

**JOINT MEETING – MARCH 9, 2011**  
**Board of Selectmen and Finance Committee**

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**I. Call to Order/Roll Call**

Selectmen Chairman Alex Vispoli and Finance Committee Chair Joanne Marden opened the Joint Meeting of the Board of Selectmen and Finance Committees at 7:00 P.M. in the Selectmen’s Conference Room at the Town Offices. Present from the Selectmen were: Chairman Vispoli and Selectmen Mary Lyman, Brian Major, John Hess and Ted Teichert. Present from the Finance Committee: Chair Joanne F. Marden and members Richard T. Howe, S. Jon Stumpf, Mary O’Donoghue, Mark Merritt, Margaret Kruse, Paul Fortier, and Greg Rigby. Also present: Town Manager Reginald S. Stapczynski, Assistant Town Manager Steven S. Bucuzzo, and Finance Director Anthony J. Torrissi. The meeting was duly posted and cablecast live.

**II. Opening Ceremonies**

Chairman Vispoli led the members in a Moment of Silence followed by the Pledge of Allegiance.

**III. FY-2012 Budget Presentation**

**A. Memorial Hall Library**

Director Beth Mazin and Karen Herman, Chair of the Library Board of Trustees, presented the Library’s FY-12 Budget. They distributed a summary of their presentation and a write-up on what a 21<sup>st</sup> Century library should look like. The Director stated all expenses except books and materials are reduced for FY-12. The most noticeable change is the reduction of two 20 hour per week positions moving to the IT Department.

|                    | <u>FY-11</u>      | <u>FY-12</u>      | <u>+/-</u>       |
|--------------------|-------------------|-------------------|------------------|
| Personnel Services | \$2,018,773       | \$1,839,340       | -\$179,433       |
| Expenses           | <u>\$ 576,400</u> | <u>\$ 593,900</u> | <u>\$ 17,500</u> |
| Total              | \$2,595,173       | \$2,433,240       | -\$161,933       |

In FY-2011 there were 21 full-time positions and 7.7 part-time positions. In FY-2012 there will be 19 full time positions and 6.6 part-time positions – a reduction of 2 full-time and 1.1 part-time positions for a total of 25.6 positions. From 2002 to 2012, staffing at the library has been reduced by 18% not including the consolidated IT positions.

New to the Library is the Self-checkout system used for 44% of the circulation in the Children’s Room. Expanding this technology will require re-organization of staff and space. A CIP request for four additional Self-check stations has been submitted – one for the Children’s Room and two for the Circulation Desk. The fourth system will be based in the Resource Room but that can be eliminated for FY-12 if needed. Benefits of the Self-checkout system will permanently eliminate two 20-hour library assistant positions (with benefits) and the cost of the Self-checkout system recouped in less than one year. Patrons will be able to choose the Self-checkout system, allowing for more privacy in materials borrowed or continue to use the check-out by staff. In addition, the charge for feature film DVD’s will be eliminated.

Additional revenue of approximately \$35,000 per year is received through State Aid and the Friends of Memorial Hall Library provide average yearly support in the same amount. These funds cover program expenses, museum passes, concerts, furniture and technology needs. The revenue enriches the services Memorial Hall provides.

The new and free e-content for Andover cardholders allows downloads of several sites: Overdrive Advantage, Freegal, Novelist Select, Safari Tech Books On-line, Consumer Reports, Global Road Warrior, Rocket Languages, and Boopsie, a mobile library application for online and non-catalog services, will soon be offered.

The Library is faced with the challenge of providing 21<sup>st</sup> Century Services in a cost-effective way, adapting library technology, materials, and services, space to meet the ever-changing needs of patrons, meeting minimum State Library Standards to qualify for Federal and State grant funds. The budget presented does not meet State Standards and will file a waiver this year. Issues facing the Library also include maintaining adequate staffing to keep the four Public Service Desks and two public meeting rooms open 68 hours per week, and increasing the space for the increasing number of people using the building. They also need more parking for patrons.

Selectman Major asked if it would make sense to consolidate MHL and the School libraries with decentralized sites with one technology platform for all libraries. The Director stated that essentially they are doing that now. MHL is available to students after school and evenings and a majority of the budget is spent on popular material for all school ages. The schools do not spend a lot of revenue on materials – their focus is mostly teaching library skills. The Director said she is open to having a dialogue with Dr. McGrath and Ray Tode, Director of Technology for the Schools.

Should MHL receive less than the recommended budget, the Library may need to close on Sundays and/or Thursday evenings and would encumber the threat of loss of State Library Aid as well as the inability to participate in inter-library sharing. The Director said the Library is a one stop “free shopping mall” and a vibrant, attractive, busy civic hub.

**B. Department of Public Works**

Interim DPW Director John Bean and Highway Superintendent Chris Cronin summarized the DPW Budget for FY-2012. A copy of the presentation was distributed. The DPW consists of five departments: Administration, Highway, Solid Waste, Street Lighting and Engineering. The combined recommended budget of the five departments totals \$5,353,841, a net increase of 2.74% from the FY-2011 budget of \$5,211,198. The DPW also oversees the Water and Sewer Enterprise Funds Recommended Budget for FY-2012 is \$11,668,029 a net increase of 1.28% from the Fy-2011 budget of \$11,520,398.

