

Jennifer Tabakin  
Town Manager

E-mail: [jtabakin@townofgb.org](mailto:jtabakin@townofgb.org)  
[www.townofgb.org](http://www.townofgb.org)



Town Hall, 334 Main Street  
Great Barrington, MA 01230

Telephone: (413) 528-1619 x2  
Fax: (413) 528-2290

# TOWN OF GREAT BARRINGTON MASSACHUSETTS

OFFICE OF THE TOWN MANAGER

## SELECTBOARD'S MEETING AGENDA

MONDAY, SEPTEMBER 17, 2018

**6:00 PM** – EXECUTIVE SESSION

REGULAR SESSION IMMEDIATELY FOLLOWING

TOWN HALL, 334 MAIN STREET

### ORDER OF AGENDA

#### **6:00 PM** - OPEN MEETING

##### 1. CALL TO ORDER:

6:00 pm Open Session

6:00 pm Conference Room

**CONVENE INTO EXECUTIVE SESSION and Return to Open Session** - Town Manager's Conference Room

**A.** Executive Session, under MGL c.30A, §22(g)(1) to review the release of executive session minutes and under MGL c.30A, §21(a)(3) and (6), to discuss litigation strategy relating to pending litigation known as (1) Belanger v. Zoning Board of Appeals, Berkshire Superior Court, C.A. No. 1876CV00134; (2) GJO, LLC v. Zoning Board of Appeals, et al., Land Court Docket No. 2018MISC000240; and (3) GJO, LLC v. Ronald Majdalany et al, Land Court Docket No. 18MISC 000240 (KCL) and to review the release of Settlement Discussions/Offer to Purchase and Acceptance relating to land known as 11 Roger Road, if the Chair declares that an open meeting may have a detrimental effect on the Town's litigating and/or negotiating position. A vote regarding whether to go into executive session is expected; and votes may occur during the executive session.

Roll Call Vote

**B.** Executive Session under MGL ch. 30A, sec 21 (a) (3) to discuss pending litigation and mediation relative to Environmental Appeals Board proceedings in re: GE, RCRA Appeals Nos. 16-01 to 16-05; if the chair declares such discussion, if held in open meeting, may have a detrimental effect on the legal position of the Rest of River Municipalities legal action with EPA and GE. A vote regarding whether to go into executive session is expected; and votes may occur during the executive session.

Roll Call Vote

**Chair's Declaration:**

I declare, under MGL c.30A, §22(g)(1) and under M.G.L. c.30A, §21(a)(3) and (6), that the purpose of the executive session will be to review the executive session minutes and to discuss litigation strategy regarding pending litigation concerning 11 Roger Road known as: (1) Belanger v. Zoning Board of Appeals, Berkshire Superior Court, C.A. No. 1876CV00134; and (2) GJO, LLC v. Zoning Board of Appeals, et al., Land Court Docket No. 18MISC000240; and (3) GJO, LLC v. Ronald Majdalany et al, Land Court Docket No. 18MISC 000240 (KCL) and to review the release of Settlement Discussions/Offer to Purchase and Acceptance relating to land known as 11 Roger Road; and to discuss pending litigation and mediation relative to Environmental Appeals Board proceedings in re: GE, RCRA Appeals Nos. 16-01 to 16-05 and Rest of River Municipalities legal action with EPA and GE because discussions of the foregoing in open session could have a detrimental effect on the litigating and/or negotiating position of the Town and to **Return To Open Session** at the conclusion of the executive session.

**Motion Convening the Executive Session:**

I move that the Select Board go into executive session under MGL c.30A, §22(g)(1) and under M.G.L. c.30A, §21(a)(3) and (6) for the purposes and reasons declared by the Chair and with the Board and to **Return To Open Session** at the conclusion of the Executive Session.

**Roll Call Vote:**

**OPEN SESSION:**

**2. APPROVAL OF MINUTES:**

August 27, 2018 Regular Meeting.

June 28, 2018; July 9, 2018; July 16, 2018 and July 23, 2018 Executive Session.

