

FINANCIAL MANAGEMENT PLANNING COMMITTEE MEETING
Special Session (dept head presentations)

Date: September 24, 2015
Present: Rick Bedard, Michelle Desorcy, Donald Desorcy, Katie McKenna, Kevin Plante, Rob McNeil and Bernie Plante.
Time: 3:30 p.m. (not recorded)
Location: Millbury Public Library Meeting Room
128 Elm Street, Millbury MA

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- Meeting was called to order by Rick Bedard at 3:37 p.m.
 - **Acceptance of Meeting Minutes:**
 - September 17, 2015
 - All in favor and signed
 - **Discussion with the following Department Heads regarding their capital budget requests and staffing projections:**
 - **Rob McNeil, DPW Director**
 - **Sewer Staffing**
 - As the case in many town departments, access to capital and the ability to maintain level of services has been diminished over the years.
 - Major changes to Sewer in 2000's with the change from having an in-town treatment plant to using the Upper Blackstone treatment facility.
 - This working well for the Town given the EPA requirements that are handled by the Upper Blackstone. If the Town's plant was still in operation it would be spending time and money on regulations.
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- Superintendent and staff of three has remained the same until Superintendent position was eliminated and the Operations Manager position was created.
 - Sewer Clerk has been doing two jobs since the former DPW Clerk retired and the position was cut.
 - She is burnt out and leaving as a result.
 - 15 hr DPW Clerk position new FY16 will learn essentials before Sewer Clerk's departure.
 - Critical limitations to be noted. Some things are not getting done.
 - Sewer connection records, burial records etc. are building up while priority tasks are completed such as sewer billing, service requests, follow-ups, 300 invoices processed each month, Meeting agendas, minutes, payroll, FEMA reimbursements, Snow & Ice, etc.

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TOWN CLERK

- Tasks that should be getting attention don't. Due to summer time off because of winter Snow and Ice. Also some tasks (confined space entry) require two people. Alarms, call out, etc,
 - Easements need clearing and maintenance (many haven't been touched since installation).
 - Up until 2 years ago there was very little data on condition of trouble areas.
 - Pipes sagging reduce capacity
 - System getting old enough that certain areas should have about 1000 ft of pipe replaced each year.
 - Sewer overflows
 - No system model to assess proper function, capacity, etc.
 - This could cost around 30-40k
 - No requests for sewer staffing, real need is DPW staffing that will free up sewer staff to some extent. Is this essentially the point???
 - **DPW Staffing**
 - Ideal would be an Assistant Director or Town Engineer position
 - Would like a second Town Mechanic
 - The job is not getting done
 - Expensive fleet
 - No Vacation coverage
 - Looking for two additional Equipment Operators
 - Could take more or less depending on the level of service wanted by the Town,
 - Currently summer is spend mowing lawns instead of maintenance or neglected tasks
 - Full Time Clerk
 - List has part time clerk eliminated in FY18 and Head Clerk position restored.
 - This is priority (move from FY18?)
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- **NEW EPA Stormwater Requirements (MS4), FY2019 \$250,000**
 - New requirements coming
 - 1st year costs cab range from 75-800k
 - Financial Capabilities Analysis through Upper Blackstone
 - Looked at all member communities
 - The plan is to go back to the EPA with findings which basically are that the project can't be done or paid for on the schedule they are proposing or it would negatively impact the communities.
 - Recommends getting a policy in place that spells out our debt limit, etc. so that we have leverage to extend such a payment schedule.
 - Would need feedback from the auditors, Town manager, FMPC committee and Finance Director.
 - **Sewer Main Replacement Project (Funded FY15)**

- The original estimate was 200k.
- 400k was requested and authorized at Town Meeting
- This is the 146 overpass reconstruction being managed by the state. We are getting necessary repairs done in this area during construction.
 - Town is a non-participating party paying into a state contract to get this accomplished.
 - Cost is now up to 600k (out of a 20 million dollar project)
 - As a result of the increased cost, the Faron Circle portion of this project is being postponed until we can request more funding (this is out of the main work zone and can be delayed for funding).
 - 420k for main portion of repairs.
- **DPW Farm House Demolition Project FY2017 \$110,000**
 - Dilapidated house between Sewer and Highway Garage
 - The asbestos abatement is being funded by the state
 - Cost is about 25k
- **Townwide culvert replacement**
 - Should fund \$125,000 each year for 5 years to accomplish.
 - 5-10 major pipe crossings. Each year until done.
 - Riverlin discharge at Dorothy Pond is a major one
 - Elmwood St.
 - Detail officer noticed small hole
 - Soil had washed away around pipe
 - \$50,000 fix to slip-line the pipe and fill around it
 - New technology to make the fix
 - Came out of budget (unplanned)
- **Townwide Culvert Project**
 - Can be combined with the previous project.
- **Townwide Drainage Capacity Project (COST??)**
 - Businesses and residents in downtown area have roof water and drain systems feeding into the sewer system.
 - This reduces capacity
 - Increases treatment costs since treated on gallons of flow
 - This should be re-directed to the drainage system (which discharges into the Blackstone River)
- **ADA Sidewalk Improvements**
 - Need to get roads in order first
 - Would be good to do annually
 - May be able to get earmarked funds with help of legislature.
- **Recycling Center Compactors & Site Improvement - \$400,000 FY17**
 - This is main priority
 - Has already gone before Town Meeting and was shot down
 - 5 year payback may even be less now due to rising recycling costs

