



Canton Finance Committee
801 Washington Street
Canton, MA 02021

Minutes Voted on: 5/5/21
Vote: 7-0-0

Meeting Minutes
March 10, 2021

Finance Committee Members Present: David Clough, Dan Cole, Emilio Mauro, Tim McKenna, Reuki Schutt, Tom Theodore, Cindy Thomas and Wai Wong.

Finance Committee Members Absent: Rob Barker.

Guests Present:

David Cain, Sr. Director, Engineering Facilities & Validation, Canton, Emergent BioSolutions
Ellen Jones, Finance Committee Recording Secretary
Lisa Lopez, Member, Select Board; Community Preservation Committee Select Board Representative
Gene Manning, Chair, Economic Development Committee
Kristine Marchant, Vice President & General Manager, Manufacturing Operations, Canton, Emergent BioSolutions
David McCarthy, Chair, Planning Board; Community Preservation Committee Planning Board Representative
Kristen Phelps, Administrator, Community Preservation Committee
Robert Pierce, Senior Tax Associate, Emergent BioSolutions
Allison Robertson, Vice President, Taxation, Emergent BioSolutions
Randy Scollins, Finance Direct
Christine Smith, Sustainability Committee

Opening: Chair McKenna called the virtual meeting via Zoom to order at 7:00 p.m.

Approval of Agenda: Chair McKenna reviewed the agenda.

New Business

Article 28 – Special Tax Agreement (STA) with Emergent BioSolutions - Discussion

Mr. Manning, a member of the Board of Assessors and the Chair of the Economic Development Committee, stated that Emergent BioSolutions came to the Board of Assessors a year ago to discuss an expansion plan on multiple sites that they had been looking at locally as well as internationally. Emergent's current site in Canton is 50 Shawmut Road and have proposed purchasing 80 and 90 Shawmut Road which are approximately 150 square feet each. Mr. Manning stated that the Finance Committee had before them the final version of the STA.

Ms. Robertson introduced herself as well as other individuals of Emergent BioSolutions. Ms. Robertson and Mr. Pierce have been working closely with Mr. Manning regarding the STA. Ms. Marchant led the PowerPoint presentation (see meeting documents).

Ms. Marchant provided a brief history of Emergent BioSolutions.

- Employ 2,300 full-time employees.
- Manufacturing facilities in MA, MD, MI, MS, Canada, Switzerland and product development sites in MD, CA and Canada. Their headquarters are in Gaithersburg, MD.
- Four business units: Vaccines, Therapeutics, Devices and Contract Development and Manufacturing (CDMO). They are proposing CDMO for Canton.

Emergent BioSolutions owns 90 Shawmut Road (acquired in 2017) where they produce small pox vaccine, which they have been producing for many years at that location. The main focus of the conversation with the Finance Committee was about 80 Shawmut Road. The company is focused on gene therapy expansion.

After assessing several sites that it already owned and considering existing and potential adjacent property, location of customer base, workforce potential and existing capabilities, Emergent BioSolutions determined that Canton was the best fit for the project. On June 17, 2020 Emergent acquired 80 Shawmut Road (Building 80) to create an Emergent Canton campus. Emergent owns 90 Shawmut Road and leases 50 Shawmut Road. Emergent's Baltimore, MD facility has been involved in the manufacturing of the COVID vaccine in partnership with J&J and AstraZeneca. Ms. Robertson stated they are very proud of the work they have been doing.

Ms. Robertson stated that Emergent has a five-year capital plan which will put \$40 million investment into building 90. They will continue to manufacture the small pox vaccine at Building 90 from 2019 through 2029. To grow the business the purchase of 80 Shawmut Road in June 2020 took place.

The building at 50 Shawmut Road is leased by Emergent. Building 80 will be built out with production space, laboratory space, warehouse space and office space. The goal is to move out of 50 Shawmut Road into Building 80.

Ms. Robertson presented a high-level timeline of the expansion project until live at Building 80 with customers. The detailed design has been "wrapped up". They have started to recruit for the start of the project and have brought on two new hires (engineering team). There are an additional seven employees in their hiring plan for 2021 and will continue to increase hiring based on the various stages of the project (15 FTEs in 2022 and 22 FTEs in 2023). There is some demolition work being done at Building 80 and are in the permitting process with the Town at the present time with the goal to start construction mid-year in 2021 continuing through 2022. Infrastructure will be moved out of the leased building at 50 Shawmut Road into Building 80 with validation work, startup and regulatory filings with the goal to bring in a new customer into the building mid-year 2023.

