

TOWN OF PRINCETON MA
Princeton Advisory Committee
Meeting Minutes
November 28, 2018

AC members in attendance: Bill Lawton, Mary Jo Wojtusik, Wayne Adams, George Handy, Judy Dino
AC members absent: Krista Penning

Advisory Committee (AC) Agenda

- Candidates for open AC seat
- Road Advisory Com presentation and future work
- Progress on town projects for calendar, budget, financial policy
- Recap of WRSD budget meeting
- Refine Upcoming AC Meeting Agendas for December 5th and 19th
- Approve Minutes from previous AC meeting(s)

Meeting Minutes

Meeting Started at 6.05PM

Agenda Modification

- Budget formation

Minutes: Approve November 7th AC meeting minutes, approved 5-Y, 0-N, 0-A

AC Candidates

Two candidates were presented, Matthew Moncreaff and Helga Lyons. While their backgrounds and experience are different, both candidates would be a good addition to the AC. Matthew runs his own business and expressed special interest in state funding for WRSD. Helga has a finance background. Matthew cannot meet on Wednesday evenings, the AC's current meeting time. Based on current AC member schedules, the AC is not able to change the Wednesday meeting schedule. If no additional candidates come forward, the AC recommends Helga Lyons (recommendation 5-Y, 0-N, 0-A).

Progress on Town projects

Financial Policy Project – Mary Jo has started collecting information and examples of best practices. The presentation on Financial Policies presented at the MMA workshop is now available. Wayne will setup a google drive for document storage and sharing.

Budget calendar example - Wayne showed the WRSD budget calendar as it was presented at the WRSD FY20 Budget Roundtable meeting.

Budget formation

It was noted that the TA distributed Schedule A and Budget Guidance. The guidance included level-funding and a 2% salary increase. Budget discussions are likely to begin in December.

George requested that the AC get a copy of the TA's budget template.

Road Advisory Committee Presentation and Future Work

Road Advisory Committee members in attendance: Bill Holder, Kevin Toohey, Larry Greene, and Thelia Thompson. Greg Lyons, Highway Department Superintendent also attended the meeting.

A copy of the Road Advisory Committee presentation is included with the minutes. The presentation includes a 5-year plan that includes construction plans and cost as well potential funding. The presentation also includes a 20-year summary of the Road Committee's efforts.

For 2019 and 2020, the Committee is asking for continued level funding of the Town Allocation at \$350,000/year.

Recap of WRSD Budget meeting

Some of the big budget drivers (above and beyond the operating budget) are full-day kindergarten and Chrome book purchases to maintain continuity of the curriculum. Also, the turf field at the high school still needs to be done and the former plan to seek public-private partnership has been abandoned.

A comparative of the foundation budget with the school budget was suggested. The new finance manager committed to doing a more detailed budget but didn't address the request for a comparative.

Other topics of discussion included FTE trending (currently flat), trying to bring class size down, and further effort needed on Chapter 70 funding for the region.

A copy of a Landmark article summarizes the meeting is provided with the minutes.