**3. SELECTBOARD'S ANNOUNCEMENTS/STATEMENTS:**

A. General Comments by the Board.

**4. TOWN MANAGER'S REPORT:**

A. Department Updates

B. Project Updates

- Construction Projects
- Request for SB's directions on Rule of Award for Electrical Aggregation

**5. PUBLIC HEARINGS:**

A. Selectboard to Convene as Sewer Commissioners to set FY 2019 Sewer Rates.  
(Discussion/Vote)

- a. Open Public Hearing
- b. Explanation of Project
- c. Speak in Favor/Opposition
- d. Motion to Close Public Hearing
- e. Motion re: Findings
- f. Motion re: Approval/Denial/Table
- g. **Reconvene as Selectboard**

B. Application of Berkshire Cooperative Association, Inc. d/b/a Berkshire Co-Op Market, Daniel Esko, Manager for a New Package Store Beer and Wine Liquor License at 42 Bridge Street, Great Barrington, MA. The premises consist of a supermarket area, four bathrooms, a café seating area and two means of entrance/exit. (Discussion/Vote)

- a. Open Public Hearing

b. Motion – Continue Public Hearing to SB October 15, 2018, 7:00 pm meeting.

**6. LICENSES OR PERMITS:**

- A. Bryan R. Culliton/Berkshire Design Center for Bostwick Gardens LLC for a Driveway Permit 899 Main Street. (Discussion/Vote)
- B. George Laye/The Guthrie Center for Two (2) One Day Beer and Wine Liquor Licenses for Friday, October 5, 2018 and Sunday, October 7, 2018 from 6:00 pm – 12:00 pm at 2 Van Deusenville Road. (Discussion/Vote)

**7. OLD BUSINESS:**

- A. SB - To Consider Revision of Local Policy regarding the number of Beer and Wine Package Store Liquor Licenses. (Discussion/Vote) Continue to SB October 15, 2018, 7:00 pm meeting.

**8. NEW BUSINESS:**

- A. SB - Discussion of 2019 Regular Meetings Calendar. (Discussion/Vote)
- B. SB - Discussion of FY 20 Budget Policy.
- C. SB - Discussion of FY 20 Budget Schedule. (Discussion/Vote)
- D. SB - Discussion of Town Meeting/Election Calendar 2019. (Discussion/Vote)
- E. SB - To Be the Fiscal Agent for Cultural District. (Discussion/Vote)

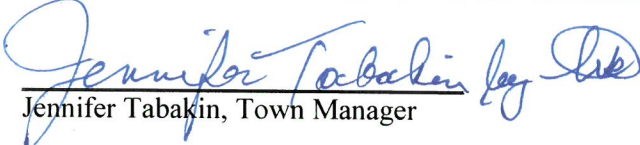
**9. CITIZEN SPEAK TIME:**

**10. SELECTBOARD'S TIME:**

**11. MEDIA TIME:**

**12. ADJOURNMENT:**

**NEXT SELECTBOARD'S REGULAR MEETING: Monday, September 24, 2018, 7:00 P.M.**

  
Jennifer Tabakin, Town Manager

*Pursuant to MGL. 7c. 30A sec. 20 (f), after notifying the chair of the public body, any person may make a video or audio recording of an open session of a meeting of a public body, or may transmit the meeting through any medium. At the beginning of the meeting, the chair shall inform other attendees of any such recordings. Any member of the public wishing to speak at the meeting must receive permission of the chair. The listings of agenda items are those reasonably anticipated by the chair which may be discussed at the meeting. Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law.*



# TOWN OF GREAT BARRINGTON MASSACHUSETTS

---

## EXECUTIVE SUMMARY

**TITLE:** Community Choice Power Supply Program/Municipal Aggregation Program

**BACKGROUND:** The Community Choice Power Supply Program is a Municipal Aggregation Program which allows the Town to combine the purchasing power of its residents so that it can provide them with an alternative and competitive electricity supplier. In doing so, the program creates competition among Competitive Suppliers which helps ensure aggressive rates. Once in place, the Town can monitor and set its own energy related priorities for the program such as savings, stability or green options.

