youth Services Librarian	LMP-4	37.50	27	5	\$31.85	25.2	6	\$32.62	\$63,074.03	
Achel Savage	Head of Youth Services	LMP-3	37.50	40	1	\$32.09	12.2	2	\$32.79	\$63,136.43	Promotion to Head of Youth Services for FY25 (\$6,659.48 more)
Margret Branschofsky	InfoServices Librarian	LMP-4	2.00	52.2		\$29.16				\$3,044.30	Reduced by 2 hours
Conifer Stanley	InfoServices Librarian	LMP-4	37.50	30	2	\$29.82	22.2	3	\$30.48	\$58,922.10	
Nathanson	InfoServices Librarian	LMP-4	37.50	30	1	\$29.16	22.2	2	\$29.82	\$57,630.15	Currently working 15.5 hours in FY24 at (\$23,035.48)- Request for full time 37.5 in FY25 at (\$34,594.67 more) Needed now and for new library
Boyle	Library Assistant	Oc-4a	18.00	30	2	\$24.24	22.2	3	\$24.72	\$22,967.71	
Quinn	Tech Services Supervisor	Oc-3a	37.50	10.5	10	\$31.63	41.7	10	\$31.63	\$61,915.73	
Jimenez-Perez	Circulation Librarian	LMP-3	37.50	30	9	\$38.32	22.2	10	\$39.17	\$75,719.03	
Papineau	Administrative Assistant	Oc-3b	25.00	52.2	10	\$29.96	0			\$39,097.80	
Dederian	Library Assistant	Oc-4a	37.50	36	4	\$25.21	16.2	5	\$25.74	\$49,670.55	
Minsk	Library Assistant Sub	Oc-4a	4.00	52.2		\$23.31	0			\$4,867.13	Increased by 2 hours
Segal	Library Assistant Sub	Oc-4a	4.00	52.2		\$23.31	0			\$4,867.13	Reduced by 2 hours
Lury	Technical Services Asst	Oc-4a	37.50	9	3	\$24.72	43.2	4	\$25.21	\$49,183.20	This part timer replaced an open full time position. Replaced 13 hour part time position with 19 hour part time position
Forman	Library Assistant	Oc-4a	19.00	28	1	\$23.78	24.2	2	\$24.24	\$23,796.51	
Jones	Library Assistant	Oc-4a	37.50	22	9	\$27.84	30.2	10	\$28.42	\$55,153.65	
Souza	Library Assistant	Oc-4a	20.00	52.2	10	\$28.42	0			\$29,670.48	
Pedersen	Library Assistant	Oc-4a	20.00	52.2	10	\$28.42	0	10		\$29,670.48	
Rishel	Library Assistant	Oc-4a	37.50	0	10	\$28.42	52.2	10	\$28.42	\$55,632.15	
Rotman	Library Assistant	Oc-4a	9.00	52.2	10	\$28.42	0	10		\$13,351.72	
Ruvich	Library Assistant	Oc-4a	28.00	52.2	10	\$28.42	0			\$41,538.67	
Ha	Page		9.00	52.2		\$15.00	0		\$15.00	\$7,047.00	Reduced by one 9 hour position
vertime							52.4			\$3,000.00	
										\$988,430.83	
											FY25 COLA increases (\$17,960.51)
											FY25 STEP increases (\$13,629.72)

*Two substitute staff have left- Mea Morton and Katherine Hahn.*

**4. Non-Budget Presentation(s):**

- **Capital Outlay Committee – Chair, Bill Heitin [Article H) –**  
Mr. Heitin discussed Capital Outlay has voted unanimously for all articles under consideration.

