



APPROPRIATIONS COMMITTEE

MEETING MINUTES

Thursday, April 9, 2015

Selectmen's Meeting Room

7:30 pm

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

Also present: John Coderre, Town Administrator
Kathy Joubert, Town Planner

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

APPROVAL OF MEETING MINUTES

Mr. Poteete pointed out an error in the April 2 minutes. The minutes reflect that Mr. Poteete moved to amend the minutes from the March 19th meeting, however it was Mr. Nieber. Ms. Hight moved approval of the April 2, 2015 minutes as amended. Mr. Nieber seconded; motion approved unanimously.

PRESENTATION: COMMUNITY PRESERVATION COMMITTEE, KATHY JOUBERT, TOWN PLANNER

Ms. Joubert reviewed the nine CPA articles which represent \$865,700 in CPA allocations and have been approved by the Community Preservation Committee to go before Town Meeting for approval. Three articles relate to work being done by the Historical Commission; two articles are for the Northborough Affordable Housing Corporation pertaining to the creation of affordable housing; two articles fall in the open space/recreation category and are funding for the Peaslee Elementary School playground and Northborough Youth Basketball Association for court repair at Peaslee and Zeh Elementary Schools; and two articles pertain to the administration of the Community Preservation Act.

- Article 53 - \$12,500 for Historical Commission for signs relating to historic sites.
- Article 54 - \$20,000 for Historical Commission to use ground penetrating radar to locate burial sites and broken, buried headstones in the Old Brigham Street Burial Ground.
- Article 55 - \$22,500 for Historic Resources Reserve Fund.
- Article 56 - \$104,000 from previous Town Meeting appropriations for the Northborough Affordable Housing Corporation for senior units at Centre Drive to now be placed in the Affordable Housing Reserve.
- Article 57 - \$500,000 for Northborough Affordable Housing Corporation for creation of affordable housing.

- Article 58 - \$60,000 for Northborough Youth Basketball Association for costs associated with repair and update of courts at Peaslee Elementary School and Zeh Elementary School.
- Article 59 - \$75,000 for Peaslee Elementary School PTO for costs associated with creation of a playground.
- Article 60 - \$47,700 for debt service associated with purchase of Green Street parcel.
- Article 61 - \$24,000 for CPC administrative expenses associated with implementation of Community Preservation Act.

The Committee discussed Article 57 and the proposed agreement between the Town and the Northborough Affordable Housing Corporation. Ms. Hight suggested adding a provision to require notice of any changes in the executive board or the bonded board member. Ms. Kelly questioned how the extension provision would work. Mr. Coderre indicated that as written it would be at the discretion of the Board of Selectmen.

Ms. Joubert then reviewed her memo dated April 1, 2015 which provided the Committee with an update regarding the various ongoing economic developments in Town.

DPW RESERVE FUND TRANSFER REQUEST

Mr. Nason reviewed his April 7, 2015 memo to the Committee requesting a \$56,000 Reserve Fund transfer necessary to fund improvements at the highway garage site, including Administrative Consent Order Compliance (ACO). He emphasized that since taking over as DPW Director he has consistently implemented best practices and worked to modernize the existing Highway Garage and related facilities. Rather than simply removing the sediment from the regulated resource area, the decision was made to put the appropriate infrastructure in place to serve not only the existing site, but also the future needs of the facility including upgrades to the salt shed and fuel island and other planned improvements to the site. These upgrades, including the design and installation of appropriate stormwater attenuation structures, will help to ensure the site's future environmental integrity.

The total projected cost to complete this work is estimated at \$56,000. The requested transfer includes the contract price of \$48,700 and a small contingency of \$7,300 (15%). The work related to compliance with the ACO is scheduled to commence this month and be completed by the deadline identified in the extension (May 30, 2015).

Mr. D'Amico moved to transfer the amount of fifty six thousand dollars (\$56,000) from the Reserve Fund to the Public Works Contractual Services Account (Dept. #14422) for the purpose of covering site work at the DPW Garage related to the Administrative Consent Order (ACO). Ms. Hight seconded; motion approved unanimously.