Mr. Bean recommends the Water Plant should increase the number of operators from six to eight. The meter reader positions will decrease from two positions to one with the transfer of one position to the water/sewer operator position. A \$65,000 reduction in overtime looks promising. The Personnel Summary shows the following:

|       | <u>FY-11</u> | <u>FY-12</u> | <u>Total</u> |
|-------|--------------|--------------|--------------|
| DPW   | 20.6         | 20.6         | 21.0         |
| Water | 22.5         | 21.3         | 21.0         |
| Sewer | <u>6.1</u>   | <u>6.9</u>   | <u>6.6</u>   |
| Total | 49.2         | 48.8         | 48.6         |

Selectman Lyman asked about the increase in the administrative/secretarial position and if it is necessary. Mr. Bean responded that the position was full-time two years ago and then decreased to part-time. Due to the necessity for additional customer support and professional administration functions the increase is justified.

Issues and challenges facing the Department include the future of Chapter 90 funding from the State, finding innovative ways of providing public services while maintaining an aging infrastructure, maintaining stability and predictability in Water/Sewer systems through Enterprise Funds, decreasing department costs and increasing efficiencies, staying current with new and expanding government regulations, and to maintain and replace aging vehicles.

If the FY-12 Recommended Budget is decreased it would have an effect on services provided to the community; reductions in repairs to drainage systems, catch basins, sidewalks, potholes, road markings, elimination of repairs to damages as a result of snow operations, curbside leaf collection, and full cost recovery for HHW collection, and additional street light shut-offs.

The first year of having the street lights turned off a savings of approximately \$40,000 was realized – the cost to turn the lights off was approximately \$13,000. They anticipate an annual savings of \$65,000 going forward.

Although residents are reluctant to change, Mr. Bean recommends they continue to investigate changing to an automated pickup collection system.

Regionally the DPW participates in consortium bidding of chemicals, special recycling collections and trash disposal. The Water Treatment Plant is a regional testing facility and have a long-term regional sale of water agreement with North Reading, an emergency sale of water agreement with North Andover, Tewksbury, and interconnections with neighboring communities. The Department rents equipment for neighboring towns, participates in regional trainings and are members of the Greater Lawrence Sanitary District, Essex County Highway Association, and the MVPC-DPW Director's Collaboration

Chairman Vispoli encouraged the DPW to look for more opportunities for regionalization of services with neighboring communities. Finance Chair Marden asked for a status report on the number of department vacancies and retirements. Selectman Lyman would like an update from Human Resources on the number of employees who have returned to work.

The Highway Superintendent would like to see a more formal policy on removal of snow from sidewalks. This is a service they don't provide but receive constant complaints about. The Board suggested Mr. Cronin submit a proposal to the Town Manager for a future agenda item. Mr. Cronin said the Snow & Ice account is currently \$500,000 over budget for this year. The Governor has agreed to reimburse towns for the cost of snow removal from the January 12<sup>th</sup> storm.

The program to change out the water meters has been very successful with 10,882 meters installed and 877 remaining.

Selectman Teichert asked if they plan to charge private contractors for dumping snow at the High Street site. Mr. Cronin agreed it is an idea they can explore.

C. Capital Projects

Mr. Bean presented the CIP funds / projects requested for FY-2012.

|        |   |             |
|--------|---|-------------|
| DPW-1  | Major Annual Road Repairs (Chapter 90)                                    | \$1,062,707 |
| DPW-2  | Minor Sidewalk Repairs  | \$ 85,000   |
| DPW-4  | Highway Vehicles  | \$ 300,000  |
| DPW -5 | Town Bridge Evaluation & Maintenance                                      | \$ 100,000  |
| DPW-6  | Pearson Street Parking Lot  | \$ 85,000   |
| DPW-7  | High Plain Rd Reconstruction at Fish Brook                                | \$ 75,000   |
| DPW-8  | Minor Storm Drainage Improvements   | \$ 300,000  |
| DPW-9  | Water System Maintenance Programs<br>from Water Enterprise Revenue        | \$ 105,000  |
| DPW-10 | Water Distribution Improvement Program<br>from water enterprise borrowing | \$ 500,000  |
| DPW-11 | Water and Sewer Vehicles<br>from water/sewer revenue                      | \$ 70,000   |
| DPW-12 | Variable Frequency Drive<br>from water enterprise borrowing               | \$ 500,000  |

Selectman Lyman inquired on the status of recycling pickup. DPW Business Manager Sandy Gerraughty said they will be reporting to the Selectmen sometime in April.

IV. Adjournment

The Board of Selectmen moved from the Joint Session to the Regular Session at 9:38 P.M. and the Finance Committee adjourned.

Respectfully submitted,  
Dee DeLorenzo, Recorder