

Jonathan Anderson, Chair person
David Hall, Vice Chair
Jesse Limanek, Clerk
Jeffrey Bannon
Normand Champigny



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James A. Smith, Town Manager

Town of Sutton
Select Board

Meeting Minutes
Minutes Accepted and filed with the Town Clerk 3/26/2024 with a roll call vote of 5-0

6:00 p.m. – March 12, 2024

Roll Call vote taken:

Members in Attendance in person:

Chairperson Jonathan Anderson, Vice Chair David Hall, Clerk Jesse Limanek, Select members Jeffrey Bannon & Normand Champigny all present in person.

Also attending in person: Town Manager James Smith, Town Accountant Tim Harrison & Deb Jacques, secretary

Public Forum – Anna Wence is here to talk about the 3rd Annual Earth Day clean up in Sutton. This is to take place April 6th with a rain date of April 7th. Anna thanks Als Rubbish for the 3 dumpsters that will be available at the center, Rt. 122 AL's Rubbish and the Manchaug Fire Station. If interested, please look on Facebook for additional information and scan in the QR code. There will be gloves and bags available at 8AM on April 6th at the common but individuals can use their own gloves and bags. The 1st year yielded 2 tons of trash, year 2- 2.1 tons. At this time the Select board take the time to ask additional info and thank Anna for beautifying our community.

Vice Chair Hall motions to accept as presented the February 20, 2024 Select Board meeting minutes Select Person Bannon seconds passes 5-0 with roll call vote

Cultural Council appt- Stephanie Collins Sullivan- Stephanie introduces herself to the Board- she has lived in Sutton since 2015- she is retired from State service as the Assistant Deputy Commissioner to MA Dept of Correction. She feels she can bring diversity to the group and help the Cultural Council expand and grow while helping to cultivate knowledge about Sutton. The board all take the time to welcome and thank Stephanie for volunteering her time for the betterment of the community. Select person Limanek motions to approve the appointment of Stephanie Collins Sullivan to the Cultural Commission with a term to expire June 30, 2026 Vice Chair Hall seconds passes 5-0 with roll call vote.

FY23 Audit presentation- Marcum LLP- present is Partner of Marcum Scott McIntyre. Scott gives a brief history of the previous company Melanson Health that is now Marcum and the continued loyalty to Municipal Government. Audit manager Andrew Gordon was unable to be here tonight to present the report, Scott came in his place. He begins with the Governance letter saying this audit was done in accordance with Govt. Auditing Standards. This audit went very well, all of the books & records were in good acting order. A few of the areas that affect the financial statements are the OPEB & Net Pension liability. Scott reviews the long term unfunded liabilities (OPEB & Pension), ARPA Funds which are considered unearned revenues, free cash for Capital items, the Sewer Enterprise Fund and lastly the General Fund revenues and expenditures showing a budget surplus of \$2,740,635. Vice Chair Hall thanks Scott for the report- this is a lot to unravel. Dave goes on to say the big picture is the Governance letter showing no deficiencies. Scott replies one of the objectives of the audit is designed to test internal control. Dave replies this shows a clean opinion. Select person Limanek says the important word here is transparency- the long range forecast along with past practices shows no flaws while showing full accountability, our management and policies in place are sound- thankyou to Tim Harrison. Select person Bannon discusses the free cash vs fund balance as well as the General Fund- budget to actual and our budget process. Jeff asks if the Student Activity funds are audited- Scott replies yes- and under MA Gen Laws there are strict rules for this fund- it is better to always minimize cash use- less cash means better internal controls. Town Accountant Tim Harrison states at end of year close- he works closely with the school to provide detailed information. Select person Champigny states this is his 1st year with the budget and audit, nothing rose to the level of showing material weaknesses. Normand asks Scott if there were any strengths noted- Scott replies consistency year over year- results have been so similar. Chairperson Anderson mentions the Governance letter vs the Management letter- in the end there were no

significant findings- our accounting practices show consistency. Vice Chair Hall thanks and congratulates Tim Harrison we appreciate all he does.

Release deeds for parcels adjacent to 122 & 126 Boston Road- present is Planning Director Jen Hager- she states this is the final step of the process authorized under article 10 of the Oct 2023 Town Meeting. Once signed by the board it will be registered at the registry of deeds. Vice Chair Hall states this is just cleaning up – it has already been dealt with. Select person Limanek asks if this will change the deeds of the 2 abutters or just attach the changes to their existing deed. Jen states it will be attached to original deeds. Select person Bannon motions to execute and release deeds to Daniel J. Robertson of 126 Boston Road and Marcel Doiron of 122 Boston Road, in the form presented, for the purpose of releasing all the Town's right, title and interest to land within the public way discontinued by the vote of the October 16, 2023 Annual Town Meeting under Article 10, and direct that the Town record said deeds with deed acceptances obtained from the owners, Select person Champigny seconds passes 5-0 with roll call vote.

Mutual Aid renewal agreement with CEMLAC- Town Manager Smith presents this revised municipal aid agreement with CEMLAC. Police Chief Dennis Towle is the VP/Treasurer of this organization. We have been a member for at least the last 25 years but records are hard to find to show the agreement date. The board all agree this is an important agreement and have no reason to not sign this. Select person Limanek would like to eventually get a list of towns that have signed on to this agreement. Select person Champigny motions to approve the signing of the Mutual Aid renewal agreement with CEMLAC Select person Bannon seconds passes 5-0 with roll call vote.

MunEnergy Constellation discussion- Jim updates the board on a recent discussion meeting with a representative from Constellation Aiste Dacys- this agreement covers town owned buildings electricity supply. Our current contract is due to expire in Dec. 2024- the rates are currently low due to one of the warmest winters on record. The current price is 9.64 cents per kwh- a 3-year contract price as of last week's meeting would be 11.61 cents per kwh. This would be effective January 2025. Vice Chair Hall feels we should move now to lock in- indicative prices are good right now- they change quickly. Select person Limanek agrees we should vote tonight to enter into new agreement, Select person Bannon is on board with signing early – Jim mentions Peregrine is looking into a Blend & Extend for the residential contract signed last year. Select person Champigny asks if there are any other competitors we can look into – Jim replies this company is under the MA Municipal- many municipalities use them. Chairperson Anderson says it is smart to sign an agreement in the spring rather than the fall (due to winter projections). Select person Limanek motions to authorize Select Board Chair Anderson or as an alternate Vice Chair Hall sign a new 3-year agreement with Constellation to serve as the electricity supplier for the town Select person Bannon seconds passes 5-0 with roll call vote.

Town Manager Update:

- Annual Town Meeting warrant- the draft will be presented April 9, 2024- final warrant will be signed by the board April 23, 2024. Town meeting is May 13, 2024
- Current projects out to bid- Fencing for Basketball court due 3/7/24. Manchaug boat ramp due 3/14/24. New cemetery at 20 Armsby due 4/18/24.
- For the primary election on 3/5/24- 2200 people voted which is a 30% turnout. Thank you to Laura and Pam in the Town Clerks Office.

Announcement's / Round Table:

Select person Limanek reads the items needed for the Mike Chizy Food Pantry.

Select person Champigny says after looking at the budget and audit- it shows the town is in good standing order- money is spent wisely & intelligently.

Select person Limanek motions to adjourn, Select person Bannon seconds- Roll Call vote taken- passes 5-0

Meeting adjourned 7:47pm