Ms. Robertson discussed Emergent's Corporate and Social Responsibility (CSR) Program and eGive that empowers giving and volunteering. Due to COVID Emergent is unable to do their volunteering in person so the focus has been on employees through charitable giving through quarterly fundraising campaigns. For Canton for Quarter 1 Emergent is doing a fundraiser for Mass Bio Ed to benefit their mission of building a life science workforce in the region.

Ms. Robertson stated that they have received the Memorandum of Understanding (MOU) between the Town of Canton and Emergent BioSolutions (see meeting documents) and have no issues with what is detailed in the MOU. She thanked the Finance Committee for their time. Mr. Manning deferred to Chair McKenna if the Committee had any questions with regard to the STA.

Mr. Manning provided the following information regarding the STA:

- The Select Board has reviewed and approved the STA.
- The Economic Development Committee as well as the Board of Assessors have unanimously supported the STA.
- The site is zone limited industrial. Emergent BioSolutions has been a member of Canton Association of Businesses and Industries (CABI) for several years and are looking at significant investment in the property at 80 Shawmut Road.
- Sixty days prior to the Finance Committee meeting the STA was approved at the state level. All STA's have to be approved at the state level by the Economic Development office. The STA was also approved by the EACC or Economic Assistance Corporate Council.

Mr. Manning reviewed the Excel spreadsheet regarding the valuation and STA Savings of 80 Shawmut Road as follows:

- Year one is 50%, years two and three is 25% and years four and five is 5%.
- The STA is on the building valuation. It would be reverting to 100% valuation at the end of the fifth year. If approved by Town Meeting it would take effect July 1, 2021 through June 30, 2026. It would be administered by the Assessor's office and the bill would be sent out following the protocols and procedures of the Finance office.

In response to Ms. Schutt's question about STAs versus TIFs, Mr. Manning responded that they are very similar but are named according to Massachusetts tax laws. When the Town is audited the Town has to account for how the taxes are collected based on the valuations of properties. The STA is a name change by the Department of Revenue.

Mr. Manning stated that the STA is in line with what has been done in the past and ask for the Finance Committee's approval of this.

Mr. Cole inquired if there was a previous tenant in 80 Shawmut Road. Mr. Manning responded that there was at one time a tenant that used the building for storage. The original valuation on the property was \$6 million and it was sold to Emergent BioSolutions for \$11.9 million. The valuation has increased year after year. Emergent is putting in significant investment into the building and is estimated to be \$75 million per Ms. Robertson.

Mr. Clough thanked Emergent for their presentation. Mr. Clough inquired about two inconsistencies in the STA as compared to information in the presentation. The STA states \$60 million would be invested whereas the presentation states \$75 million as well as the assumption Excel spreadsheet. Years 2025 and 2026 indicate 5% and the agreement shows 10%. Ms. Robertson clarified the investment would be \$75 million and they purchased the property for \$12.9 million. She further stated that the \$75 million includes both building improvements as well as machinery equipment and that the \$60 million would go more towards building and land improvements.

Mr. Clough inquired if there is any additional personal property STA. Mr. Manning stated not that there is not any currently but that they would like at that along with the valuation of the building. Emergent currently pays personal property taxes on their existing property and he imagines with the new construction at 80 Shawmut Road personal property taxes would be paid on that as well. Mr. Manning did not have a specific number because he has not seen it and have not been in contact with them. Personal property taxes are charged on all commercial property in Canton. Mr. Manning expects that that will be additional revenue to the Town.

Mr. Manning will get back to the Finance Committee on years 2025 and 2026 at 5% (spreadsheet) versus 10% (STA). There have been so many levels of approval he would like to check on these and will get back to the Chair and Mr. Clough. Mr. Clough thanked Mr. Manning.

Chair McKenna confirmed with Mr. Manning that this STA is specific only to the property at 80 Shawmut Road. Mr. Manning thanked the members of the Finance Committee for their consideration of Article 28.