Upcoming AC meetings

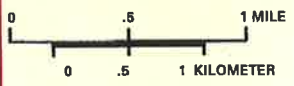
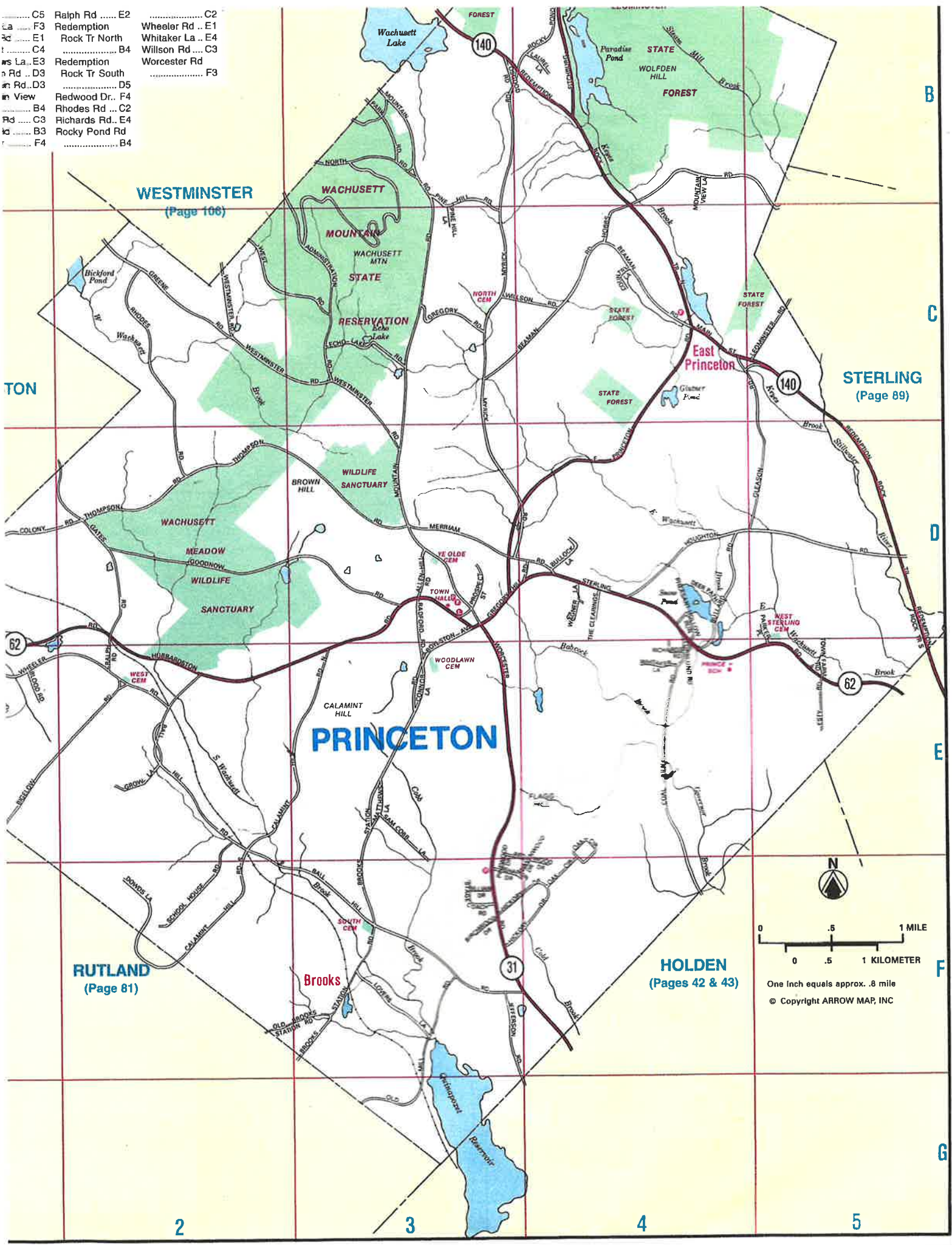
- Regular meeting schedule: 9 January at 6:00 pm

Reference Documents

- Road Advisory Committee Presentation
- Landmark article, "Transparency key to WRSD, member town relations"

Minutes recorded by Mary Jo Wojtusik, AC Member

- C5 Ralph Rd E2
- F3 Redemption
- E1 Rock Tr North
- C4
- E3 Redemption
- D3 Rock Tr South
- D3
- View
- B4 Rhodes Rd ... C2
- C3 Richards Rd.. E4
- B3 Rocky Pond Rd
- F4
- C2 Wheeler Rd .. E1
- E4 Whitaker La .. E4
- C3 Willson Rd ... C3
- F3 Worcester Rd



One inch equals approx. .8 mile
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Town of Princeton

Road Construction

Fiscal Years 2019 – 2023

as of 11/11/18

- Fiscal 2019 Reconstruct Calamint Hill Road North – Southern Section \$441,600
Begin Route 140 East Princeton Village Project
- Fiscal 2020 Reconstruct Highway Barn Bridge \$830,000
Reconstruct Calamint Hill Road North – Northern Section \$430,000
Mill and Resurface Ball Hill Road – Route 31 to Calamint Hill Road \$350,000
Reconstruct Culvert on Route 31 by Mirick Road \$90,000
Continue Route 140 East Princeton Village Project
- Fiscal 2021 Reclaim and Repave Leominster Road \$150,000
Reclaim and Repave Coal Kiln Road \$523,985
Finish Route 140 East Princeton Village Project
Possibly Replace Ball Hill Road Culvert – depends on State Grant
- Fiscal 2022 Reclaim and Repave Worcester Road \$350,000
Reclaim and Repave Mirick Road – Beaman to Pine Hill Road \$330,000
- Fiscal 2023 Reclaim and Repave Wheeler Road \$522,500

Total Fiscal 2019 and 2020 expenditures: \$2,141,600

Normal Funding Levels: Town Funding (19,20) \$750,000 + Chap. 90 \$682,000 = \$1,432,000

Overspending: \$709,000

Ask: Continue to level fund annual Town Allocation of \$350,000 for two years, Fiscal 2019 and 2020.