CAPITAL REQUESTS - SUMMARY FY 2025												
	REQUEST	Cash	ARB	CPA	CA 90	Other (U.C)	GF Debt	SWR Cash/RR	SWR Debt	Term (Years)	First Year Principal	First Year Int @ 8.25%
<b>Public</b>												
Cemeteries (1)	\$ 195,000.00	\$ 195,000.00									\$ -	\$ -
	\$ 195,000.00	\$ 195,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -
<b>Fire Dept</b>												
Fire Engine Replacement (2)	\$ 2,100,000.00						\$ 2,100,000.00			20	\$ 105,000.00	\$ 73,500.00
	\$ 2,100,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,100,000.00	\$ -	\$ -		\$ 105,000.00	\$ 73,500.00
<b>Recreation</b>												
Deborah Sampson Tennis Shed	\$ 1,200,000.00						\$ 1,200,000.00			15	\$ 60,000.00	\$ -0.00
	\$ 1,200,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,200,000.00	\$ -	\$ -		\$ 60,000.00	\$ -0.00
<b>OTHER CPA PROJECTS</b>												
REC - Funding for Schematics designs	\$ 75,000.00			\$ 75,000.00							\$ -	\$ -
	\$ 75,000.00	\$ -	\$ -	\$ 75,000.00	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -
<b>Roads</b>												
Various Chapter 90 Road Projects	\$ 700,000.00			\$ 700,000.00								
Roadways & Sidewalks	\$ 600,000.00					\$ 524,766.00	\$ 157,234.00			20	\$ 7,761.70	\$ 5,433.19
Lakeview Sidewalk	\$ 900,000.00						\$ 900,000.00			20	\$ 45,000.00	\$ 31,500.00
Community Center	\$ 160,000.00						\$ 160,000.00			10	\$ 16,000.00	\$ 5,913.00
Dump Truck Shed	\$ 220,000.00						\$ 220,000.00			10	\$ 22,000.00	\$ 7,700.00
Transit Van - Electrician	\$ 60,000.00						\$ 60,000.00			10	\$ 6,000.00	\$ 2,100.00
Avalon	\$ 40,000.00						\$ 40,000.00			10	\$ 4,000.00	\$ 1,400.00
Trucks - Fireman	\$ 110,000.00						\$ 110,000.00			10	\$ 11,000.00	\$ 3,850.00
<b>TOTAL R/W</b>	\$ 2,975,000.00	\$ -	\$ -	\$ -	\$ 700,000.00	\$ 524,766.00	\$ 1,674,234.00	\$ -	\$ -		\$ 112,661.70	\$ 37,895.19
<b>TOWN ONLY</b>	\$ 6,575,000.00	\$ 195,000.00	\$ -	\$ 75,000.00	\$ 700,000.00	\$ 524,766.00	\$ 4,954,234.00	\$ -	\$ -		\$ 197,661.70	\$ 173,995.19

- a. Met with each department and gave opportunities to tour different buildings and facilities.
  - b. Police Department are requesting 3 cruisers at \$195,000 which would be done as a cash purchase (not borrowing).
  - c. Fire Department is currently borrowing a fire engine from Walpole. Requesting 2 fire engine replacements, but there is a 3 -5 year lead time once ordered. Discount price when ordered at together. Their idea is to appropriate money now and not borrow the money until later when need to pay for them.
  - d. Request of \$1.7 million for resurfacing the Deborah Sampson tennis courts and basketball courts. Ms. Bernier made a motion to increase this by \$500,00 for full replacement which will be more cost effective for the future. Seeking \$500,000 from CPC monies to cover this increase, as this would be a good use for their funds.
  - e. Other requests in the budget that are typical are for roads, sidewalks, a small dump truck, aeration for fields, a foreman's truck, etc.
  - f. Typical requests from the School Department for computers for staff, desktop computer upgrades, increase replacement program for Chrome Books, iPad replacements, musical instruments, Cottage Street floors and carpet, fans in East Elementary's gymnasium, etc.
  - g. Premature rust on one of the fire trucks which the Fire Department is seeking relief for. It never was given the proper coating and the manufacturer is at fault.
  - h. 3.83% exempt budget for this year, although this number would be higher if don't receive the \$500,000 funding from CPC.
- **General By-Law - Opt-In Specialized Stretch Code– Silas Fyler [Article AA]**  
Mr. Fyler gave a presentation on the residential and commercial analysis done on building code standards, and stated that the Sharon Energy Advisory Committee has voted unanimously in approval of the stretch code. Massachusetts has the goal of net zero emissions by 2050. Various deadlines are in place from the Department of Energy Resources, including a specialized stretch code for buildings which will provide a pathway for meeting the 2050 goal. This will need to be voted on at Annual Town Meeting (ATM). So far, 31 cities in MA have voted to accept these stretch codes:



## Goal of Analysis: Achieve Least-Cost Decarbonization

### Energy Code Analysis

- In 2019, DOER commissioned analysis of different building code standards specific to the Massachusetts climate.
- Building Type Variety: 12 building use types and size-specific analysis to align with needs of different building types
- Analyzed up-front costs, operational costs, and total cost of ownership for multiple fuel sources.

### Residential Low-Rise Team




### Commercial & Large Multi-Family Team






- i. Studies have shown new builds will be less expensive if all electric, by approximately \$11,597 for total adjustments on average.
- j. In July of 2024 stretch and special stretch codes and HERS (Home Energy Rating System) rating requirements will be the same. Will require electric wiring to all appliances even if the residential or commercial unit is using gas.

k. Sponsor of this article for ATM is the Energy Advisory Committee. Email questions to Energy@TownofSharon.net.