Article 42 - Sustainability Committee – FY22 Budget Request

Ms. Christine Smith, the Chair of the Sustainability Committee provided the following:

- Chair McKenna disclosed to the Finance Committee that he and Ms. Smith are happily married.
- Ms. Smith referenced the budget summary that had been distributed to the Finance Committee members (see meeting documents) but did not go into details at the time of the meeting.
- Requesting a budget of \$1,000.
- Committee was established in 2018. All initiatives so far have not cost any money to the Committee.
- Partnered with Town Planner Laura Smead for resiliency program which is funded by a grant. The Committee will apply for further grants through the DEP.
- Trash and recycling survey has identified a real need for education to citizens. The Committee hopes to supplement any grant monies received with the budget money.
- The Committee is hoping through education to citizens that solid waste will be reduced saving the Town some money and eventually saving the planet.

Mr. Scollins provided information regarding the current recycling program.

- With regard to a new recycling program, the Town is considering various options, one of which includes a contamination charge. Items that are not recyclable have to be disposed of and are, therefore, causing increased costs to the recycling company. One of the proposals is a 10% threshold on contamination and they will do an audit of the Town's trash to reset that amount, the percentage. Anything above the 10% the Town is charged a higher amount per ton per incremental contamination. From his perspective as the Finance Director, any educational means that the Town can support to reduce the contamination of non-recyclables would be helpful to the Town financially.

Article 19 - Community Preservation Committee (CCPC)– Recommendations to Annual Town Meeting

Ms. Stacey Gorman, Chair of the CCPC, Kristen Phelps, CCPC Administrator, and Lisa Lopez, the Select Boards representative to the CCPC were all in attendance to present the CCPC's Recommendations to ATM (see meeting handouts). The following are some of the highlights of Ms. Gorman's presentation:

- The CPA is a 1% surcharge on tax bills as well as a state match (which is never a 100% match).
- In FY21 the estimated surcharge revenue is \$600,000. For FY21 the estimated surcharge revenue is \$625,000. Every year the actual surcharge revenue collected through taxes has been under estimated.
- Amounts accumulated over time could be due to underestimated revenues over time or because projects are coming in under budget.
- For FY21 the estimated surcharge revenue is \$600,000 plus \$100,000 of state matching funds. As of 3/3/21 the Town has already collected \$508,000 in surcharge revenue. After conferring with Mr. Scollins the CCPC has increased the estimated surcharge revenue for FY22 to \$725,000 (\$625,000 collected through taxes plus \$100,000 from the state match).
- CCPC found out in November 2020 that the state matching funds for FY21 would be \$181,402. Added to the \$600,000 estimated revenue they will exceed their estimates.
- The state distribution in FY22 is also expected to be high based on fees collected to date and the prosperous real estate market.
- The balance in the CPA trust funds is nearly \$14 million.
- In addition to \$725,000 for FY22 there are funds that have accumulated overtime. Per the Finance Department's calculation the CPA Fund has accumulated \$514,859 (in the Undesignated Fund) for carryover funds that have not yet been allocated. These funds can be spent on any projects.
- Approximately 5% of revenue has been allocated into the Administrative "bucket".
- Total funds available \$952,250 after the bond payment and the Administrative amount is taken out.

- The Town is in the third year of paying on the ten-year bond for the Paul Revere Heritage Site. For FY22 the bond payment will be \$251,490 to be paid out of the Open Space/Recreation “bucket”. Any refunding opportunities for this borrowing were already address with Mr. Scollins’ predecessor Mr. Murgia.

Nine Projects being recommended by the CCPC for Annual Town Meeting – Ms. Gorman presented the projects being recommended as follows:

- **\$5,000 (Historic) - Hooper Bell Restoration Study** – This is to create a plan to preserve the Henry Hooper Bell so that it may be incorporated at the Heritage Site. The Hooper Bell was cast by an apprentice of Paul Revere and is meant to be a memorial to those who worked at the Paul Revere Copper Mill.
- **\$46,000 (Historic) – 1829 Hunneman Hand Tub Restoration** – This Fire Pumper restoration will be on long-term loan to the Town for display at the Revere Museum of Discovery and Innovation.
- **\$283,506 (Historic) – Memorial Hall Exterior Restoration** – These funds were requested by the Select Board and are associated with architectural design work as part of the \$2.5 million Memorial Hall exterior preservation project. A few years ago the Town came before the CCPC with a request to repoint the exterior brickwork of Memorial Hall. CCPC raised questions as to the estimate of the work and requested that a study be done. Last year funds were recommended to study the exterior of Memorial Hall. From that study it was determined that there was significantly more work that needed to be done other than the repointing of the bricks. This project has been recommended for full funding of the \$283,506 for the design study and is not contingent upon anything else being approved.
- **\$50,000 approved of \$100,000 requested (Housing) – Affordable Housing Trust Transfer** - The Select Board is recommending under Article 32 the establishment of an Affordable Housing Trust. This \$100,000 CPA request was through Laura Smead of the Planning Board and would be contingent upon the approval of the Housing Trust by Town Meeting. The \$50,000 would be used for a dedicated expert who would be hired by the Select Board to get the Housing Trust up to speed, develop goals and how does the Town plan on achieving those goals. The CCPC favorably supports the establishment of Housing Trust, however, there were reservations about approving \$100,000 for something that did not have a full business plan. However, it was understood that there was not a full business plan because it was not yet established. Those that are appointed to the Housing Trust will be the individuals that will determine what the needs are and the manner in which they will be met. After lengthy discussion by the CCPC there was a vote to fund this request in the amount of \$50,000 contingent upon that these amounts would be used to fund hiring an expert or consultant that could help put together the Housing Trust action plan which would be the basis upon which the Housing Trust could operate.

In response to Mr. Mauro’s inquiry, assuming Article 32 for the establishment of a Housing Trust passes, would the funds in the Housing “bucket” be affected by the Housing Trust, Ms. Gorman stated that every year they will have to review the projects that come before them. There is no intent from the CCPC to shut down any Housing Authority requests or recommendations in lieu of this. There needs to be funding for the Housing Trust and the CCPC supports this, however, the makeup of the CCPC could change at any point in time. It is anticipated that additional funds will be requested in the future for the Housing Trust and the Trust could be funded through the Housing “bucket” as well as through the Undesignated Funds.

Ms. Schutt inquired if the \$50,000 was a year premature given that the Housing Trust document needs to be drafted and the board/committee needs to be in place and it could be quite some time before this could be done. Ms. Gorman is hopeful that the Trust document could be drafted between July and December. The CCPC is of the opinion that these funds could help the group to “get off the ground”.

Per Ms. Lopez the group that worked with Town Counsel on drafting the Town Meeting article found that there are over 100 municipalities that have Housing Trusts and that the Trust document is fairly boilerplate with legal language that is created by the statute. The trustees have been identified as representatives from the Select Board, Planning Board, the Finance Director, the Town Planner, the Town Administrator and one Citizen-at-Large.

Ms. Thomas assumes that this will be used to hire a consultant to develop this plan but the CCPC does not know for certain the exact amount needed to fund this position. Ms. Gorman explained that if the position runs beyond the \$50,000 then perhaps there needs to be limitations in the scope but in the end the CCPC just wanted to get the process started.

- **\$100,000 approved of \$150,000 requested (Housing) – Hagan Court Emergency Egress** - This \$100,000 funding request is to replace the external steel staircases on all nine buildings at Hagan Court. This is a safety issue. The funds will be supplemented with \$50,000 from the State Capital Plan.
- **\$25,000 (Open Space) – Conservation Fund Transfer** – The Conservation Commission appeared before the CCPC for a transfer of \$50,000 into a fund that can be used by the Conservation Agent to purchase open space. The fund currently has a balance of \$159,000. If a property arises that has a high conservation value it can be purchased with these funds and added to the land portfolio. This is another way to retain open space in Town for land that is unbuildable or for land that the Town does not want to be

built on. This may be a recurring request but Ms. Gorman does not think this is an urgent recurring request. The CCPC may need to decide if these requests need to be funded every year and there is no commitment on these recurring requests.

Understanding that this request expedites the purchase of parcels Ms. Thomas inquired if Town officials legally have the authority to make purchases or is there another mechanism in place. Ms. Phelps' understanding is that the Conservation Commission has the authority under MGL Ch. 40 Section 8c to purchase land for open space purposes without any additional oversight.

- **\$34,000 (Open Space & Recreation) – Gibson Field Restoration** – Ms. Gorman reported that a few years ago the Recreation Department sought in conjunction with Canton Little League the restoration of a variety of fields. Based on estimates they received most of the fields would have been covered. The \$80,000 was insufficient to cover all of the fields. The Gibson Field at Canton High School was not covered under the project. Heavy use has caused drainage and safety issues at the Gibson Field. The \$34,000 request will improve the varsity field up to a better playing field condition to where it should be.
- **\$50,000 (Open Space & Recreation) – Warner Trail Design Study** – This request is from the Walk, Bike and Hike Committee (WBHC). Ms. Gorman commended the WBHC for their due diligence on this project. This will be for a study that will connect the Warner Trail from Cumberland, RI into the Blue Hills. The study is to delineate wetlands, identify permitting requirements and develop design scenarios.