Last year, the Selectboard voted (September 18, 2018) to choose the least expensive 100% green rate, assuming that it was lower than the National Grid standard rate. Under the Board's directive Nextera was chosen and an Electric Service Agreement was signed based on their bid of \$0.10599/kWh for 100% green wind energy for a term of 12 months (November 1, 2017 to October 31, 2018). The National Grid Basic Service winter rate (November 1<sup>st</sup> to April 30<sup>th</sup>) was \$0.12673/kWh, and the summer rate (May 1<sup>st</sup> to October 31<sup>st</sup>) was \$0.1087/kWh.

Colonial Power (the Company the Town contracted with to run the Aggregation Program) will put out an RFP on behalf of the Town. The RFP will be due on Wednesday September 26, 2018 at 11:00 AM. This is also the date National Grid will release their winter rate. With this information the Town Manager will again be able to choose a supplier based on the directive of the Board. The suppliers who bid will hold their pricing until 4:00 PM that day. The Town will need to have a signatory available to sign an Electric Service Agreement with the winning Supplier that afternoon. If the bids are not advantageous to the Board's directive they can be refused, and another RFP may be issued.

**FISCAL IMPACT:** Those homes and businesses of Great Barrington enrolled in the program may see a direct savings on their electric bill. There is also a potential savings to the Town, on the electrical usage on Street lights, Town owned buildings, and grounds.

**RECOMMENDATION:** The Selectboard consider the Town's energy related priorities so that a Competitive Supplier may be chosen on Wednesday September 26, 2018.

**TOWN OF GREAT BARRINGTON**

**NOTICE OF PUBLIC HEARING**

The Selectboard sitting as Sewer Commissioners, will hold a public hearing on September 17, 2018 at 7:00P.M. at the Town Hall, 334 Main Street, Great Barrington, MA for the purpose of setting Sewer Rates for Fiscal Year 2019.

Steve Bannon  
Chair

Please publish September 7, 2018



TOWN OF GREAT BARRINGTON  
MASSACHUSETTS

DEPARTMENT OF PUBLIC WORKS

EXECUTIVE SUMMARY

**TITLE:** 2019 Sewer Rates

**BACKGROUND:** An updated sewer rate analysis which took into consideration current levels of debt, retained earnings, and the wastewater division's capital program was recently completed. It is proposed that with nearly 4.1 million in retained earnings that there is no need for a sewer rate increase at this time.

**FISCAL IMPACT:** There is currently no fiscal impact by staying with current billing rates.

**RECOMMENDATION:** The Selectboard vote to not alter the sewer rate from \$506 per existing dwelling unit for 2019.

**PREPARED AND REVIEWED BY:** \_\_\_\_\_

  
Sean VanDeusen, DPW Superintendent

**DATE:** 9/14/18

**APPROVED:**

\_\_\_\_\_  
Jennifer Tabakin, Town Manager

**DATE:** \_\_\_\_\_

Legal Notice

Town of Great Barrington

Public Hearing

The Selectboard will hold a public hearing on Monday, September 17, 2018 at 7:00 PM at the Town Hall, 334 Main Street, Great Barrington, MA 01230 to act on the application of Berkshire Cooperative Association, Inc. d/b/a Berkshire Co-Op Market, Daniel Esko, Manager for a New Package Store Beer and Wine Liquor License at 42 Bridge Street, Great Barrington, MA. The premises consist of a supermarket area, four bathrooms, a café seating area and two means of entrance/exit.

Stephen Bannon

Chair

Please publish August 24, 2018 and August 31, 2018

— *Berkshire Record*

Selectboard

Fee \$50.00

Application for Access to a Public Way / Driveway Permit

Number \_\_\_\_\_

INSTRUCTIONS

RETURN FIVE (5) COPIES OF THIS FORM AND ALL ACCOMPANYING PLANS, ALONG WITH THE \$50.00 FEE to the Department of Public Works office in Town Hall, 2nd Floor, 334 Main Street, Great Barrington, MA 01230. Plans must show the location of the driveway on the property and must also indicate all details needed in order to determine that driveway regulations are met, including paving material, width, grade, drainage, culverts, angle to street, etc. See Chapter 153 of the Town Code for driveway regulations.

