

FINANCE COMMITTEE

Minutes

March 14, 2016

Regular meeting of the Finance Committee was held on Monday, March 14, 2016 at 7:00 p.m. in Room #112, Town Hall with the following members present: D. Bruce, J. Burke, Mariani, D. Crowley, J. Denneen, J. McDermott, M. Trudell, J. Vaillancourt, P. Hinton, T. Bowen., P. Stasiukevicius, A. Healy, and K. Guyette. Members absent were: J. Lowre and S. Lawson. Also in attendance were: Town Administrator J. Johnson, Assistant Town Administrator T. Gregory, Finance Director M. Thompson, Superintendent of Highway & Parks, R. Leblanc, DPW Director R. O'Brien, Superintendent of Schools L. Lynch, Assistant Superintendent J. Kenny, and Business Director M. Friscia, School IT Director A. Arpin, Superintendent of Buildings D. Anderson, Town Engineer M. Walker, Police Chief J. Carmichael, Deputy Police Chief C. McKenzie, Fire Chief T. Bailey, Capital Budget Member T. Hinton.

7:05 p.m. – Quorum being present, the meeting was called to order by the Chairman D. Bruce

Congressman Lynch Update

Chairman reported that he has spoken to a representative in Congressman Lynch's Office and Congressman Lynch would be more than happy to come and speak to the Committee. Tentative date was set up for Monday, March 21, 2016. Secretary will let the Committee know when this date is finalized.

Minutes

MOTION MADE by J. Denneen, Seconded by J. Burke for Favorable Action on the February 22, 2016 Minutes, Motion Passed (10-0-3) (R. Mariani, D. Crowley and P. Hinton abstained) (13 voting)

May 2, 2016 Spring Annual Town Meeting

Capital Budget Articles 11, 12, 13 and 14 –Speaking to these articles was E. Forsberg, Chairman of Capital Budget Committee,

Town Administrator recapped Sewer and Water Articles 5, 6, 7 and 8 and requested that the Committee hold on the Sewer and Water Capital Articles till they meet with the Commissioners on Thursday, March 24, 2016.

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Article 6 –Sewer Pump Station Rehab - \$225,000 from Sewer Retained Earnings for rehab pump station on Eleanor Road (2.1 million balance in Retained Earning **Articles 7 and 8** – Article 7-Cast Iron Main Replacement and Article 8 Water Booster Pump Station Rehab. These are borrowing articles and 2/3 vote required at Town Meeting. These articles will address major problems in the system. Commissioners are looking into long term capital projects. Town Administrator will provide the Committee with a list of projects for the next five or six years that will address major problem areas.

Article 11 - Capital Infrastructure Improvements

Finance /Vital Record Management This is for a company to come in assist with organization of the attic. Presently very difficult to locate documents when needed. Company will go through and organize the records and shelve the boxes. This is only the first phase, Building Department next phase. Town Administrator wants to try and see how it works. Project will take approximately six weeks. Going forward there are two options, designate a person to keep track of the boxes or the company will come back and shelve the boxes, and advise the Town on what needs to be destroyed. This could be done on an annual basis. Discussed whether employees are spending the time looking for records, cost benefit to be realized to organize the records and save time and money. CB voted \$40,000

Ponds Committee – Chemical treatment for Clark’s and Turner’s Pond. This is to fund all three years, this way it guarantees the treatment. Contract will be awarded for three years. Town has previously done the other ponds, this is an ongoing program and has to continue in the future. If it is not done, the ponds will go to sludge. CB voted \$25,000,

DPW/Parks – Turco Field Replacement – Field has a life span of 12-13 years, scheduled to be replaced in year 2020, installed in 2007. Town Administrator spoke to an account being set up to put aside \$50,000 each year towards the replacement. Balance of \$72,000 in account now. Total cost of replacement is \$580,000. Warranty on field was up last September, and Parks Department is very aggressive on keeping the field up. User fee of \$5.00 is charged per participant. Committee raised question on PAC groups help raising the money. CB voted \$50,000. Carty Field Netting, \$16,900. Capital Budget is not recommending this at this time.

Building Maintenance/Roof and Window Replacement Scheduled is Johnson. Johnson roof is 20 years old and partial window replacement’s at Old Post Road, Johnson and Middle Schools. Amount of windows is unknown till after the roofs are taken care of. Bid required on roof at estimate of 1.3 million. Roof leaks and this needs to be addressed whatever happens to the building in the future. Town Administrator doesn’t see the Town selling or mothballing the building. CB voted 1.6 million by Borrowing

Nitrogen Sprinkler System – This is for various facilities, system needs to be tested once a year. This is a continuation of a program started last year. CB voted in the amount of \$20,000 from Free Cash;

Asbestos Abatement Program – Remove asbestos in various Town facilities, attempting to do a little at a time and avoid a larger cost. Building Maintenance Department checks the buildings all the time and identifies any issues. CB voted \$15,000

Systemwide Floor Replacement – Department attempts to do some replacement throughout the system each year. CB voted \$10,000.

Systemwide Painting and Siding - This allows Building Maintenance to keep up with general

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maintenance throughout the Town. Superintendent Anderson prioritizes the projects. CB voted \$10,000 Capital Budget voted on Article 11 in the amount of \$1,770,000.

