

Finance Committee Meeting

September 19, 2012 7:30 PM
Veterans Memorial Building, Room 229
900 Main Street
Millis, MA 02054

In Attendance:

Craig Schultze, Chairman
Peter Jurmain, Vice Chairman
Rich Molloy, Clerk
Bud Drummey
Rick Manburg
Doug Riley
Jim Smith
Susan Vecchi
Charles Aspinwall, Town Administrator
Charles Vecchi, Board of Selectmen
Chief Edison, Police Department
Paula Dumont, Assessors Department
Tim Fountain, Cartographic Associates, Inc.

Craig Schultze called the meeting to order at 7:31 PM,

Geographic Information System:

Tim Fountain:

Proposal for GIS Services:

- Tax Map Text Conversion Services: \$ 7,000.00

Proposal for GPS Data Collection and Public Works Information Management System Development Services:

- Public Works Data Collection, Integration, and Mapping of all systems (Water, Sewer and Drainage): \$26,400.00

Option 1 – Public Works Information Management Desktop Software: \$ 6,200.00

Option 2 – Query Manager Online: \$ 3,300.00

The GIS System would not eliminate the need for surveying and would not include an exact boundary map. Zoning areas can be added for an additional cost. Installing the system now would take advantage of the state's GIS State Program – "Next Generation 911". The DPW portion would be split three ways General (drainage), Water and Sewer.

Needle and Syringe Disposal Program:

Kathleen Lannon & Scott Moles:

Effective July 1, 2012, the Massachusetts Department of Public Health has placed a ban on the disposal of needles, syringes and lancets in household trash. Since sharps may no longer be taken to the Transfer Station in household trash, the Town is left to determine options that may be used to safely dispose of medical waste.

The Millis Board of Health proposes to have a disposal kiosk at the Millis Fire Station where residents can discard their sharps. Quart sized containers would be available at the DPW, Council on Aging, Board of Health and Fire Department. The Millis Board of Health and Fire Department will have availability to handle loose individual needles within normal business hours. A 2-gallon container for this purpose will be available in both the Board of Health and Fire Department in case residents come in with loose sharps. The Council on Aging will assist in distributing small containers and information on the program.

The Start Up Costs:

- Kiosk Purchase: A heavy duty Kiosk with self closing drum doors is approximately \$2,300.00.
- Sharps Containers: Quart size containers initial purchase for four departments, one case of 72 containers per department for a total of 288 containers. The total cost for the containers are approximately \$640.00.
- Initial sharps disposal day: To handle anticipated surge, a sharps disposal collection day could be considered on the DEA Drug take back day.

Total Start Up Costs: \$2,950.00

Annual Costs:

- Annual Disposal: Estimated pick up and disposal is approximately \$165.00 per visit. A monthly pick up would be scheduled for the first year of the program. As the program progresses, quarterly visits would be scheduled. The Board of Health is requesting a budget estimate of \$1,500.00 for sharps disposal for both the Fire Department and Board of Health.
- Annual Sharps Containers: Purchase of two cases of 72 for a total of 144 containers.

Total Annual Costs: \$2,000.00

If the Town decides to charge residents for the containers, a revolving fund would need to be established.

Police Vehicles:

Chief Edison:

The Department is requesting two new vehicles:

- A new marked police vehicle, this vehicle is replacing Unit #40 which is a 2007 Ford Expedition with approximately 92,000 miles; this vehicle would be repurposed as the Traffic Enforcement vehicle. The current Traffic Enforcement vehicle, Unit #48, is a 2007 Crown Victoria; the vehicle

is not designed to carry the equipment needed for traffic enforcement. Unit #40 is expected to last several years in this reduced use capacity. A 2013 Ford Interceptor Utility V6 Front Wheel Drive vehicle would be purchased for \$35,400.00.

- A new unmarked 2013 Taurus would replace the Chief's current vehicle, a 2008 Taurus with 76K miles. The cost of the 2013 Taurus is \$29,735.00. The 2008 Taurus would be repurposed for use by officers attending court and or training. With reduced use the 2008 Taurus would last 3-4 more years.

Police vehicle mileage cannot be compared to typical personal vehicles. Due to the constant usage, idling, response speeds, etc. the front end wears rather quickly. Police vehicles need replacement with ½ the mileage as a typical personal vehicle.

Zoning Bylaw Amendment Refuse Facilities:

Charles Aspinwall:

This amendment would prohibit refuse facilities in zone #2 areas and will protect water supply areas. Although the Transfer Station is considered zone #2, the amendment will not apply as that area has been "grandfathered".

Zoning Bylaw Amendment Mixed Use Facing Main Street:

The mixed use district consists of the area of Auburn Road, Spring Street, Exchange Street and Plain Street. This amendment will prohibit apartments on the first floor facing Main Street/Route 109 in the mixed use district.