Mr. Mauro inquired if the WBHC were unable to obtain grants will the \$50,000 be enough to cover the project. Ms. Gorman stated that they can go forward with part of the project. The WBHC does not have the grants in hand yet but are pursuing them through Department of Conservation and Recreation. According to Ms. Phelps the WBHC is pursuing two grants and should be okay with the funding for the project if they only receive one of the grants.

With regard to Hagan Court, the additional funding from the State Capital Plan has already been secured and is in the Housing Authority's budget, per Ms. Gorman.

- **\$270,322 approved of \$283,838 (Open Space & Recreation) – Luce School Playground Replacement** – This funding will completely renovate the larger playground located near the courtyard of the Luce school. This playground was identified in the 2019 Outdoor Recreational Facilities Needs Assessment and Master Plan. The School Department has committed to cover any expenses that exceed the \$270,322. Ms. Thomas inquired if the playground would be inclusive for children with disabilities and autism. Ms. Gorman agreed that if the funding permits this should be a priority.

In summary, the CCPC is recommending a total of \$1,151,568 for projects for FY22 broken down as follows:

\$863,828	Total CPA projects requests – all categories
251,490	Debt Service payment for the Paul Revere Heritage Site
<u>36,250</u>	Administrative Budget
\$1,151,568	Total CPA Recommendations and Obligations.

Between the carryover and the \$725,000 was \$952,240 which allows CCPC to retain \$100,000 in the CPA account as that will not be encumbered with also the knowledge that in all likelihood not all of the Administrative expenses will be spent, projects will come under budget and FY21 will likely have a significant surplus of funds.

Municipal Capital Requests – Discussion of Memorial Hall Exterior Renovations – Mr. Scollins recapped the capital request for all projects including the Memorial Hall Exterior Renovations as follows:

\$283,506	CPA recommendation to Town Meeting.
\$1,200,494	Free Cash Reserves.
1,116,000	Debt Capital (\$850,000 for FY22 and \$444,909 advance from future year's debt capacity).
\$2,600,000	Total requested for Memorial Hall Exterior Renovations Project

The total municipal capital requests for FY22 total \$5.4 million. Mr. Scollins referred to his spreadsheet entitled "Recommended Funding for FY22 Special Appropriations, Snow & Ice Deficit and Memorial Hall Renovation" (see meeting documents) and reviewed for the Finance Committee the various special appropriations.

Mr. Scollins reviewed the Capital Capacity Planned Use spreadsheet.

Mr. Scollins reviewed the Cash Reserves Balances. The maximum use of reserves at the May 2021 Annual Town Meeting is \$2,672,183 if the 15% target % of General Fund Expenses is to be maintained. Mr. Scollins is recommending the use of only \$2,175,494 of Free Cash leaving a surplus of \$496,688 which would have the % of General Fund Expenses at 17.58%.

Mr. Mauro, as the Finance Committee liaison to the Capital Planning Committee (CPC), stated that the CPC was concerned about the large amount being borrowed and if there was a willingness to use Free Cash for more of the project. He inquired of the CCPC if having the design phase and construction phase going along together is a safe approach. Capital Planning Committee Chair Dave Emhardt shared with the CPC and Finance Committee liaisons an email from the Town Administrator that they (Select Board) wanted the flexibility to have both the design phase and construction phase money available so they would not have to wait for the funding in a subsequent year.

Ms. Gorman stated that the design phase is a percentage of the estimated cost for the renovation. The study last year provided the estimated cost to complete the renovations. The CCPC is comfortable with the amount of the design cost as presented to them which is 12-14% of the total renovation cost, which seems in line with projects that they have seen before and based on the study from last year. Ms. Gorman understands the timing issue of whether or not the design is going to be done in time to have the final number to go through either capital or CPC for the actual construction. CCPC was comfortable with the study that was done to look at the historical point of view of Memorial Hall. Ms. Gorman stated that she was not qualified to give an opinion on the cost of construction given the rise in material costs.