APPROPRIATIONS COMMITTEE REPORT

Review and Vote on Annual Town Meeting Articles

The Town Administrator presented the annual Town Meeting Warrant for the Committee to vote on any articles that deal with an appropriation, and requires their recommendation on Town Meeting floor:

The Committee acknowledged the Joint Budget Hearing on March 23th with the Selectmen as well as their review of the FY2015 Operating and Capital Budget documents. All requested information has

been received and reviewed by the Committee. The Committee acknowledged the presentations and detailed materials provided by the various departments which have been ongoing since November 15, 2014. Given those reviews, the Chair indicated that it is now appropriate for the Committee to vote its recommendations for Town Meeting.

- Article 4 – Town Budget – Ms. Hight moved to recommend approval; Mr. McInnis seconded; motion approved unanimously.
- Article 5 – Water, Sewer & Solid Waste Funds – Ms. Hight moved to recommend approval; Mr. McInnis seconded; motion approved unanimously.
- Article 6 – Northborough K-8 School Budget – Ms. Hight moved to recommend approval; Mr. McInnis seconded; motion approved unanimously.
- Article 7 – Northborough-Southborough Regional School District Budget – Ms. Hight moved to recommend approval; Mr. McInnis seconded; motion approved unanimously.
- Article 8 – Assabet Valley School District Budget – Ms. Hight moved to recommend; Mr. McInnis seconded; motion approved unanimously.
- Article 9 – Library Grants – Mr. McInnis moved to recommend approval; Mr. D’Amico seconded; motion approved unanimously.
- Article 10 – Authorization of Selectmen for Grant Applications – Mr. McInnis moved to recommend approval; Mr. Poteete seconded; motion approved unanimously.
- Article 11 – Revolving Accounts – Mr. McInnis moved to recommend approval; Mr. D’Amico seconded; motion approved unanimously.
- Articles 12-16 – Mr. McInnis moved to recommend approval of the reauthorization of the revolving fund articles 12-16; Mr. D’Amico seconded; motion approved unanimously.
- Article 17 – Appropriations Committee Reserve Fund – Mr. Nieber moved to recommend approval; D’Amico seconded; motion approved unanimously.
- Article 18 – Stabilization Fund – Mr. Nieber moved to recommend approval; D’Amico seconded; motion approved unanimously.
- Article 19 – CIP – Fire - Engine 2 Replacement– Mr. Nieber moved to recommend approval; D’Amico seconded; motion approved unanimously.
- Article 20 – CIP – Fire - Ambulance Replacement– Mr. Nieber moved to recommend approval; D’Amico seconded; motion approved unanimously.
- Article 21 – CIP – Fire - SCBA Bottle Replacement– Mr. Nieber moved to recommend approval; D’Amico seconded; motion approved unanimously.

- Article 22 – CIP – Police – Police Cruiser Replacement– Mr. Nieber moved to recommend approval; D’Amico seconded; motion approved unanimously.
- Article 23 – CIP – Police – Communication Dispatch Console– Mr. Nieber moved to recommend approval; D’Amico seconded; motion approved unanimously.
- Article 24 – CIP – Planning – Master Plan- Mr. Nieber moved to recommend approval; D’Amico seconded; motion approved unanimously.
- Article 25 – CIP – DPW – Otis Street Culvert Replacement – D’Amico moved to recommend approval; Mr. Poteete seconded; motion approved unanimously.
- Article 26 – CIP – DPW – Roadside Mower Replacement – D’Amico moved to recommend approval; Mr. Poteete seconded; motion approved unanimously.
- Article 27 – CIP – DPW – One-Ton Dump Truck w/Plow Replacement – D’Amico moved to recommend approval; Mr. Poteete seconded; motion approved unanimously.
- Article 28 – CIP – DPW – One-Ton Pick Up Truck w/Plow– D’Amico moved to recommend approval; Mr. Poteete seconded; motion approved unanimously.
- Article 29 – CIP – DPW – Backhoe Replacement – D’Amico moved to recommend approval; Mr. Poteete seconded; motion approved unanimously.
- Article 30 – CIP – DPW – Mini Excavator– D’Amico moved to recommend approval; Mr. Poteete seconded; motion approved unanimously.
- Article 31 – CIP – DPW – Ellsworth McAfee Park Gazebo Replacement and Pavilion Renovation-D’Amico moved to recommend approval; Mr. Poteete seconded; motion approved unanimously.
- Article 32 – CIP – Sewer – Hudson Street Pump Station Improvements - D’Amico moved to recommend approval; Mr. Poteete seconded; motion approved unanimously.
- Article 33 – CIP – Water – One-Ton Service Truck w/Plow Replacement - Mr. Poteete moved to recommend approval; Mr. McInnis seconded; motion approved unanimously.
- Article 34 – CIP – Water – One-Ton Pick Up Truck w/Plow Replacement – Mr. Poteete moved to recommend approval; Mr. McInnis seconded; motion approved unanimously.
- Article 35 – CIP – CIP – Northborough School Department – Proctor School Roof Repairs– Mr. Poteete moved to recommend approval; Mr. McInnis seconded; motion approved unanimously.
- Article 36 – School Department Bus Transportation Contract– Mr. Poteete moved to recommend approval; Mr. McInnis seconded; motion approved unanimously.
- Article 38 – DPW Sewer – SW Cutoff Pump Station Acceptance – Mr. Poteete moved to recommend approval; Mr. McInnis seconded; motion approved unanimously.