Road Advisory Committee Meeting Agenda

Project Activity Summary

11/11/18

Review proposed construction plan for fiscal years 2019 -2023

Calamint Hill Road North

Rebuild is critical because poor road conditions and close proximity of trees present hazardous risk to road travel. 36 plus homes and 110 plus residents on road. Development potential is high because of several large land holdings.

Reconstruction portion of southern section: final environmental clearance is expected soon; tree issues hopefully all resolved at 11/13/18 tree hearing, bid package is expected by 12/15/18 and projected construction start date is May 1, 2019.

Highway Barn Bridge

Design has been finalized, approvals are being sought and projected construction start date is June 21, 2018. Bridge will be out of service from June 21, 2019, to late August, 2019

Route 31/Mirick Road Culvert Replacement

Design has been finalized, and bid package expected by 12/15/18. To be reconstructed in late Summer of 2019. That road segment probably closed at same time as Highway bridge segment.

Route 140 East Village Project

Work is in process to protect the construction and financial interests of the Town.
Glenn Lyons will be the Town contact.

Project start: Spring 2019 Project end: Late Fall 2020

Town Financial Commitment: \$108,000 in non-participating costs

Bridge most probably closed in 2020 construction season, but exact outage date to be determined.

Ball Hill Road Culvert

In final phase of design.

Will appeal to DER for construction funding. \$200,000 is maximum available; estimated bridge cost is \$170,000.

Bridge and Culvert Study

Joe Belucci working with Glenn, Brian Keevan, Umass and DCR to map condition and location of all bridges and culverts in Town.



20 YEAR SUMMARY PRINCETON'S ROAD COMMITTEE'S EFFORTS

	FEDERAL GRANTS	MILES
BROOK STATION ROAD	\$3,300,000	
MOUNTAIN ROAD	\$3,300,000	
EAST PRINCETON VILLAGE	<u>\$6,880,640</u>	
SUBTOTAL	\$13,480,640	8.35
	STRAP GRANTS	
MIRCK ROAD	\$477,128	
ROUTE 140/31	\$1,000,000	
HOUGHTON RD.(section we paved with Rapid Recovery Grant)	\$52,499	
MOUNTAIN RD. ENGINEERING PAID BY STATE	<u>\$243,643</u>	
SUBTOTAL	\$1,773,270	<u>2.76</u>
TOTAL GRANTS	\$15,253,910	10.84
COST OF TOWN ROADS NOT COVERED BY GRANTS	\$9,091,793	
LESS CHAPTER 90 FUNDS	<u>\$6,073,790</u>	20 Years of Chapter 90 funds
NET TOTAL TOWN COST OVER 20 YEARS	\$3,018,003	<u>48.51</u>
TOTAL GRANTS + CHAPTER 90 FUNDS (\$15,253,910+\$6,073,790)=	\$21,327,700	58.33 TOTAL MILES
LEVERAGE OF TOWN FUNDS =\$21,327,700/\$3,018,003	7.1 to 1	
LEVERAGE ONLY COUNTING GRANT FUNDS	5 TO 1	

(5)

Road Plan for Fiscal Years 2019, 2020, 2021, 2022 and 2023

	Bridge	90 Funds	Town	Total Cost
Fiscal 2019 Projected Funding				
Carryover of Unspent Small Bridge Grant	486,000			
Available Chapter 90 Monies Including FY19 Allocation of \$341,000		1,124,816		
Supplement Amount FY19		68,139	350,000	
RAC Town Funds			350,000	
Total Projected 2019 Projected Funding	486,000	1,192,955	350,000	
Fiscal 2019 Projected Expenditures				
Route 140 Village Project – Town Construction Costs		108,000		
Remaining Engineering Costs on Route 31 North Bridge Replacement	169,116			
Reconstruct Calamint Hill North - Southern Section Starting at Ball Hill Road Going North		136,600	305,000	441,600
Engineering Calamint Hill Road North – Northern Section		20,000	45,000	
Calamint Hill Road North – Northern Section Survey		10,000		
Bridge and Culvert Study		20,000		
GPI Construction Cost Route 140		5,000		
Total Projected 2019 Expenditures	169,116	299,600	350,000	
Fiscal 2020 Projected Funding				
Carryover of Unspent Small Bridge Grant	316,884			
Carryover of Unspent Chapter 90 Funds from Prior Year		893,355		
Chapter 90 Funds Fiscal 2020		341,000		
RAC Town Funds			350,000	
Total Projected 2020 Funding	316,884	1,234,355	350,000	
Fiscal 2020 Projected Expenditures				
Route 31 Culvert Reconstruction		90,000		
GPI Construction Cost Route 140		10,000		
Bridge on Route 31 North - Construction Costs Aluminum Clear Span Arch	316,884	163,116	350,000	830,000
Reconstruct Calamint Hill Road North – Starting at Route 62 Going South		430,000		430,000
Engineering of northern most section of Route 140		175,000		