Application Date 08/16/2018

Name of Applicant / Property Owner Bostwick Gardens LLC

Mailing address 899 Main Street

Phone number 413-528-5488

Location of proposed driveway / highway entrance see plan

Contractor who will perform the work Keith Wilkinson/Allegro Construction

Address & phone number of contractor 413-207-1566

Proposed construction date 8/27/18

Type of driveway (gravel, asphalt, etc.) asphalt

Print Form

Submit five (5) copies of completed form and plans.

Applicant hereby agrees to notify the Great Barrington DPW Superintendent of the date and time of driveway construction at least 24 hours before construction is begun. Applicant further agrees to conform to all requirements of the Town of Great Barrington regulations governing access to public ways and to all conditions that may be placed on this permit. See Chapter 153 of the Town Code for regulations and design requirements.

Applicant's Signature: [Handwritten Signature]

FOR STAFF USE ONLY

RECOMMENDATION OF DPW / HIGHWAY SUPERINTENDENT

After consultation with review staff, and after full consideration of the application and the applicable requirements, I recommend that this application be: ( ) approved as submitted (X) approved with conditions attached ( ) disapproved for reasons attached ( ) resubmitted with changes suggested per attached

Staff Reviews Received:

Table with 3 columns: Received, Conditions Recommended, Other Permits Required. Rows for Conservation, Fire Chief, and Planning.

PERMIT FOR ACCESS TO A PUBLIC WAY / DRIVEWAY

Pursuant to its vote of \_\_\_\_\_ in favor and \_\_\_\_\_ opposed, at its meeting on \_\_\_\_\_, the Great Barrington Selectboard granted permission to construct or alter this access to a public way at the address and in the location indicated in this application, in accordance with the plans accompanying this application, and subject to any conditions attached.

For the Selectboard: \_\_\_\_\_, its \_\_\_\_\_ (signature) (title) (date)



Pete Soules  
Highway-Facilities Superintendent

E-mail: [psoules@townofgb.org](mailto:psoules@townofgb.org)  
[www.townofgb.org](http://www.townofgb.org)



20 East Street  
Great Barrington, MA 01230

Telephone: (413) 528-2500  
Fax: (413) 528-2290

## TOWN OF GREAT BARRINGTON MASSACHUSETTS

---

Department of Public Works  
Highway Division

### **Conditions on Application for Access to Public Way**

Applicant: Bostwick Gardens  
Location: 899 Main Street  
From: Pete Soules Highway Superintendent  
Date: September 17, 2018

The conditions will be forthcoming on Monday, September 17th

## Jackie Dawson

---

**From:** Chris Rembold  
**Sent:** Tuesday, August 21, 2018 9:25 AM  
**To:** Jackie Dawson; Sean Van Deusen; Pete Soules; Charles Burger; Great Barrington Conservation Commission  
**Subject:** RE: Driveway Permit for Bostwick Gardens

No issues with me. And it corresponds with the approved site plan and special permit.

Chris

---

Christopher Rembold, AICP  
Town Planner  
Town of Great Barrington  
(413) 528-1619, ext. 7

**From:** Jackie Dawson  
**Sent:** Tuesday, August 21, 2018 8:47 AM  
**To:** Sean Van Deusen; Chris Rembold; Pete Soules; Charles Burger; Great Barrington Conservation Commission  
**Subject:** Driveway Permit for Bostwick Gardens

Please see attached Memo

Jackie Dawson  
Administrative Assistant  
Department of Public Works  
Department of Planning  
Town of Great Barrington  
413.528.1619  
413.528.2290 fax  
[www.townofgb.org](http://www.townofgb.org)

## Jackie Dawson

---

**From:** Charles Burger  
**Sent:** Tuesday, August 21, 2018 1:31 PM  
**To:** Jackie Dawson; Sean Van Deusen; Chris Rembold; Pete Soules; Great Barrington Conservation Commission  
**Subject:** RE: Driveway Permit for Bostwick Gardens

NO issues for the FD.

