



APPROPRIATIONS COMMITTEE

MEETING MINUTES

Thursday, March 19, 2015
Selectmen's Meeting Room
7:30 pm

Present: Chairman, Elaine Kelly
Janice Hight
Dan McInnis
Rick Nieber
Bob D'Amico

Absent: Tony Poteete

Also present: John Coderre, Town Administrator
Dan Nason, DPW Director

The meeting was called to order at 7:30 pm by Ms. Kelly.

APPROVAL OF MEETING MINUTES

Mr. Nieber moved approval of the March 12, 2015 minutes, Ms. Hight seconded. Motion approved unanimously.

PRESENTATION: DPW BUDGET AND PROJECT UPDATE - DAN NASON, DPW DIRECTOR

Mr. Nason introduced the overall Department of Public Works General Fund budget as up \$170,098 or 7.75%. The major initiatives reflected in this budget increase include the restoration of the Assistant DPW Director position and one of the Laborer positions that were previously cut from the budget during the recession. The salary for the Assistant DPW Director is split 50/50 between the General Fund Budget and the Water/Sewer Enterprise Funds. The Light Equipment Operator is funded entirely by the General Fund within the Highway Division Budget.

In addition, the budget also includes \$52,000 in new funding for catch basin cleaning and disposal costs pursuant to new environmental compliance requirements under the Municipal Separate Storm Sewer System (MS4) general permit. Under the MS4 permit the Town is required to annually clean out all catch basins to prevent sediment and contaminants from entering environmental resource areas.

The FY2016 Water Enterprise Fund is budgeted at \$2,230,328 which is an increase of \$55,818 or 2.6%. This increase is due to a number of factors including the additional assessment from the MWRA based on the Town's water usage as well as the restoration of the Assistant Public Works Director position. Thirty percent of the Assistant Director salary is funded through the Water Enterprise Fund. There are no plans to modify water rates in FY2016.

The FY2016 Sewer Enterprise Fund is budgeted at \$1,658,942 which is an increase of \$64,671 or 4%. This increase is due mostly to the restoration of the Assistant Public Works Director position. Twenty percent of the Assistant Director salary is funded through the Sewer Enterprise Fund.

The critical issue facing the DPW Sewer Enterprise Fund continues to be the acquisition of the NPDES permit modifications necessary for additional capacity at the Marlborough Westerly Wastewater Treatment Facility. With construction completed, the Town must continue to plan for both the additional capacity as well as the significant sewer rate impact for Northborough's share of this \$30 million expansion project. In the second quarter of FY2014, the sewer rates were increased by 20%. Our current estimate is that sewer rates will continue to rise in coming years in order to finance the project.

Mr. Nason reviewed a memo dated March 4, 2015 which provided the committee with an update on all the major outstanding DPW projects, including the Water and Sewer Enterprises. The most important initiative for the DPW Water Enterprise Fund is the successful implementation of the Capital Improvement Plan. This plan is the result of a holistic approach to infrastructure management. It includes a complete meter replacement and billing system upgrade, water service line and hydrant replacement program as well as repairs to the water tanks.

Mr. Nason reviewed a summary of all the FY2016 capital projects proposed to go forward at Town Meeting including:

DPW: Highway Division

Otis Street Culvert Replacement	325,000
Roadside Mower Replacement	130,000
One-Ton Dump Truck w/Plow Replacement	90,000
One-Ton Pick Up Truck w/Plow Replacement	60,000
Backhoe Replacement	145,000
Mini Excavator	85,000
Ellsworth McAfee Park Gazebo Replacement and Pavilion Improvements	50,000
Highway Subtotal	\$885,000

DPW: Sewer Enterprise Fund

Hudson Street Pump Station Improvements	1,500,000
Sewer Enterprise Fund Subtotal	\$1,500,000

DPW: Water Enterprise Fund

One-Ton Service Truck w/Plow Replacement	75,000
One-Ton Pick Up Truck w/Plow Replacement	60,000
Water Enterprise Fund Subtotal	\$135,000

The Committee discussed in detail the Otis Street Culvert project. The project is fully designed and has been bid out. Construction will begin as soon as weather permits. The DPW vehicles and projects are funded with Free Cash and the Sewer and Enterprise projects and vehicles are funded through fees from the Sewer and Water Enterprise fund.

Committee members thanked Mr. Nason for his thorough report and the significant improvements being made to the various DPW Divisions.

NEXT MEETING DATE AND COMMITTEE MEETING SCHEDULE

The Committee meets next on Monday, March 23, 2015 with the Board of Selectmen for the annual Joint Budget Hearing. The next regularly scheduled meeting of the Committee is Thursday, April 2, 2015 at 7:30 p.m. where the MIS Budget will be reviewed and the Finance Office will review the debt and health insurance budgets.

ANY OTHER BUSINESS TO COME BEFORE THE COMMITTEE

None.

ADJOURNMENT

Ms. Hight moved to adjourn; Mr. McInnis seconded; motion was unanimous.
8:35 pm – adjourned.

Respectfully submitted,

June Hubbard Ward, Finance Director

Documents used during meeting:

1. March 12, 2015 Meeting Minutes
2. DPW Budget: Water & Sewer Enterprise Budgets
3. DPW Project Memo dated March 4, 2015
4. DPW FY2016 Capital Project Summary

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