Road Plan for Fiscal Years 2019, 2020, 2021, 2022 and 2023

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Mill and Resurface Ball Hill Road – Route 31 to Calamint Hill Road	7000'		350,000	350,000		350,000
Total Fiscal 2020 Projected Expenditures			316,884	1,218,116		350,000
Fiscal 2021 Projected Funding						
Carryover of Unspent Chapter 90 Funds from Prior Year				16,239		
Chapter 90 Funds Fiscal 2020				341,000		
RAC Town Funds					350,000	
Total Projected 2020 Funding				357,239		350,000
Fiscal 2021 Projected Expenditures						
Reclaim and Repave Leominster Road after Route 140 Completed.					150,000	
Leominster Road Associated Engineering Costs					10,000	
Reclaim and Repave Coal Kiln Road	9527'			333,985	190000	523,985
Total Fiscal 2021 Projected Expenditures				333,985	350,000	
Fiscal 2022 Projected Funding						
Carryover of Unspent Chapter 90 Funds from Prior Year				23,254		
Chapter 90 Funds Fiscal 2020				341,000		
RAC Town Funds					350,000	
Total Projected 2022 Funding				364,254	350,000	
Fiscal 2022 Projected Expenditures						
Reclaim and Repave Worcester Road	6,500'				350,000	350,000
Reclaim and Repave Mirick Road – Beaman to Pine Hill Road	6,000'			330,000		
Total Fiscal 2022 Projected Expenditures				330,000	350,000	
Fiscal 2023 Projected Funding						
Carryover of Unspent Chapter 90 Funds from Prior Year				34,254		
Chapter 90 Funds Fiscal 2020				341,000		
RAC Town Funds					350,000	
Total Fiscal 2023 Projected Funding				375,254	350,000	

Road Plan for Fiscal Years 2019, 2020, 2021, 2022 and 2023

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Fiscal 2023 Projected Expenditures					
Reclaim and Repave Wheeler Road	8500'		202,500	350,000	552,500
Total Fiscal 2023 Projected Expenditures			202,500	350,000	
Remaining Chapter 90 Balance			172,754		
Bridge Cost and Funding Details					
Estimated Cost of Reconstruction of East Princeton Road Bridge Route 31 Excluding Eng. Cost			830,000		
Estimated Engineering Cost for East Princeton Road Bridge Route 31 Included in Total Cost			183,250		
Estimated Available Monies from Grant for Bridge Reconstruction Costs after Eng. Costs			316,751		
Grant Received for Reconstruction of East Princeton Road Bridge Route 31			-500,000		
Estimated Town Net Bridge Reconstruction Cost in Fiscal 2020			513,250		

Transparency key to WRSD, member town relations - News - The Landmark - Holden, MA

From: Wayne Adams (waynemadams@gmail.com)

To: ghandy131@hotmail.com; lawtonw877@aol.com; kpenning0117@gmail.com; mjwojtusik@yahoo.com; onidju@aol.com

Date: Thursday, November 29, 2018, 5:39 PM EST

Transparency key to WRSD, member town relations

Most Popular Our Picks

A roundtable discussion to air opinions on the financial pressures faced by the Wachusett Regional School District (WRSD) and its five member towns revealed several common sore spots, and several suggestions on how to heal them.

The meeting was hosted by the Town of Holden on Nov. 8 at the Holden Senior Center. Each member town sent representatives from its board of selectmen and finance committee.

State Sen. Harriette Chandler (D-Worcester), state Sen. Anne Gobi (D-Spencer) and state Rep. Kimberly Ferguson (R-Holden) also attended the meeting.

The discussion points focused on the percentage by which the school district budget increased each year, need for a line item budget, capital improvement plans, educational plans and funding the district's liability for Other Post-Employment Benefits (OPEB) for retirees.