Ms. Lopez stated that the difference between the underlying estimate of the project cost and the study that supported the project was like night and day. The study was performed by a well-known preservationist and was very detailed analysis of all of the costs involved. There was a healthy contingency built into the budget in the event of any cost overruns. If Town Meeting does not approve this and another year goes by, the CCPC will have to deal with more unknowns of construction cost increases.

Review and Vote Various Town Meeting Articles – Articles 5, 6, 13, 15, 18, 24, 26, 33 and 34

Mr. Scollins reviewed the articles as follows:

- Articles 5 and 6 will be indefinitely postponed because contracts are still being negotiated. An estimated funding for contracts has been added into #910.
- Article 13 (July 4th celebration) will be indefinitely postponed because of social distancing with COVID.
- Article 18 (Increase Solar Facility Stabilization Fund) – This will be indefinitely postponed due to lack of excess funds for appropriating to this fund.
- Article 24 (Removal of Weeds at Old Shepherd’s Pond) Article 24 will be indefinitely postponed because the Conservation Agent has identified funds in one of their funds to cover the cost of the weed removal.
- Articles 33 and 34 (Street Acceptance of Bazin Lane and Magnolia Way) Articles 33 and 34 will be indefinitely postponed due to the streets not being ready for acceptance.

A motion made by Mr. Mauro to indefinitely postpone Articles 5, 6, 13, 18, 24, 33 and 34 was seconded by Ms. Schutt.

Roll Call Vote:

Mr. Wong	Aye	Mr. Cole	Aye
Mr. Theodore	Aye	Mr. Clough	Aye
Ms. Schutt	Aye	Ms. Thomas	Aye
Mr. Mauro	Aye	Mr. McKenna	Aye

The motion passed 8-0-0.

Article 15 – Vote to Rescind Unused Borrowing Authorizations – This is a housekeeping article and will rescind borrowing authorizations for the following three projects:

- **\$940,000** – Hansen School Roof Repairs – The amount being rescinded is in essence the amount of the MSBA (Massachusetts School Building Authority) share for the project which the Town did not have to borrow for.
- **\$1,240,000** – The project for the water line at the Sullivan Treatment Facility cost approximately half of the amount originally authorized for the project. The \$1,240,000 should be rescinded.
- **\$5,800,000** – This unused borrowing authorization is related to the Rink project. Authorized debt in gross for the Rink project was \$7,800,000 but because various funds came in through insurance reimbursements and state aid payments the Town only had to bond \$1,907,000 along with a bond premium of \$93,000.

Mr. Scollins referred the Finance Committee to a detailed spreadsheet showing a listing of projects to be rescinded in contrast to other projects. The other projects are a variety of other bond authorizations where the town did not use the full bond authorizations all related to premiums received by the buyer of our bonds. Mr. Scollins learned from speaking with the Town’s financial advisor that when bond premium is used to put towards the project cost or construction costs that in and of itself extinguishes the authorized debt for that amount of the premium that goes towards the project cost. Several items on the spreadsheet that Mr. Scollins shared with the Finance Committee had already used the full authorization primarily because of the bond premium being used. Previously the Town had been rescinding those residual authorizations related to premiums but the financial advisor advised Mr. Scollins that it was unnecessary.

A motion made by Ms. Thomas to rescind unused borrowing authorizations for \$7,980,000 as detailed under Article 15 was seconded by Mr. Mauro.

Roll Call Vote:

Mr. Wong	Aye	Mr. Cole	Aye
Mr. Theodore	Aye	Mr. Clough	Aye
Ms. Schutt	Aye	Ms. Thomas	Aye
Mr. Mauro	Aye	Mr. McKenna	Aye

The motion passed 8-0-0.

Article 26 – Appropriation to Support the American Legion Post 24 Annual Operating Expenses

The Select Board amended the May 8, 2002 lease between the Town and the Board of Directors of the American Legion. The current lease term extends to May 7, 2032. Mr. Scollins read from a prepared statement regarding Article 26 (see meeting documents). Town Counsel has advised that Massachusetts General Laws do allow for Towns to pay for the provisions of veterans' group quarters. The Select Board desires to support the maintenance expenses of the American Legion post in FY22 with a \$25,000 budget supplement for FY22 as well as on a going forward basis. Chair McKenna inquired if this budget would be necessary in future years once the COVID pandemic goes away. Mr. Scollins was uncertain of that happening. Just before COVID happened there was an appeal made by the Treasurer of the American Legion Post to Select Board members that they were running into financial difficulties because their revenue was not enough to cover their maintenance costs. The Select Board has amended the lease and is, therefore, committed to this funding. This will be a permanent flat amount added to the Veteran's operating budget. For transparency purposes, instead of having the \$25,000 request buried in the operating budget, the \$25,000 request will stand alone under Article 26 for the Annual Town Meeting.