Charles Burger  
Chief, Great Barrington Fire Department  
37 State Rd.  
Great Barrington, MA 01230  
Phone: 413-528-0788  
Fax: 413-528-8315

---

**From:** Jackie Dawson  
**Sent:** Tuesday, August 21, 2018 8:47 AM  
**To:** Sean Van Deusen; Chris Rembold; Pete Soules; Charles Burger; Great Barrington Conservation Commission  
**Subject:** Driveway Permit for Bostwick Gardens

Please see attached Memo

Jackie Dawson  
Administrative Assistant  
Department of Public Works  
Department of Planning  
Town of Great Barrington  
413.528.1619  
413.528.2290 fax  
[www.townofgb.org](http://www.townofgb.org)

## Jackie Dawson

---

**From:** Sean Van Deusen  
**Sent:** Monday, August 27, 2018 11:07 AM  
**To:** Jackie Dawson; Chris Rembold; Pete Soules; Charles Burger; Great Barrington Conservation Commission  
**Subject:** RE: Driveway Permit for Bostwick Gardens

DPW is all set with this as it was already approved through special permit.

**From:** Jackie Dawson  
**Sent:** Tuesday, August 21, 2018 8:47 AM  
**To:** Sean Van Deusen; Chris Rembold; Pete Soules; Charles Burger; Great Barrington Conservation Commission  
**Subject:** Driveway Permit for Bostwick Gardens

Please see attached Memo

Jackie Dawson  
Administrative Assistant  
Department of Public Works  
Department of Planning  
Town of Great Barrington  
413.528.1619  
413.528.2290 fax  
[www.townofgb.org](http://www.townofgb.org)

**Jackie Dawson**

---

**From:** Great Barrington Conservation Commission  
**Sent:** Thursday, August 30, 2018 1:52 PM  
**To:** Jackie Dawson  
**Subject:** Bostwick Gardens Driveway at 899 Main Street - Application 8-16-2018

Conservation Commission has no jurisdictional issues or concerns with this driveway application.  
-Shep

=====  
Shepley Evans  
Conservation Agent  
Great Barrington Town Hall  
334 Main St., Gt. Barrington, MA 01230  
413-528-1619 ext.122  
[conservation@townofgb.org](mailto:conservation@townofgb.org)





Fee: \$25.00 (per day)

*72 = \$50.00*



**APPLICATION FOR ONE DAY LIQUOR LICENSE**

TO THE LICENSING AUTHORITY:

The undersigned hereby applies for a License in accordance with the provisions relating thereto:

Applicant's Name: George Laje

Organization Name: The Guthrie Center

Applicant's Address: 2 Van Deusenville Road Gt Barrington, MA 01230

Telephone Number: 413 528 1955

Type of License: ONE DAY BEER & WINE ONE DAY ALL ALCOHOLIC  
(Circle one)

Event: Concerts

Date: see Attachment Start Time: 6 pm End Time: 12 pm

Event Address: 2 Van Deusenville Rd Gt Barrington, MA 01230

Is the Event on Town property? YES  NO

**PLEASE ATTACH THE FOLLOWING TO YOUR APPLICATION:**

- OK* 1. TIPS or ServSafe Alcohol certification for anyone serving alcohol.
- OK* 2. Certificate of Insurance showing proof of Liquor Liability coverage.  
(If the event is on Town property, the certificate must name the Town of Great Barrington as additional insured.)
- 3. If the event is not on applicant's property, a letter of permission from the owner is required.

**Liability:** The below individual agrees to take responsibility for the above-noted event and further agrees to indemnify, save harmless, and defend the Town of Great Barrington, its officers, employees and agents, from and against any and all liabilities, claims, penalties, forfeitures, suits, and the costs and expenses incident thereto, which may occur in connection with this event.

