



## **APPROPRIATIONS COMMITTEE**

### MEETING MINUTES

Thursday, February 21, 2019

Selectmen's Meeting Room

7:00 p.m.

---

**MEMBERS PRESENT:** Chairman, Elaine Kelly  
Bob D'Amico  
George Brenckle  
Rick Nieber  
Tony Poteete  
Janice Hight

**ALSO PRESENT:** John Coderre, Town Administrator

#### **APPROVAL OF MINUTES – NOVEMBER 29, 2018 JOINT MEETING**

Mr. Brenckle moved the committee vote to approve the meeting minutes of the November 29, 2018 Joint meeting as submitted; Mr. Poteete seconded the motion. Vote 5-0-1. (Ms. Hight was not present at the meeting and therefore abstained).

#### **APPROVAL OF MINUTES – DECEMBER 13, 2018**

Mr. D'Amico moved the committee vote to approve the meeting minutes of the December 13, 2018 meeting as submitted; Ms. Hight seconded the motion. Vote 4-0-2. (Ms. Kelly and Mr. Nieber were not present at the meeting and therefore abstained).

#### **APPROVAL OF MINUTES – DECEMBER 13, 2018 JOINT MEETING**

Ms. Hight moved the committee vote to approve the meeting minutes of the December 13, 2018 Joint meeting as submitted; Mr. Nieber seconded the motion. Vote 4-0-2. (Ms. Kelly and Mr. Brenckle were not present at the meeting and therefore abstained).

#### **REVIEW OF FY2020 BUDGET INSTRUCTION MANUAL**

Mr. Coderre reported that all departments were provided with the Budget Instruction Manual for FY2020. Departments were instructed to submit a budget request sufficient to maintain the current level of services, with no additional personnel or significant service expansions. If departments feel that they have an overriding need, they were asked to provide a supplemental budget request detailing such needs.

#### **DISCUSSION OF PRELIMINARY FREE CASH PLAN**

Mr. Coderre presented the preliminary FY2020 Free Cash Plan for consideration and use during the upcoming budget process. The FY2020 year-end Free Cash was certified at approximately \$2.23 million. Of the total Free Cash, \$861,167 will be used to finance the FY2020 pay-as-you-go capital investments with no additional tax impact.

## OVERVIEW OF PRELIMINARY FY2020 CAPITAL BUDGET

Mr. Coderre reviewed the draft FY2020 Capital Budget and the updated six-year plan. The following requests and projects are included in the draft FY2020 Capital Budget, which is currently under review by the Financial Planning Committee:

Police Cruiser Replacement	\$ 145,000
Ambulance 1 Replacements	315,000
Fire Station Design, OPM and Land Expenses	3,500,000
One-Ton Pickup Truck w/ Plow	90,000
20-Ton Dump Truck w/ Spreader & Plow	271,000
Roadway Improvements/Maintenance	300,000
Water/Sewer Garage Design	75,000
Assabet Water Storage Tank Rehabilitation Design	70,000
K-8 Public Schools Security Upgrades	<u>185,000</u>
<b>TOTAL FY2020 CAPITAL BUDGET</b>	<b>\$4,951,000</b>

## FY2020 CAPITAL BUDGET FUNDING SOURCES

Free Cash	\$ 861,167
Bonds	2,116,548
Repurposed Bonds (from Lincoln Street School project)	1,383,452
Other Funds	129,833
EMS Revolving Fund Bonds	315,000
Water Sewer Enterprise Fund Free Cash	70,000
Sewer Enterprise Fund Free Cash	<u>75,000</u>
<b>TOTAL</b>	<b>\$4,951,000</b>

## POLICE DEPARTMENT FY2020 BUDGET PRESENTATION

Chief Lyver reviewed the FY2020 Operating Budget. Overall, the FY2020 Police Department Budget reflects an increase of \$56,792 or 2.1%. The departmental budget as presented does not include contractual wage increases for Union and Non-Union personnel, as those expenses have been budgeted centrally pending completion of union negotiations. The budget increase includes \$22,682 to cover the full year's wages of a new Dispatcher that was added mid-year in FY2019 to address increased call volume associated with recent economic development as well as new State requirements to accept 911 cell phone calls and texts. The additional position allows for scheduling more than one Dispatcher during peak times and provides greater flexibility and coverage. The departmental budget increase also includes contractual Step increases for eight officers who are not at the max of the pay scale. There may be some adjustments made moving forward regarding potential IT monitoring charges. It is yet to be determined if the charges will be added to the Police Department Budget or included in the MIS Department Budget.

Chief Lyver reviewed the capital request to replace three police vehicles in FY2020. Patrol vehicles are typically used for four years/100,000 miles, while detective and administrative vehicles have a six to eight year/ 100,000 expected useful life. Funding sought in FY2020 will provide for the purchase of three new vehicles which will replace a 2011 Ford Explorer, a 2014 Ford Explorer and 2015 Ford SUV interceptor. This funding request includes the cost of

**POLICE DEPARTMENT FY2020 BUDGET PRESENTATION CONT. . .**

outfitting the vehicles with radar and emergency warning equipment, as well as the replacement of 800MHz State Police radios due to the State Police's upgrade to digital radios making analog units incompatible.

**FIRE DEPARTMENT FY2020 BUDGET PRESENTATION**

The Fire Department budget presentation was postponed to a subsequent meeting for scheduling considerations.

