

Members Present: Gary Wells, Chair, Sharon Kaiser, Hank Rauch, Tara Howard, Lisa Blazejewski, Beth Blumberg, Jim Tepper. Absent: Ed Behn, Peter Allen.

At 7:01 p.m. Mr. Wells called the meeting to order in Room 23 of the Forbes Municipal Building.

#### **Call to Order/Open Forum**

There were no requests to address the Committee.

#### **Open Discussion on Warrant Articles – John Walden, DPW Manager**

**Article 13, DPW Furnace Replacement in the Piggery.** Mr. Walden explained that the DPW needs to replace a furnace in the Piggery building. Currently that building has two heating zones. One zone they were able to close down and have been using parts off of that zone's old furnace to replace parts on a furnace in the other zone where heat is needed. He said they are no longer able to maintain the old furnace and pointed out that both furnaces were from 1970 and parts are no longer available. Mr. Walden is asking for a furnace replacement in order to supply heat to that building since there's water present and two employees that work in the Piggery building.

**Article 14, Baker Way Pump Station Upgrade.** Mr. Walden explained that there are a number of nursing homes that have items such as pillowcases and towels flushed down the toilets and that is causing clogged pipes at the Baker Way pump station. He noted that the new senior living complex across from the Post Office has a "muffin monster" which shreds these items and he'd like to have a "muffin monster" installed at the Baker Way station. Mr. Walden said the "muffin monster" is similar to a large garbage disposal and it would be a preventative measure to ensure the reliability of the pump station. He noted that they have been fortunate so far at the Baker Way station in that if one pump is blocked the other still operates. However, to keep the pumps operating efficiently, they have had to dispatch employees that they are paying overtime to take care of the pumps if there is a blockage. Mr. Walden estimated the overtime hours to be 12-15/per week/per employee for two employees and that the savings on overtime over an annual basis should cover the cost of installing the "muffin monster". Ms. Blumberg asked how long this unit lasts and Mr. Walden said he would find out.

**Article 15, Water Department Water Line Maintenance.** Mr. Walden explained that there have been a lot of water quality problems in the Fisher St., Arch St., and Hyder St. areas. Mr. Walden said that the quality of water out of the Andrews St. station contained a high amount of iron and manganese and there was a build-up on the walls of the pipes. Anytime there was a surge to the system, Mr. Walden said there would be complaints of brown water. Since then they have started requesting money to clean the main water lines so the process continues. Mr. Walden noted that this is a transfer of money from the water fund and has a non-tax impact. Mr. Rauch asked Mr. Walden how many more segments of the water line need to be cleaned and Mr. Walden felt this request should complete the last 4,500 linear feet. Mr. Walden mentioned that they used to use a foam bullet to clean the lines but have changed their technique to ice. The new technology uses a piece of ice (an "ice pig") that is forced through the lines with air so it scrapes off the build-up. Mr. Walden said that the extreme temperature fluctuation of the ice helps with the cleaning of the lines and there has been a significant reduction of complaints. Ms. Howard asked how often this "ice pig" procedure is done and Mr. Walden said that it isn't performed often since the purification plant is now up and running.

**Article 16, Sandra Pond Water Line.** Mr. Walden explained that the water main from the Sandra Pond pump station goes across a field and over to Bowman Street. By chance, someone heard water running in the culvert and notified the DPW, which is how they discovered the water main break. Mr. Walden said they are looking to replace this deteriorated line with modern materials that should last for several years.

**Article 29, Acceptance of Various Roads.** Mr. Walden explained that Orchard Hill Drive and Quick Farm Road have been in town for a while, but before they can accept these roads, they need to be in perfect condition. Mr. Walden said that Town Engineer, Carl Balduf, has strict requirements and that the part of Orchard Hill that is being proposed for

acceptance stops at the entrance to the over 55 community. Mr. Walden said that by accepting the roads, it would give these residents the same services as everyone else in town. Mr. Wells asked when the other part of Orchard Hill Drive would be ready and Mr. Walden thought that would be soon. Ms. Blazejewski asked about the maintenance bond and what that was for and Mr. Walden said in case there's a water main break or for anything unforeseen - since they can't see what's buried. Ms. Blumberg asked how long the bond lasts and Mr. Walden thought it was in place for a year. Mr. Walden said that the process for accepting roads goes to the Planning Board first and then they check with the DPW for approval. Mr. Tepper asked what the history was for accepting roads and Mr. Walden said that the quality control now is much better than it has been in years past.