*George Laje*  
Signature of Applicant

Aug 18 2018  
Date

**FOR TOWN USE:**

Approved \_\_\_\_\_ Denied \_\_\_\_\_ Postponed \_\_\_\_\_

*Friday, Oct 5, 2018*

*Sunday, Oct 7, 2018*



## Selectboard's 2019 Regular Meeting Schedule

January 14	Second Monday
January 28	Fourth Monday
February 11	Second Monday
February 25	Fourth Monday
March 11	Second Monday
March 25	Fourth Monday
April 8	Second Monday
April 29	Fifth Monday
<b>May 6</b>	<b>Annual Town Meeting</b>
May 15	Third Wednesday
May 20	Third Monday
June 10	Second Monday
June 24	Fourth Monday
July 8	Second Monday
July 22	Fourth Monday
August 12	Second Monday
August 26	Fourth Monday
September 9	Second Monday
September 23	Fourth Monday
October 7	First Monday
October 21	Third Monday
November 4	First Tuesday
November 18	Third Monday
December 9	Second Monday
December 16	Third Monday

## Great Barrington Budget Financial Policy for Fiscal Year 2020

The Town of Great Barrington will manage municipal finances wisely. This will include planning for adequate funding to: 1) Provide and maintain public services and facilities at a level that will ensure public well-being and safety; 2) Comply with all Town by laws, rules and regulations; and 3) Meet the strategic priorities of the Town.

The budget and financial goals set forth by the Town Selectboard and the Finance Committee in the policy document outlines the priorities and objectives of the Town and provides agreed upon financial guidelines to be used in the preparation and review of the annual budget.

### STRATEGIC PRIORITIES

- Ensure public safety.
- Ensure public health.
- Maintain a strong local economy.
- Maintain a high quality of life.
- Maintain developed, stable and healthy communities.
- Seek environmental sustainability.
- Ensure the fiscal stability of the Town.
- Maintain public infrastructure.
- Follow Great Barrington's Master Plan.

### FINANCIAL GOALS

- Maintain adequate financial resources to sustain municipal services in the short and long term.
- Respond to the changes in the economy and meet the priority needs of our Town.
- Provide quality services efficiently and on a cost-effective basis.
- Maintain appropriate financial capacity for present and future needs.
- Maintain our top level AAA credit rating.
- Ensure tax rate is reasonable and affordable.

### FINANCIAL MANAGEMENT POLICY

#### Revenue

- Services provided may not exceed available resources.
- Process must provide quality estimates of available revenue.
- Process must anticipate any changes in revenue in upcoming years.
- Seek to diversify revenue sources.
- Estimate available resources including state funds, local funds, fees, grants and other sources.

#### Real Estate Tax

- Maintain use of a single tax rate for all classes of property.
- Town must restrict levy to a 2.5 % increase over the prior year levy limit adjusted for new construction growth and net debt and capital exclusions, as per Mass General Law.
- Proposed budget to not exceed legal property tax levy. Evaluate local estimated tax rate based on level of affordability including: average and median income; average and median value of real property and the cost of living.

#### User Fees

- Establish user fees and other non-property tax revenues to recoup, to the extent possible, the costs of supplying a particular service.
- Review current department fee structures and charges for services annually to determine if they reflect the cost of the service and are also reasonable and affordable fees.

#### Debt Management

- Allow no borrowing to fund operational programs.
- Debt service payments may not require the elimination of essential Town services.
- Ensure that the Town's general obligation debt ratio not exceed 50% of statutory limit (5% of equalized valuation).
- Exempt from Proposition 2 ½ any long-term capital debt for municipal buildings, WWTP improvements, fire apparatus acquisition and school facilities improvements.

#### Service Delivery

- Manage financial resources through internal controls.
- Establish operation practices that minimize the cost of government and financial risk.
- Provide efficient public services.
- Minimize the cost of administration.
- Identify and measure performance outcomes.
- Review the level of services and standards annually.

### BUDGET PREPARATION PROCESS

The FY 2020 budget will be estimated in accordance to municipal code and applicable state law. The budget is based on separate funds set forth from anticipated revenues and expenditures for the General Fund and the Enterprise Fund.