A motion made by Mr. Mauro that Article 26 (\$25,000 funding for the American Legion Post 24) be recommended as written in the motion was seconded by Mr. Cole.

Mr. Clough inquired as to how much revenue the Town receives from the American Legion Post 24. The Town receives no revenue. The Town has a zero dollar lease with the American Legion for the next 11 years. The \$25,000 is currently a flat amount. If Article 26 passes, going forward these expenses would come to the Finance Director's office for full review prior to submitting to Accounts Payable for payment. Mr. Scollins will work with the Commander of the American Legion to review any surpluses or shortfalls in the budget and would adjust accordingly. Mr. Scollins stated that it would be voted at ATM at the aggregate level of \$25,000. This amount will become part of the Veterans' bottom line budget which gives the flexibility to the Veterans' budget. In addition to COVID having a negative impact on the American Legion's finances, there are underlying financial difficulties that the non-profit American Legion has been having with their budget so they approached the Town of Canton for financial help.

Roll Call Vote:

Mr. Wong	Aye	Mr. Cole	Aye
Mr. Theodore	Aye	Mr. Clough	Nay
Ms. Schutt	Aye	Ms. Thomas	Aye
Mr. Mauro	Aye	Mr. McKenna	Aye

The motion passed 7-1-0.

Article Discussions – Review of List and Assignment of Articles for Writing the Discussions

The following articles were discussed and assigned to Committee members for discussion writing:
Mr. Mauro – Planning Board Articles, Article 28, Article 11 (Capital), Article 19 (will help Kristen with CPA). Ms. Thomas will work with

Mr. Mauro on writing the discussions.

Mr. Theodore – Articles 31 and 29.

Ms. Schutt – School-related Articles. Articles 2-7.

Mr. Cole – Articles 20, 21 and 22.

Mr. Wong – Articles 23 and 25.

Mr. Clough – Articles 8, 9, 30 & 32.

Mr. Theodore – Articles 26 & 27.

Discussions will be due by April 7.

Next Meeting Date – The next Finance Committee meeting will take place via remote on March 17, 2021.

Approval of Minutes – The March 3, 2021 minutes were not approved at the meeting.

Adjournment - A motion made by Ms. Schutt to adjourn the meeting at 9:36 p.m. was seconded by Ms. Thomas.

Roll Call Vote:

Mr. McKenna	Aye	Mr. Mauro	Aye
Ms. Thomas	Aye	Ms. Schutt	Aye
Mr. Clough	Aye	Mr. Theodore	Aye
Mr. Cole	Aye	Mr. Wong	Aye

The motion passed 8-0-0.

Minutes reviewed by: Reuki Schutt

Respectfully submitted,



Timothy McKenna
Chair, Canton Finance Committee

**Canton Finance Committee Meeting
March 10, 2021**

Please note: Some meeting documents may be found on the Town's website under the Posted Minutes section (Laser Fiche).

Agenda for March 10, 2021 (1 page).

See the below link for detailed information regarding the FY22 budget requests discussed during the meeting.

<https://www.town.canton.ma.us/DocumentCenter/View/7526/FY22-Municipal-Budget---Dept-Requests---Jan-2021>

80 Shawmut Road CDMO Expansion, Presentation to Finance Committee, Town of Canton, MA, March 10, 2021 (14 pages).

Emergent BioSolutions spreadsheet regarding STA, provided by Gene Manning, dated 3/8/21 (1 page).

Memorandum of Understanding between the Town of Canton and Emergent BioSolutions (3 pages).

Special Tax Agreement between the Town of Canton and Emergent BioSolutions (5 pages).

Canton Sustainability Committee – Budget Requests FY22, provided by Ms. Christine Smith (1 page).

Community Preservation Committee – FY22 Project Recommendations (17 pages).

Recommended Funding for FY '22 Special Appropriations, Snow & Ice Deficit and Memorial Hall Exterior Renovation, provided by Mr. Scollins, dated 3/12/21 (1 page).

Summary regarding Appropriation to Support the American Legion Post 24 Annual Operating Expenses, prepared by Mr. Randy Scollins (1 page).