WRSD Superintendent Darryll McCall recalled the district's past budget woes, noting that for the first time in his tenure as superintendent, the district was able to begin this fiscal year without the constraints of a one-twelfth budget.

That meant the district was able to make purchases and do subcontracts in a timely manner, he said as well as implement several educational programs.

Facilities and employee benefits are two of the district's biggest budget drivers, said McCall. A current facility need is the replacement of the turf field at Wachusett Regional High School at a projected cost of \$600,000. McCall also said a long-discussed educational goal is district-wide, tuition-free kindergarten.

"This is a good time for us to work on having full day kindergarten for all of our students in the district," he said. "We're one of the only districts in the state that doesn't have full day."

The administration has projected the cost of starting up full day kindergarten at \$1.3 million.

The school district should be able to implement line item budgeting, McCall said, adding the Quabbin Regional School District has one that would be a great model.

He also plans to update the district's Capital Plan, as well as look down the road several years in order to lay out for member towns what some of the larger costs are going to be.

Responding to the initiatives outlined by McCall, Holden Finance Committee Chair David White said that a 3.5 percent increase in the school district budget each year was manageable for Holden, but that he would like to see a line item budget for transparency.

White also took exception to the way the district handles its \$130 million OPEB liability and suggested that the district begin a funding plan similar to Holden's. McCall said the district was looking at a model used by the Town of Andover.

White also noted the district lacked a capital improvement plan, saying that member towns should have learned about the turf replacement needs and full day kindergarten proposal two or three years ago in order to plan. This was particularly true for Holden since the town has to find additional classroom space to house the program.

"We kind of sit here like mushrooms in the dark, waiting for the next shoe to fall," he said about the district's planning. "What is the school district looking for from one year to the next?"

White said that in light of Holden's full elementary schools, he made a request three years ago for district administration to begin a statement of interest for the Mass. School Building Association to look at the town's school buildings. So far, nothing has moved forward, he said, except town officials have learned the district is suggesting modular classrooms so full day kindergarten can be started.

"We're not able to plan when the school department does come forward, because again, it's typically a knee jerk type of thing: we need this, this year," said White.

He also wondered about the advisability of adding new programs when Advanced Placement classes at the high school have 35 kids in them.

Why start new programs when we have kids that can't get into AP classes because there are not enough seats for them, he asked.

Gerald Kokernak of the Sterling Finance Committee agreed with White about the need of the district administration to forecast and present "reasonable and responsible expenses."

He predicted the OPEB liability will grow by "leaps and bounds." Kokernak said he requested an OPEB plan a year ago, but had yet to see one. Member towns would be willing to work with the administration on a plan, he said.

Rutland Selectboard Chair Sheila Dibb said that some of the budget drivers that McCall spoke about were

things that Rutland dealt with from a debt exclusion perspective and indicated a need to change the foundation budget formula. Rutland does not have the luxury of being able to raise its taxes, she said.

She asked for more transparency from the district and backed having a line item budget.

Daniel Deedy, WRSD director of business and finance has only been with the district since August and is getting used to handling a \$94 million budget, McCall said. Deedy said he was familiar with line item budgets since he handled them for three years in Leominster.

Line item budgets don't need to get deep into details like how many boxes of staples are purchased, but they do speak to a level of detail in each budget center, he said.

Attendees brought up the possibility of private/public partnerships or sponsorships to pay for things like the turf field.

Most of the funding for fields and gymnasiums come from businesses, McCall said, pointing out that the district has very few. District officials are working with other school districts to develop a joint procurement process, so they can lower the price for the field.

"We attempted to do it last year, but the timing wasn't correct," he said. "It looks as though the timing could be correct this year."

McCall also told the group that the district has seen a slight decline in the number of students and that hurts in terms of Chapter 70 State Aid, but helps in terms of the overall numbers of students.

Towns like Paxton and Sterling are basically losing a class a year, he said. Paxton now has two classes each in Grade 2 and Grade 3, when a few years ago, it had three classes in each grade. Sterling is in a similar position, he said.

There are changes in the number of students moving up to WRHS after eighth grade, McCall said. In the past about 14 percent of eighth graders would attend vocational or private schools; that number is now up to 18 percent.

Increasing vocational choices at the high school is not an option, he said in response to a question from Chandler, due to space limitations and start-up costs.

White estimated it would take the MSBA 7-10 years to come up with capital funding to add vocational space to the high school.

He said students at Bay Path Regional Vocational Technical High School and Montachusett Regional Vocational Technical High School serve their students well with a fair percentage going on to college.

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