- Excellent progress with recycling at the Recycling Center (Transfer Station)
 - FY15 trash was reduced which resulted in 100k back from Wheelabrator.
 - Large amount of recyclables
 - Compacting would result in less trips
- Electrical upgrade is needed for compactors
 - 50k for new poles and 3 phase power
 - 80k for outfitting the electrical within the Recycling Center
- 80k for Concrete and steel for the pad
- 40k for each compactor
- Has been out to bid in the past. The real numbers may come in higher or lower with the new bid process.
- Recycling Center has potential to become an enterprise Fund
 - Close to break-even
- **Round Pond Improvement Project, FY2020 \$550,000**
 - This project is on hold
 - Concrete wall along West Main has collapsed into the pond
 - Was built in early 1940's
 - Culvert needs to be replaced
 - May encounter hazardous materials in the pond,
 - May want to seek Congressional help with this project.
- **DPW Equipment Purchase (ongoing)**
 - Currently \$125,000 funded within the budget
 - Replacement program; 600k over 5 years
 - Should increase to \$1 million over 5 years (150 k in budget)
- **Jacques Park Redevelopment \$30,000**
 - Need Conceptualization .
 - Building out property, parking and fields
 - There is someone in Worcester who has made over 7 parks.

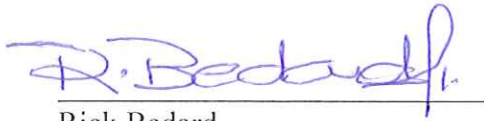
- Could cost around \$1 million
- Would be 2 major fields with expansion
- **Traffic Signal Upgrades**
 - 7 signals in Town
 - About 20 years old
 - Not operating properly
 - Not maintained, no regular maintenance. Subbed out when they break
 - Would incorporate current ADA crossing
 - Would operate for efficiently for better traffic flow
 - No price for this yet
 - :Looking into Federal highway money to help with cost
- **Sewer Plant Roof Replacement**
 - Roof leaks
 - Managing with repairs

- Low priority
- **Salt Shed**
 - Recent shift to salt heavy operation from sand heavy operation has pushed this need up.
 - Salt shed is over 40 years old
 - Public Safety issues
 - Would be better to store more salt as to avoid shortage
 - Shed is undersized, about 75' X 125'
- **Pavement Management**
 - \$9.5 million backlog (what it would take to get the roads to not needing anything.
 - This is paving costs only. Does not include utility costs such as sewer and drainage which the Town would also have to pay for.
 - Only spend about \$500,000 per year
 - Going backwards
 - Tring to cut back costs to get more accomplished for the money
 - Wedgewood Ln
 - 1200 ft cul-de-sac
 - Cut back width and changed to a Y design
 - Drainage costs had doubled this budget
- **Town owned Bridges**
 - South Main Street Bridge brought this to light
 - This has been a complete unknown
 - About 15 bridges that are the Town's responsibility
 - Do not know the status of any others
 - Funding a conditon assessment would run about 30k for 3 years.
 - Ops Manager has a history with bridges and would be qualified to look at them, but he's not available to do so.

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- **Any other business not reasonably anticipated.**
 - None
 - **The next Financial Management Planning Committee Meeting has been scheduled for 10/14/15 at 3:30PM at the Town Hall.**
 - **Meeting adjourned at 5:25 p.m.**

Respectfully submitted,
Katie McKenna, Financial Management Planning Committee Clerk

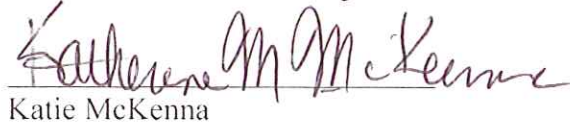
Approved:



Rick Bedard



Michelle Desorcy



Katie McKenna



Rob McNeil

Bernie Plante



Kevin Plante

Don Desorcy