- Article 42 – 250th Town Celebration – Ms. Hight moved to recommend approval; Mr. McInnis seconded; motion approved unanimously.
- Article 53 – CPA – Historic Site Signage at Chapinville, Assabetville, Woodside and Peter Whitney Parsonage – Ms. Hight moved to recommend approval; Mr. McInnis seconded; Mr. Nieber abstained as one of the signs is for his property. Motion approved (4 ayes-0 nays-1 abstention).
- Article 54 – CPA – Old Brigham Street Burial Ground – Ground Penetrating Radar– Ms. Hight moved to recommend approval; Mr. McInnis seconded; motion approved unanimously.
- Article 55 – CPA – Historic Property Reserve– Ms. Hight moved to recommend approval; Mr. McInnis seconded; motion approved unanimously.
- Article 56 – CPA – Transfer to CPA Affordable Housing Reserve– Ms. Hight moved to recommend approval; Mr. McInnis seconded; motion approved unanimously.
- Article 57 – CPA – Transfer to Northborough Affordable Housing Corp – Mr. McInnis moved to recommend approval; Ms. Hight seconded; motion approved unanimously.
- Article 58 – CPA – Basketball Court Repairs at Zeh and Peaslee Elementary– Mr. McInnis moved to recommend approval; Ms. Hight seconded; motion approved unanimously.
- Article 59 - CPA – Peaslee Elementary Playground - Mr. McInnis moved to recommend approval; Ms. Hight seconded; motion approved unanimously.
- Article 60 - CPA – Debt Service for Open Space Acquisition - Mr. McInnis moved to recommend approval; Ms. Hight seconded; motion approved unanimously.
- Article 61 - CPA – Administration of CPA- Mr. McInnis moved to recommend approval; Ms. Hight seconded; motion approved unanimously.
- Article 62 – CPA – Transfer of DCR Grant Funds to Conservation Fund- Mr. McInnis moved to recommend approval; Ms. Hight seconded; motion approved unanimously.

Ms. Hight moved the Committee authorize the Chair to complete the Appropriations Report to Town Meeting based upon the discussion and votes taken; Mr. McInnis seconded. Motion approved unanimously.

NEXT MEETING DATE AND COMMITTEE MEETING SCHEDULE

The Committee meets next on Monday, April 27, 2015 at 6:45 pm in Room B124 at Algonquin Regional High School

ANY OTHER BUSINESS TO COME BEFORE THE COMMITTEE

None.

ADJOURNMENT

Mr. Nieber moved to adjourn; Mr. McInnis seconded; motion approved unanimously.

9:10 p.m. – adjourned.

Respectfully submitted,

John Coderre, Town Administrator

Documents used during meeting:

1. April 9, 2015 Agenda
2. April 2, 2015 Meeting Minutes
3. NAHC Draft Agreement – Article 57
4. Economic Development Update
5. 2015 CPC Article Memo
6. DPW ACO Memo
7. ATM Warrant Summary

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