While Mr. Walden was in attendance, Mr. Wells asked him about Article 18 for the installation of a well at the Mill Pond School. Mr. Walden explained that the DPW doesn't allow irrigation systems to be connected to the Town system. Regarding recreation fields in Town, Mr. Walden said they have done their best not to connect fields and pointed to the high school. He mentioned that the Town spends a lot of money purifying the water so they try to avoid connecting to the Town supply, but if it doesn't work they are not going to let the field's burn. Mr. Walden said that he knows there's a good water source at Mill Pond, and if they succeed in not using town water then it is money well spent. When Mr. Walden was asked about the type of well – shallow versus a bedrock or deep well, he said that he felt a shallow well, about 30 feet underground, would be the one that he would recommend since there's not a high volume of water needed at Mill Pond. Mr. Tepper asked if a private citizen could drive their own well and Mr. Walden thought they could, but it falls under the Board of Health's jurisdiction. Ms. Blumberg pointed to water shortages and watering bans every summer and asked how that is determined. Mr. Walden said that they use Sandra Pond in their determination. He said that new regulations require them to gauge and monitor the flow of rivers leaving town (the Sudbury and Assabet Rivers). If the volume of flow and level drops, then they institute a watering ban. Ms. Blumberg asked if residents should be more educated on water conservation and Mr. Walden said they are trying to make residents more aware of water conservation and leak detection. Mr. Walden mentioned that there are meters throughout the town that measure water used so they can account for all water. Mr. Tepper asked about the test wells already in place and Mr. Walden said they would be looking more for a manmade "bowl" that would provide 100 gallons of water per minute rather than 50 gallons. Mr. Walden said he would double check but he believes the part of the article that mentions "test drilling" involves taking information they already have and fine tuning.

Mr. Wells asked Mr. Walden about money appropriated for a test done involving leak detection and looking for brown water or non-potable water going in to the Town sewers. Mr. Walden pointed out that the less water that goes through the purification plant, then the less impact on the Town financially. Mr. Walden said he would see if he could obtain the investigative report and results for Mr. Wells from their Phase 1 testing. Mr. Walden said that Phase 2 of this test would involve the management and maintenance of storm water.

#### **Approval of Past Minutes**

##### **Meeting No. 4, September 29, 2014**

Mr. Tepper made a motion to accept the minutes from 9-29-14. The vote was 7-0-0 with 7 being present.

##### **Meeting No. 5, October 2, 2014**

Mr. Wells and Ms. Kaiser requested corrections to the minutes. Ms. Howard made a motion to accept the amended minutes from 10-2-14. The vote was 7-0-0 with 7 being present.

#### **Open Discussion on Warrant Articles – Maureen Ambrosino, Library Director, and Library Trustees: Carolyn Spring, Jim Holmes, and Karen Fay (Chair).**

**Article 4, Library HVAC Repairs.** Ms. Ambrosino explained that in the Fall of 2012 they had work done to install a new HVAC system that went live in 2013. Since that time they've had a lot of problems with the new HVAC system either being in an alarm status, having something go wrong mechanically, or as a result of a power surge. Each of these problems required a manual reset of the system. They brought in someone to look at these problems and they said that the coolant should have been flushed from the system but wasn't. They flushed the coolant but the system failed again and they found they still had clogged strainers. After further investigation, they discovered a valve in the system was installed incorrectly and piping where the cold water comes in was put in backwards. Ms. Ambrosino pointed out that there were days around the 4<sup>th</sup> of July holiday that saw temperatures inside the Library at 85 degrees so they had to

close. Ms. Ambrosino said they have fixed the system and this article is asking for a replacement of monies spent for the repair of the HVAC since they took funds that were to be used for a self-check-out unit and two computers. She also mentioned that they need to get a service contract because the HVAC system is so complicated and they'd like to have some funds available in case anything else breaks. Ms. Fay pointed out that the Library is in the process of recouping funds spent through litigation since the system was installed incorrectly. Mr. Tepper asked how much was charged to the FY14 budget and how much was taken out of this year's budget and Ms. Ambrosino said that about \$15,000 was taken out of last year's budget and \$8,000 from FY15's budget. She also said that they have \$5,000 in their maintenance budget for FY15, which should cover the service contract, but their budget was created before they knew they needed a service contract. Mr. Tepper asked what was in the Library's budget for maintenance in FY14 and Ms. Ambrosino said \$8,000 but they spent \$15,000. Ms. Fay said they had to hire another company to come in and discover that piping was installed backwards. As part of the litigation package, Ms. Fay said they have included funds for a service company to go through the entire system to make sure everything was installed correctly. Ms. Ambrosino mentioned she will have the handout she provided of the Library's HVAC Timeline at the Town Meeting. Mr. Wells suggested that in the last line item in the chart that she eliminate the word "hold" and say that they are "reserving funds" for future FY15 repairs.