The annual operating budget will contain complete financial statements that show outstanding obligations of the municipality, cash on hand to the credit of each fund, funds received from all sources during the preceding year, funds available from all sources during the ensuing year, revenue estimates to cover expenses in the proposed budget and the estimated tax rate required to fund the proposed budget.

For Fiscal Year 2020, the Selectboard and the Finance Committee agree that the budget preparation and review process shall include the following steps.

- 1) Review and approve Financial Policy.
- 2) Forecast Revenues.
- 3) Update Capital Plan.
- 4) Review Department Budgets.
- 5) Review Projects Proposed for CPA Funds.
- 6) Hold meeting with area Towns to discuss regional budget issues.
- 7) Distribute Budget Books.
- 8) Hold Budget Workshop Meetings.
- 9) Hold Public Hearing.

The Selectboard and the Finance Committee will jointly set the dates for the above budget meetings.

For Fiscal Year 2020, the Selectboard and the Finance Committee agree that the following will be done to ensure there is community engagement in the budget process:

- 1) Provide on-line access to budget information.
- 2) Provide printed budget books for the public at the libraries.
- 3) Provide a digital budget book on the town website.
- 4) Hold open meetings and hearing.

### LOCAL GOVERNMENT SERVICES

- The Town Manager will prepare the budget for review by the Selectboard and the Finance Committee.
- The Town Manager may propose significant reorganizational changes and provide alternative ways to deliver services within the proposed budget.
- Performance objectives and goals will be identified and assessed.
- Town Manager may propose elimination of a service in the budget if it is not needed or cost-effective and / or propose new services as needed.
- Any service reductions shall be noted in the Fiscal 2019.
- Salaries and employee insurance contributions shall be set in the Fiscal Year 2019 budget pursuant to the Town's collective bargaining units and/or those already approved via a negotiated settlement and for non-represented personnel as authorized by the Town Manager.

For any proposed new needs, the Town Manager will:

- 1) Explain and justify the new need(s).
- 2) Identify alternatives to what is being proposed and the pros and cons.
- 3) Identify the cost and benefit of the proposed alternative.
- 4) Identify financing source to pay for new need.
- 5) New need(s) include: any expansion of municipal services necessary; any additional staff and any additional resource needed to meet service needs or expanded service needs.

### TOWN BUDGET FORMAT

For Fiscal Year 2020, the Selectboard and the Finance Committee agree that the following will be done to ensure that the budget information is provided in a format that is clear, accurate and complete.

#### *Operating Budget Report:*

- Town Manager to request that Departments submit proposed budget with operational plan and report. Background information will include department goals and objectives, strategic initiatives, summary of activities and level of service.
- The Town Manager to review methods of operation, program service delivery and expenditure of resources inclusive of manpower allocation to ensure maximum efficiency of the Town.
- Town Manager to provide complete financial statements in the Budget Book to include:
  - Outstanding obligations.
  - Cash on hand.
  - Funds received from prior year.
  - Sources of funds from prior year.
  - Estimated revenues.
  - Estimated expenses.
  - Estimate tax levy.
  - Estimate tax rate.

- Estimate user fees for services.

Capital Budget Report:

- The Town defines a capital project as having an overall expenditure of \$10,000 and a life expectancy in excess of 2 years.
- The Town's annual budget will include a capital plan that identifies work to be started within that fiscal year.
- The budget shall include a five-year Capital Improvement Plan for all Town assets.
- Each year, the Selectboard and the Finance Committee will review the five-year Capital Improvement Plan to identify the future upcoming needs, review any changes to the schedule, cost estimate or sources of funding.
- Operational costs associated with any new equipment or infrastructure will be identified.
- The capital budget report will identify a funding plan that reflects available State funds, grants, bonds and tax levy dollars to finance each project.
- The capital budget report will include the Debt Schedule broken down by department and function and a 10-year history be provided if possible.

Enterprise Fund Report:

- The Town Manager shall prepare a budget for the Enterprise Fund that maintains it as self-supporting, without a property tax transfer.
- Enterprise Fund report will include a report on sewer fees and rate structure.

As adopted by the Selectboard the on the    th day of September, 2018.