MOTION MADE by D. Crowley, Seconded by J. Denneen for Favorable Action on Article 11 in the amount of \$1,770,000 with the various funding recommendations, Motion Passed (13-0-0) (13 voting) Unanimous

Article 12 – Capital Equipment

Fire Department – SCBA Bottle Replacement . bottles have a life span of 15 years. Department has 160 bottles. He is asking to replace 25 bottles, last year did 20. Like to set up a staggered replacement program. Cost \$800/bottle Last year first phase of program. Every year bottles have to be sent out and tested, after 15 years they are discarded. Chief is attempting to replace the existing ones. Firemen carry multi bottles on trucks and on their gear and they can be refilled. Chief has put in for a grant requesting 100 bottles, there is no guarantee he will receive it. He is attempting to phase in to get a more replacement program in place. Department has 160 bottles in total. Replacing the existing amount. CB voted \$20,000 **Domain Controller** – This is for a replacement to be located at the control center at Fire Department, present one is outdated. CB voted \$9,000 from Ambulance Fund **Police Department – Defibrillators** This is a request to replace 18 outdated ones, 16 cruisers have defibrillators and have a lifespan of 5 years, CB voted \$25,000 **Unmarked Car replacement** – replace Ford Taurus with has 100,000 miles and is used by the detectives, department has 9 marked and 8 unmarked cruisers. In addition there is a request in the Police Budget for two vehicles, and one in Capital. Replacement is based on mileage and general condition of vehicle. CB voted \$35,000 **Motorcycle** – trade in of a 2012 motorcycle, Police Department has three motorcycles. CB voted No Action **Patrol Rifles**, Five additional rifles and would be used for the three police motorcycles and two unmarked vehicles. (Police and Deputy Chief Vehicles). Department has a total of 17 now, located in each cruiser. CB voted \$6,000 **Tasers** – request of five Tasers, originally obtained 42, department has 40 sworn officers and two special officers. Department is anticipating two new hires. This equipment has cut down on injuries to the officers. CB voted \$8,000 **Emergency Management** – Department request of \$75,000 for equipment and supplies, \$5,000 for trailer, \$95,000 for a garage and \$26,000 for generator. CB voted No Action, felt these items were a wish list. If funding available, priorities would be the generator at Blackburn and trailer. **Council on Aging** – Replacement of a 2003 16 passenger van with two wheelchairs. This will be also used for the Recreation Department. Total request is for \$77,000, CB voted \$42,495 This will have a trade in value, in addition COA receives a \$5,000 gift each year towards it (\$30,000). Vehicle will be leased. Recreation will provide it's own driver and will pay towards repairs. Vehicle Maintenance Department has cautioned that present vehicle will not be road safe much longer. CB in the amount of \$42,495. **DPW Vehicle Maintenance** – Replacement of chip truck. This vehicle is rusting away and out of commission, presently does the tree work and is also used for plowing. 2002 **Pavement Roller** -vital piece of equipment for the Highway Department CB voted \$20,000, **Replacement of 2002 Taurus** for Engineering Department. Vehicle has 40,000 miles and is rusting away and not worth

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repairing. CB voted \$18,000 **Parks Department – Hazardous tree removal**. This is funded each year. CB voted \$25,000 **School Department** – replacement of existing phone system at high school with an IP phone system, along with integrating the PA system into the phone system and is part of a centralized system. This will be spread out over three years, next year do Bird Middle, and Old Post Road and Fisher Schools. District wide technology lease, replaces six year old computers, network switches and wireless devices in all schools. This has been spread out over three years, next year they will request the whole appropriation up front. CB voted \$553,495 for Article 12.

MOTION MADE by J. Denneen, Seconded by M. Trudell for Favorable Action on Article 12 in the amount of \$553,495 from various recommending funding, Motion Passed (13-0-0) (13 voting) Unanimous

8:40 – Committee Member J. Vaillancourt left

Article 13 – Streets and Sidewalks Improvements - This is for catch basin repairs (\$25,000), crack seal (\$35,000) and paving (\$869,439) Town does regular inspections on catch basins and does the repairs. Town has 5,000 catch basins. Crack seal in the amount of \$35,000 and this extends the life of the roadways. Paving in the amount of \$869,439, this is a Chapter 90 program. Proposed streets to be done are taken from the Town's Pavement Management Program. This will be smooth pavement, chip seal program is too controversial and Town doesn't use it anymore. Committee discussed that chip seal is a money saver and prolongs the life of the roads. Town hasn't done chip seal in three years. DPW Director was asked to provide the Committee with the cost of using chip seal and a list of streets and when they were previously done. CB voted \$929,439 for Article 13.

MOTION MADE by R. Mariani, Seconded by D. Crowley for Favorable Action on Article 13 in the amount of \$929,439, Motion Passed (10-2-0) (K. Guyette and J. Denneen opposed) (12 voting)

Article 14 – Street & Sidewalk Improvements - Under this article, Committee discussed in detail the improvements to Hitching Post Road. It is a cement roadway. Monies spent on this street would only be a stopgap measure. The Town would need to commit to doing this roadway all at once. DPW Director R. O'Brien spoke to this being a very costly project. Committee question the possible use of Chapter 90 funds for this project, Mr. O'Brien spoke to Chapter 90 funds being allocated towards bridges. He spoke to the Town continuing to do the proposed improvements for this year, contracts are ready to be advertised. He will look at benefits for a long term policy and develop a chip seal budget going forward. It would be difficult to recalculate the proposed project at this point and would be a burden on Engineering Department. He would like to see a chip seal policy going forward. Town Administrator spoke to coming up with a long term plan to do Hitching Post. CB voted \$200,000 for this article.

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MOTION MADE by D. Crowley, Seconded by J. Denneen for Favorable Action on Article 14 in the amount of \$200,000 by Borrowing, Motion Passed (11-0-1) (K. Guyette abstained) (12 vote)

Finance Committee Schedule - No meeting scheduled for March 17, next meeting is scheduled for Monday, March 21, 2016 with the School Committee.

MOTION MADE by J. Denneen, Seconded by R. Mariani to adjourn the meeting at 9:10 p.m. Motion Passed, (12-0-0) (12 voting) Unanimous

Respectfully submitted,

Clare P. Abril
Clerk