



APPROPRIATIONS COMMITTEE

MEETING MINUTES

Thursday, March 24, 2016
Selectmen's Meeting Room
7:00 pm

Present: Chairman, Elaine Kelly
Janice Hight
Rick Nieber
Tony Poteete

Absent: Bob D'Amico

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

The meeting was called to order at 7:35 pm by Ms. Kelly.

APPROVAL OF MEETING MINUTES

Ms. Hight moved approval of the March 16, 2016 minutes, Mr. Nieber seconded. Motion approved unanimously.

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

Mr. Nason reviewed a memo dated January 6, 2016 which provided the committee with an update on all the major outstanding DPW projects, including the Water and Sewer Enterprises. Mr. Nason provided a brief review of the following projects:

- Memorial Field Observation Platform
 - *Status: Under Construction – following settlement with contractor*
- Salt Storage Facility
 - *Status: Completed*
- Fuel Island
 - *Status: Completed*
- DPW Garage Environmental Compliance – Administrative Consent Order
 - *Status: Completed by the deadline identified in the extension (May 30, 2015) granted by DEP.*
- Otis Street Culvert Replacement
 - *Status: Completed*
- Roadside Mower Replacement (CIP 2016)
 - *Status: Vehicle procured and is currently in service*
- One-Ton Dump Truck with Plow Replacement (CIP 2016)
 - *Status: Vehicle procured and is pending delivery*
- One-Ton Pick Up Truck with Plow Replacement (CIP 2016)

- *Status: Vehicle procured and is pending delivery*
 - Backhoe Replacement (CIP 2016)
 - *Status: Vehicle procured and is currently in service*
 - Mini Excavator (CIP 2016)
 - *Status: Vehicle procured and is currently in service*
 - Ellsworth McAfee Park Gazebo Replacement and Pavilion Renovation (CIP 2016)
 - *Status: Project under construction with the Assabet Valley Technical High School carpentry program*
 - Hudson Street Sewer Pump Station Improvements (CIP 2016)
 - *Status: Contract has been executed, pumps have been ordered and construction is underway*
 - One-Ton Service Truck with Plow Replacement (CIP 2016)
 - *Status: Vehicle procured and is pending delivery*
 - One-Ton Pick Up Truck with Plow Replacement (CIP 2016)
 - *Status: Vehicle procured and is pending delivery*
 - Edmund Hill Tank
 - *Status: Project is under review given current market conditions*
 - Water Meters
 - *Status: 2,500 installed to date - project ongoing*
 - Brigham Street Water Treatment Plant
 - *Status: Pending analysis of future Water Management Act permit requirements*
 - Church Street Culvert Replacement
 - *Status: Project has been designed and bid, construction pending Town Meeting approvals April 2016*
 - Pavement Management
- Below is a list of streets the Public Works Department contracted to be resurfaced this past season.

- **2015 Resurfacing**

Street	from	to
Hudson Street	Main Street	Colburn Street
Bearfoot Road	Colburn Street	Whitney Street
Church Street	Whitney Street	West Boylston TL
Crawford Street	West Main Street	West Street
South Street	Longfellow Road	Westborough TL
South Street (patches)	Longfellow Road	Main Street
Whitney Street	Lancaster Road	Coolidge Circle

- **2015 Crack Sealing Schedule for Spring/Summer 2016**

Street	from	to
Adams Road	Meadow Road	Wilson Road
Assabet Hill Circle Loop	Assabet Hill Cir (W)	Assabet Hill Cir (E)
Birch Hill Road	Crestwood Drive	Woodland Circle

Cedar Hill Street	Bartlett Street	Marlborough TL
Chesterfield Road	Northgate Road (N)	Northgate Road (S)
Crestwood Drive	Murdock Drive	Route 20
Fernbrook Road	Woodland Road (N)	Samuel Gamwel Rd
Forest Road	Northgate Road	Meadow Road
Greenwood Road	South Street	Northgate Road
Hamilton Road	Wilson Road	Davis Street
Hawthorne Circle	Longfellow Road	Cul De Sac
Hoover Road	Chesterfield Road	Hamilton Road
Longfellow Road	South Street	Eliot Road
Madison Road	Meadow Road	Adams Road
Meadow Road	Northgate Road	Dead End
Riley Road	South Street	Fernbrook Road
Ruth Road	Northgate Road	Meadow Road
Williamsburg Circle	Hamilton Road	Cul De Sac loop
Woodland Road	Birch Hill Road	Samuel Gamwel Rd

Public Works Budget

Mr. Nason presented the overall Department of Public Works General Fund budget which is up \$123,168 or 5.2%. The departmental budget as presented does not include wage increases for Union or Non-Union personnel, which have been budgeted centrally pending successful contract negotiations. The major initiatives reflected in the budget increase include the compliance with the USEPA Municipal Separate Storm Sewer System (MS4) Permit and continued funding of roadway maintenance and improvement projects. The MS4 permit is an unfunded Federal storm water mandate that is scheduled for release in 2016. This mandate will require municipalities to protect water quality by reducing the discharge of pollutants into resource areas. Street sweeping and catch basin cleaning material disposal expenses are a substantial portion of the costs associated with compliance.

Enterprise Funds

The FY2016 Water Enterprise Fund is budgeted at \$2,251,473 which is an increase of \$21,145 or 0.9%. This slight increase is due to a number of factors including the additional assessment from the Massachusetts Water Resource Authority based on the Town's water usage.

The FY2017 Sewer Enterprise Fund is budgeted at \$1,718,422 which is an increase of \$59,480 or 3.6%. This increase is due mostly to the increase in funding for the Marlborough Treatment Charge

Committee members thanked Mr. Nason for his thorough report and the significant improvements being made to the various DPW Divisions. The Committee requested a tour of the recent highway garage improvements.

NEXT MEETING DATE AND COMMITTEE MEETING SCHEDULE

The Committee meets next on Monday, March 28, 2016 with the Board of Selectmen for the annual Joint Budget Hearing. The next regularly scheduled meeting of the Committee is Thursday, March 31, 2016 at 6:00 p.m. where the the Finance Office will review the debt and health insurance budgets. By agreement, the Committee decided to meet at 6 p.m. for a tour of the Highway Garage and hold their next meeting at the facility.

ANY OTHER BUSINESS TO COME BEFORE THE COMMITTEE

None.

ADJOURNMENT

Ms. Hight moved to adjourn; Mr. Nieber seconded; motion was unanimous.

8:30 p.m. – adjourned.

Respectfully submitted,

June Hubbard Ward, Finance Director

Documents used during meeting:

1. March 16, 2016 Meeting Minutes
2. DPW Budge including FY2017 Water & Sewer Enterprise Budgets
3. DPW Project Memo dated January 6, 2016