**UPDATE ON THE FIRE STATION PROJECT**

Mr. Coderre reviewed the Fire Station Building project needs and spoke to the following points:

- Built in 1975 the facility is 11,500 square feet on two levels. The site is limited at 0.99 acres with wetlands to the rear and inadequate room for expansion.
- Existing site access and egress onto Main St. is problematic for large apparatus due to road alignment.
- Originally built as a Volunteer Call Station there is inadequate space for the 23 staff working in the building. The facility also lacks appropriate accommodations for female firefighters.
- The apparatus bays are too small for modern fire apparatus and were not built for current ambulance service; EMS now represents 68% of all service calls.
- While the station is in need of routine upgrades to the mechanical, electrical and plumbing systems, it is fundamentally too small for current operations with no space to expand onsite.
- A programmatic assessment concluded that approximately 23,000 sf of space is needed to appropriately accommodate fire and EMS needs.
- A Request for Proposals (RFP) for land was issued in December 2018 to identify appropriate space in the downtown.
- Two sites were identified and the building committee unanimously identified 61-65 Main Street with 10 Monroe Street as the preferred site for a new station.
- A warrant article at the April 2019 Town Meeting seeks \$3.5 million for design and land acquisition to move forward with the project; \$1.38 million of which will be repurposed bond proceeds remaining from the completed Lincoln Street Building Project (no additional tax impact).

Mr. Coderre reviewed the minutes from the January 15, 2019 Fire Station Building Committee meeting. The arguments in favor of the preferred site are as follows:

1. Lower overall acquisition and development costs
2. Eliminates any operational interruption and cost associated with temporary quarters
3. Better overall location for safe and efficient operational access and response directly from Route 20 Main Street
4. Site can accommodate drive through bays and separation of public access
5. More design options for optimal building and site layout to meet programmatic needs of the department (apron size, separation of fire apparatus from public vehicles, afterhours public space, optimal location of Emergency Operations Center (EOC), etc.)

6. Overall larger site allows for future potential expansion, out buildings or communication tower
7. Not in a residential neighborhood or in conflict with abutting uses
8. Vacant site would not require the elimination of existing businesses or potentially impact valued historic structure that is in good repair
9. Maintains optimal emergency response times from one centrally located station
10. Town retains the existing Fire Station at 11 Pierce valued at \$550,000-\$750,000 which can be sold or reused for another municipal purpose

#### **UPDATE REGARDING FY2020 STATE AID**

Mr. Coderre provided an update on the preliminary estimates for State Aid. Governor Baker released his House 1 Budget, which is the Town's first look at potential FY2020 State Aid increases. As forecasted, the impact to Northborough will be minimal, as the FY2020 budget model assumes just a 1% increase in State Aid. The Governor's budget as presented would increase Northborough's aid by 0.77%.

Mr. Coderre indicated that the Governor's budget as proposed would be an increase of approximately \$41,048. He added that additional information will be forthcoming as the House and Senate take up the budget in the coming months.

#### **UPDATE REGARDING TRASH CONTRACT**

Mr. Coderre reported that the solid waste collection contract is due to expire on June 30, 2019. He indicated that because the recycling industry is currently going through a tumultuous period adjusting to the recent changes in marketability of the recycling commodities, Town staff is re-evaluating the most cost effective and lowest risk means for the Town to manage this portion of the program.

Mr. Coderre provided some history and an overview of the Pay As You Throw (PAYT) program. Because market research anticipates the volatility may result in an increase in the FY2020 Solid Waste Budget of up to \$200,000, he is recommending that the Town 1) solicit bids for solid waste and recycling collection, as well as evaluate other options for the disposal and marketing of recyclable materials; 2) continue with the successful "Pay as You Throw" program; 3) keep bag prices the same and adjust the subsidy; and 4) maintain single stream recycling. Mr. Coderre encouraged Committee members to read several news articles that explain the market conditions associated with China's refusal to accept recyclables.

#### **REVIEW OF MEETING SCHEDULE AND TOWN MEETING CALENDAR**

The Committee agreed to meet on the following dates:

March 2<sup>nd</sup> or 9<sup>th</sup> – To be confirmed (Sat 9AM-1PM – Lunch Provided) Election of Officers, K-8 Schools and ARHS Budget Presentations; Draft Town Meeting Warrant Summary

March 7<sup>th</sup> - Fire Budget Presentation; DPW Ongoing Projects Update and Budget Presentation; Water Enterprise Fund and Sewer Enterprise Fund Budget Presentations

March 14<sup>th</sup> - Assabet Valley Regional Technical HS, Senior Center & Library Presentations

March 21<sup>st</sup> – If needed

March 25<sup>th</sup> – Budget hearing with Board of Selectmen

March 28<sup>th</sup> - Finance Office, Debt Budget; Health Insurance; Review of ATM Warrant Articles and Vote on Committee Recommendations

April 4<sup>th</sup> – Appropriations Committee Report Finalized for Print

April 22<sup>nd</sup> – Annual Town Meeting

June 2019 – Wrap up and year-end transfers, if needed

### **ADJOURNMENT**

Ms. Hight moved the Committee vote to adjourn; Mr. Brenckle seconded the motion; all members in favor.

Meeting adjourned at 9:10 p.m.

Respectfully submitted,

John W. Coderre  
Town Administrator

### Documents used during meeting:

1. February 21, 2019 Meeting Agenda
2. November 29, 2018 Joint Meeting Minutes
3. December 13, 2018 Meeting Minutes
4. December 13, 2018 Joint Meeting Minutes
5. Budget Manual Memo
6. Free Cash Plan Memo
7. Information packet – Fire Station Project
8. Email regarding State Aid
9. Information packet – Solid Waste Contract
10. Meeting Schedule