
JOINT MEETING – BOARD OF SELECTMEN & FINANCE COMMITTEE
MARCH 11, 2013

I. Call to Order/Roll Call

Board of Selectmen Chairman Paul Salafia called the Joint Meeting of the Board of Selectmen and Finance Committee to order at 7:03 P.M. in the Selectmen's Conference Room at the Town Offices. Roll call: Paul Salafia-Y, Brian Major -Y, Mary Lyman-Y, Alex Vispoli-Y, and Dan Kowalski-Y. Also present Town Manager Buzz Stapczynski, Assistant Town Manager Steve Bucuzzo, and Finance Director Donna Walsh. The meeting was duly posted and cable-cast live.

Finance Committee Chairman S. Jon Stumpf called the Finance Committee to order at 7:03 P.M. Roll call: Chairman Jon Stumpf-Y and members Joanne Marden-Y, Mark Merritt-Y, Margaret Kruse-Y, Linn Anderson-Y and Jeannie Moffitt-Y.

II. Opening Ceremonies

Chairman Salafia asked for a Moment of Silence followed by the Pledge of Allegiance.

III. FY-2014 Budget Presentations

The Town Manager thanked Maria Maggio, Acting Plant & Facilities Department Director, and Chris Cronin, Acting DPW Director, for the tremendous work they have done this year as Acting Directors of their departments and for their efforts in preparing the budgets.

The Plant and Facilities Department and Department of Public Works are merging into one department which will be known as Municipal Services and will be the best Municipal Services Department in the Commonwealth delivering high quality services. Merging the two departments will eliminate duplication of efforts, coordinate functions, personnel, equipment and make better use of technology and services.

Specific areas of focus include: new management services (MUNIS), preventative maintenance, fleet maintenance using School Dude, organizational transformation and effectiveness of services.

Advertising for a Director of Municipal Services will begin in July and a number of meetings will be held with the stakeholders involved to develop an organizational chart. The Board discussed their uneasiness with establishing an additional management layer and concerns with added cost vs. necessity. They asked the Town Manager to provide service and cost benefits to having a Director.

FY-2014 Municipal Services – Plant & Facilities Department

Acting Director Maria Maggio reviewed the Operating Budget for P & F which shows a total of \$4,531,278 for FY-14 vs. \$4,360,039 for FY-13 – an increase of \$171,239. Variances in payroll included a decrease in the Directors salary – only ½ salary, COLA, step and longevity increases, increase in overtime and the addition of a Carpenter position for a total increase in payroll of \$134,729. Operating expenses increased by \$45,790. Although there were decreases in natural gas and electrical charges there were increases in fuel oil and gasoline, supply costs and services due to Hurricane Sandy. They estimate Sale of Services for FY-2014 at \$231,255.

Plant and Facilities had many accomplishments in FY-2013: The custodians moved to the Building Division, Cemetery mowing was outsourced, changes in the Facilities Services Supervisor position resulted in a part-time Coordinator with other duties being transferred to the P & F staff and two Superintendents retired.

The Bancroft School Building Project is underway as are the playing fields on Blanchard Street. Site improvements were made at the West Middle School, an outdoor patio with tables and chairs was installed at the Memorial Hall Library, improvements were made at the Town House, Town Offices, the green area around the flag pole in front of Town Offices and two Veteran Memorials were installed at the Spring Grove Cemetery. A commercial walk-in freezer was installed at AHS which allows Food Services to buy and store more items. In addition, improvements to the Balmoral Project were done and they are working with the IT Department to install projectors and wireless capabilities at all schools at a savings of \$26,000 by using our own workmen. They also hired the AYS Green Team to do Summer work.

This year Fuel and Utilities were \$285,000 less than budgeted and FY-14 is budgeted \$132,000 less with all the loans being paid back this year. Net metering credits will potentially save \$150,000-\$200,000. The Energy Management Plan includes an award of \$220,599 from the Green Community Grant for efficiency improvements and, along with completion of electrical upgrades, resulted in a 12.7% decrease in electric usage, improved heating efficiencies with ventilation systems in all gyms, auditoriums, cafeterias and at AHS. The purchase of energy efficient work vans and vehicles resulted in a 7.0% reduction in gasoline.