Debt Budget Amendment:

Charles Aspinwall:

Due to the Ridge Street Culvert Project costs coming in lower than expected; the Debt Budget will need to be amended. The initial borrowing was for \$191,327.00, it came in at \$179,498.21. Adjusting the Debt Budget will require reopening the Operating Budget during Town Meeting.

Expedited Permitting for 1073 Main Street Site:

Charles Aspinwall:

This article would adopt the law (Chapter 43D) permitting expedited local permitting.

Chapter 43D:

- Provides a transparent and efficient process for municipal permitting.
- Guarantees local permitting decisions on priority development sites within 180 days.
- Increases visibility of the community and target development sites.

Benefits of Chapter 43D:

- Priority consideration for the MassWorks Infrastructure Program, brown fields remediation assistance and other financing through quasi-public organizations.
- Aggressive online marketing of the site.

Criteria for Chapter 43D:

- Must be zoned for commercial or industrial development.
- Must be eligible for the development or redevelopment of a building of at least 50,000 square feet of gross floor area.
- Must be approved by the local governing authority.
- Must be approved by the state Interagency Permitting Board.

Obligations of Chapter 43D:

- Community must identify a qualifying parcel as a priority development site and obtain permission of its owner for participation in the program.
- With 120 days of adopting Chapter 43D, the community must:
 - (1) Appoint a single municipal point of contact for streamlined permitting.
 - (2) Amend local rules, regulations, bylaws, etc. to comply with the 180 day permit timeline.
 - (3) Determine and make available the requirements for each permit.
 - (4) Establish a procedure for identifying necessary permits for a project.
 - (5) Establish a procedure for determining completeness of the required submissions.
- After the 120 phase-in period is complete, the town must render permitting decisions on priority development sites within 180 days.

Protections for the Communities:

- The 180 day guarantee is suspended if the governing body determines:
 - (1) An application is incomplete.
 - (2) An application contains false or misleading information.
 - (3) Substantial changes to the project affect the information on the permit applications since the original submission.

Well #3 Water Main:

Charles Aspinwall:

The well cleaning has been complete and the pump is scheduled to be replaced. The disinfection project is moving forward. During the project an unexpected cost arose, the 8" water main pipe is clogged and will require a change order. A camera will be used to determine the length of the clog.

The cost of the change order:

Test Pits:	\$ 800.00
Pipe Replacement:	\$10,503.49
Paint New Pipe & New Pump Head:	\$ 300.00
Replace Electric Ground:	\$ 1,315.50
Replace Flow Meter:	\$ 2,350.00
Start Up Service:	\$ 1,700.00

Flush & Reconnect Copper Water Lines:	\$ 386.24
Testing, Disinfecting, Grouting Reinstall Fencing:	\$ 235.00
Large Equipment & Miscellaneous Materials:	\$14,188.00
OHP 15%	\$ 4,766.73
Bond 2.5%	<u>\$ 913.62</u>
Total:	<u>\$37,458.58</u>

Please note: The total does not include interior insulation.

Water and Road Improvements – Irving Street:

Charles Aspinwall:

Half of the 6" water main on Irving Street is unlined. The street is scheduled to be paved as approved at the May 2012 Town Meeting. Prior to paving the town would like to replace the water main. The funds would be borrowed over ten years and would be funded by the Water Enterprise Account.

The costs are as follows:

Water System:	\$ 69,500.00
Paving/Earthwork:	\$ 64,900.00
Miscellaneous Items:	\$ 42,700.00
Construction Cost Subtotal:	\$177,100.00
Contingency – 10%:	\$ 17,710.00
Design, Bidding, Administration & Inspection:	<u>\$ 24,800.00</u>
Total:	<u>\$219,610.00</u>

Old Business/New Business:

Charles Aspinwall: Funds reserved for the SEIU contract at the May 2012 Town Meeting will be used to offset the decline in the town's Local Receipts. Additional funds will need to be appropriated at the November 2012 Town meeting to cover the contract settlement.

Charles Aspinwall: Free Cash should be certified by mid October.

Upcoming Meeting Schedule:

September 26, 2012 7:30 PM
Veterans Memorial Building, Room 229

October 3, 2012 7:30 PM
Veterans Memorial Building, Room 229

October 10, 2012 7:30 PM
Veterans Memorial Building, Room 229

Annual Fall Town Meeting:

November 5, 2012 7:30 PM
Middle/High School Auditorium

Minutes Approval:

Rick Manburg made a motion to accept the September 12, 2012 meeting minutes as written, Susan Vecchi seconded. Vote: 8/0 motion carries.

Adjourn:

Susan Vecchi made a motion to adjourn the meeting at 8:50 PM; Jim Smith seconded. Vote 8/0 motion carries

Respectfully submitted,
Deirdre Gilmore