- **Increase senior tax work off limit – Finance Director, Krishan Gupta [Article N]**

Mr. Turkington discussed that this article is being pulled. It has actually been in place since 2003. Noted incorrectly in the meeting minutes. Vote was for no limit. Mark Hogan will be correcting the minutes.

- **Citizen Petition: Extend Artificial Turf Field Moratorium for an additional five (5) years -Debbie Tatro [Article Y]:**

Ms. Tatro gave a presentation on the article proposing a 5-year moratorium on new Town property installations artificial turf. She stated that artificial blades of turf grass are coated with PFAS which are forever chemicals that never break down in the environment or in our bodies. The moratorium that is in place is expiring this March.

Discussed various options such as a ban on artificial turf or potentially using artificial turf materials that do not contain PFAS. Not possible to change this article at this point in the budget process.

**Huge plastic installation -> Lots of PFAS**

**20 ppt PFAS\***  
(500 times lower than acceptable arsenic level)



PFAS in turf could travel with rainwater draining off the field.

PFAS released from ONE plastic turf field is enough to contaminate Lake Massapoag up to 8 times with 20 ppt of PFAS.\*\*

\* Published by MassDEP on October 2, 2020.  
\*\* Based on fluorine levels in Sprinturf & up to 16% releasable PFAS.

**Plastic turf causes local plastic pollution**



A 20-ton plastic field can shed 600 lb of plastic bits / year.

These particles last "forever."

Wear & tear causes plastic grass blades to break off and scatter. These plastic particles: don't fully degrade; accumulate in the environment, soil, and water; and enter the food chain.

## 5. Liaison Updates:

### a. *Sharon Schools - Ann Keitner, Ira Miller:*

Spoke with Avi Shemtov – School Committee Chair and Ellen Whittemore - Assistant Superintendent for Administration and Finance. They will be presenting their 2<sup>nd</sup> quarter update to this Committee on schedule. Encouraged Committee members to tune in to the special meeting they are holding this Wednesday evening. No known shortfalls or request transfers as of yet.

Still no solar array up yet which may affect their utility bills. They are monitoring those bills closely. Continuing to pay contractors to complete some work outside of school hours.

The Chair will ask the School Committee for the MUNIS report.

### b. *Library - Charles Goodman:*

The Library has presented their budget tonight. The numbers have increased from five years ago. The State hasn't come out with another projection yet.

### c. *Planning Board – Brian Collins:*

The Planning Board has announced information sessions on February 13 at 7PM at the Community Center and March 12th.

### d. *Standing Building Committee – Chris Pimental:*

Have reached out to this committee but haven't heard back from yet. They meet every other Tuesday.

### e. *Community Preservation Committee – Keith Morris:*

This committee is finalizing their votes at their meeting Wednesday such as funding a feasibility study, community gardens moving to Lakeview Street from Deborah Sampson, updating the tennis and basketball courts, creating a historical landmark, lake management, etc. Once they've voted their final funding numbers he will report back to the Committee.

Finance Committee members and Mr. Gupta strongly encouraged the CPC to have a five-year planning horizon for their budget and funding, as other departments and committees have. Mr. Gupta would be happy to work with them on this. They currently have approximately \$1 million in their undesignated fund balance. Laws allow the CPC to borrow for projects against future revenues. Encouraged CPC to meet and conduct business in a more streamlined, timely process in line with the Town department and committee schedule and budget timelines.

### f. *Lake Massapoag Advisory Committee– Dan Lewenberg:*

This committee met last week and reviewed information from the consultant on the alum treatment for the lake. The previous estimate was a cost of \$1 million and have a 15 year life. Current information is that the treatment would actually cost \$500,000 and last 5 – 10 years with a reassessment at that time to see if another treatment would be needed. The alum treatment pulls phosphorus and locks it which will decrease harmful algae blooms and help avoid lake closures.

Presenting to the Community Preservation Committee for potential funding.

## 5. Minutes to be voted:

**Motioned:** by Ira Miller, **Seconded:** Anja Bernier to approve the October 30, 2023 Finance Committee meeting minutes as written. **Voted:** 10-0-0.

**Motioned:** by Ira Miller, **Seconded:** Anja Bernier to approve the November 20, 2023 Tri-Board meeting minutes as amended. **Voted:** 8-0-2. Keith Morris and Charles Goodman abstained.

**Motioned:** by Ira Miller, **Seconded:** Anja Bernier to approve the January 22, 2024 Finance Committee meeting minutes as written. **Voted:** 9-0-1. Jada Wang abstained.

**6. Any topics not anticipated within 48 hours of posting:**

Community Preservation Committee will be meeting this Wednesday evening.

**7. Public Comment:**

None.

**8. Adjournment:**

Absent any objection, the Chair assumed unanimous consent to adjourn for the evening.

Adjourned at 8:40 pm.