Major projects scheduled for FY-14 include the continuation of the Bancroft School, Youth Center and, depending upon the outcome of Town Meeting Warrant Articles, the Town Yard, DMS site improvements, Ballardvale Playground, Senior Center Kitchen, Town House improvements, School Space Study for AHS and pre-school and the installation of the WMS heating system.

The CIP requests cover Town and School buildings, specific projects, purchase and replacement of vehicles, mechanical and electrical needs, playground improvements and

feasibility studies. A complete listing and explanations can be found in the Town Manager's Recommended Capital Improvement Program for FY-2014-2018.

Municipal Services – Department of Public Works

Acting Director Chris Cronin provided an overview of the Public Works Budget for FY-14. The Operating Budget for FY-14 recommended by the Town Manager totals \$5,578,601, an increase of \$131,376 over last year. The Sewer/Water Budget for FY-14 is \$12,327,562; an increase of \$500,024.

In an effort to comply with changes in regulations mandated by the Federal Highway Administration, a comprehensive Town-wide Traffic Sign Inventory Program was undertaken this year as was the Pavement Management Program to comply with MassDOT requirements. Catch basin cleaning, inspections and repairs were also conducted in keeping with the Stormwater Management requirements.

The Computer Management Maintenance System (CMMS) will be phased in once the final price per community is negotiated and an MOU drawn up. This is a very comprehensive asset management system. All communities want to be a part of this as it is the first of its kind in the country. It will take approximately a year to get all phases implemented and up and running.

The Compost Program is running a pilot program at AHS, WHMS and High Plain Elementary School as part of the expansion project with the hope to include the program at all schools in FY-14.

Trash and Recycling tonnage collected has flattened out over the past few years. Mr. Cronin would like to have an in-depth conversation about this after Town Meeting as the contract ends in June of 2014.

Mr. Cronin reported that the Internship Program was very successful and he would like to continue with the program this year.

The Water and Sewer Budget includes a rate increase to build up the reserves. A separate meeting will be held to discuss this on Wednesday, March 20th.

The State law requires the Finance Committee vote to allow the Town Manager to spend over the appropriated snow budget.

Finance Committee member Mark Merritt motioned to allow the Town Manager to spend over the appropriated budget for snow and ice removal per Chapter 44 Section 41B. The motion was seconded by Peggy Kruse and voted 5-0-1 to approve. Joanne Marden abstained.

CIP Updates: Mr. Cronin provided an update on several of the Capital Improvement Projects from 2012 for sidewalks, roadway and signage assessment, highway vehicles, and work order software, cost negotiations and contracts. Information on the status of the Water Main Replacements Filter Backwash Discharge Tank, Sewer improvements, the project at High Plain Road at Fish Brook which has been designed, permitted and waiting on final easements was also provided.

Mr. Cronin reviewed the CIP projects requested for FY-2014 for the DPW and for Water and Sewer which include: \$140,000 for vehicles, \$1,000,000 for Major Water Main Replacement Programs, \$500,000 for Water Distribution Maintenance Program, \$100,000 for parking areas, \$1,000,000 for fire hydrant infrastructure maintenance and \$195,000 for Water Distribution System flushing.

Public Works inspected 1,400 of the 2,400 fire hydrants in Town and have rated each one and identified those that need to be replaced. Replacement of fire hydrants costs about \$4,000 to \$5,000 each.

IV. Adjournment

At 9:37 P.M. on a motion by Brian Major and seconded by Alex Vispoli, the Board voted 4-0 to adjourn from the Joint Meeting with the Finance Committee. Roll call: Paul Salafia-Y, Brian Major-Y, Alex Vispoli-Y, and Dan Kowalski-Y. Mary Lyman left prior to the end of the meeting.

Respectfully submitted,

Dee DeLorenzo, Recorder

Documents: Municipal Services Budget Presentations for Public Works and Plant and Facilities