Signed: \_\_\_\_\_  
                  Stephen C. Bannon, Selectboard Chair

As adopted by the Finance Committee on the    th day of September, 2018.

Signed: \_\_\_\_\_  
                  Thomas A. Blauvelt, Finance Committee Chair

## Town Meeting/Election Calendar 2019

*Town Meeting on May 6<sup>th</sup> and Election on May 14<sup>th</sup>*

Selectboard Open Citizen Petition Time	Wednesday, January 2, 2019
Selectboard Close Citizen petition Time	Thursday, January 31, 2019
Nomination Papers Available in Clerk's Office	Monday, February 4, 2019
Planning Board to have completed all Public Hearings by this date	Friday, March 15, 2019
Last Date to obtain nomination papers	Friday, March 22, 2019
Selectboard approve Final Warrant	Monday, March 25, 2019
Last Date to submit nomination papers	Tuesday, March 26, 2019
Last Date to Object or Withdraw Nomination	Thursday, April 11, 2019
Last Day to send warrant to printers	Friday, April 12, 2019
Last Date to register to vote	Tuesday, April 16, 2019
Last date to mail out Warrant Postcards	Monday, April 22, 2019
Last Date to post Warrant	Monday, April 29, 2019
Mini-Town Meeting @ Town Hall 6 PM	Wednesday, May 1, 2019
Town Meeting @ Monument Mountain 6 PM	Monday, May 6, 2019
Town Election 8:00 AM- 8:00 PM	Tuesday, May 14, 2019

Town of Great Barrington  
Selectboard & Finance Committee  
Fiscal 2020 Budget Meeting Schedule

Budget Meeting Date Schedule:

Wednesday January 9, 2019 Town Hall 6:00 PM

Tuesday January 15, 2019 Town Hall 6:00 PM

Tuesday January 22, 2019 Town Hall 6:00 PM

Tuesday January 29, 2019 Town Hall 6:00 PM

Additional Tentative Dates, if needed:

Wednesday February 6, 2019 Town Hall 6:00 PM

Tuesday February 12, 2019 Town Hall 6:00 PM

Suggested Date for Finance Committee Public Hearing

Wednesday March 6, 2019 Town Hall 7:00 PM



Downtown Great Barrington Cultural District  
MOU – ADDENDUM A  
Fiscal Arrangements

Fiscal Arrangements for the Downtown Great Barrington Cultural District will be as follows:

- The Town of Great Barrington will serve as the primary fiscal agent, holding aside funds for the exclusive use of the Downtown Great Barrington Cultural District, to be spent on district-related projects and in accordance with Steering Committee decisions.
- The Downtown Great Barrington Cultural District will also establish a Community Initiative Fund with Berkshire Taconic Community Foundation to satisfy special circumstances that may require contributions to be made via an organization with 501c3 status.
- The Downtown Great Barrington Cultural District treasurer will be the primary person monitoring reports and presenting to the other steering committee members regarding transactions.

The above arrangements will remain in place during the initial five-year span of designation, unless alternate arrangements are agreed upon by the Steering Committee and approved by a representative of MCC.

We, the undersigned have read and agree to this Addendum to the Memorandum of Understanding.

By \_\_\_\_\_  
Town Manager, Great Barrington

Date \_\_\_\_\_

By \_\_\_\_\_  
Berkshire Playwrights Lab

Date \_\_\_\_\_

By \_\_\_\_\_  
Community Access to the Arts

Date \_\_\_\_\_

By \_\_\_\_\_  
Evergreen Fine American Crafts

Date \_\_\_\_\_

By \_\_\_\_\_  
Great Barrington Cultural Council

Date \_\_\_\_\_

By \_\_\_\_\_  
Great Barrington Library (Mason Library)

Date \_\_\_\_\_

By \_\_\_\_\_  
Mahaiwe Performing Arts Center

Date \_\_\_\_\_

By \_\_\_\_\_  
Saint James Place

Date \_\_\_\_\_

By \_\_\_\_\_  
Southern Berkshire Chamber of Commerce

Date \_\_\_\_\_