**Article 5, Digitizing Historic Town Records.** Ms. Ambrosino reported that they discovered a "treasure trove" of items in the Town Clerk's vault at the Town Hall. Before closing the vaults for renovations, the Town Clerk called Ms. Ambrosino and asked if she'd like to preserve the boxes and papers that go back to the Revolutionary War. Ms. Ambrosino said she took the historic documents and they have been slowly going through everything. She said she had someone come out from the Boston Public Library that had experience in digitizing records and they weren't as excited since the documents were folded and disorganized. Ms. Ambrosino said they hired an Archivist who has been going through and organizing the collection. Ms. Ambrosino said that the Archivist has gone through three of the collections so far with one left to go. Ms. Ambrosino mentioned that she'd like to get this work completed and records digitized so they can have on display for the Town's 300<sup>th</sup> birthday. Ms. Ambrosino pointed out that there are grants available for this type of work and she felt this was more of a Town project and not specifically a Library project. Once these records are digitized, researchers from all over the world can access this history. When asked where these documents will be held long term, Ms. Ambrosino thought they'd be kept at the Library but they still need to figure that out. Ms. Blumberg asked what needed to be done now to preserve these documents and Ms. Ambrosino said that the Archivist is in the process of putting these items in acid free folders and storing in a temperature controlled environment. Mr. Rauch asked if the Historical Commission had expressed interest and if they had jurisdiction over these documents. Ms. Ambrosino said that the Historical Commission hadn't expressed interest and she wasn't sure if they had jurisdiction, but she felt that both the Library and the Historical Commission were part of the same structure. It was mentioned that the Town Clerk could bring a warrant article that the Library will have possession of these documents. Ms. Howard asked why this was coming up now and not put off until the Annual Town Meeting. Ms. Ambrosino said that grant cycles are coming up now that they'd like to apply for and that some of the funds being requested are to pay the Archivist, which she said she received authorization to do from a conversation with Town Manager, Jim Malloy, and Assistant Town Manager, Kristi Williams. .

**Article 6, Restoring Historic Frames for Re-Use.** Ms. Ambrosino explained that there were historical frames found in the attic of the old Fire Station. She brought them in to a local art store for an evaluation and it was determined that the frames are from the early to mid-1800's and extremely valuable. Ms. Ambrosino felt the frames should be restored and re-used and that's why she is bringing this up now at the STM so work can begin on the frames immediately. She noted that the refurbished frames could be hung in the renovated Town Hall and that restoring these ten frames, and seven to eight prints, would be preserving pieces of history. Ms. Ambrosino said she would double check with Mr. Malloy, but anything not used right away would be wrapped and stored properly. Ms. Blumberg asked if once the frames were restored if there's anything else that needs to be done to protect them going forward and Ms. Ambrosino said just dusting and polishing.

**Article 7, Window Replacement and Restroom Repairs.** Ms. Ambrosino explained that she would like to take these two projects that they already have money appropriated for and combine in to one. She said that in speaking with the architect that it would be difficult to find a bidder to do just one of the jobs. They have \$160,000 for the window replacement project and \$63,000 for the bathroom renovations. Ms. Ambrosino pointed out that they are not asking for

more money – just requesting that the two projects be combined together. Mr. Tepper asked if there would be an escalation to the cost if combined and Ms. Ambrosino and Ms. Spring said they are not expecting that to happen. Mr. Wells mentioned that he attended the focus meeting this morning where Ms. Ambrosino was seeking input and ideas from the community about the future of the Library and what residents would like to see. Ms. Ambrosino said that she hopes to take the information received from these focus groups, along with her online surveys, and have a plan written by the end of December to bring before the Town around the first of next year for updating the Library's look, appeal, and functionality.

**Open Discussion on Warrant Articles, R&R Book, and other topics for the STM.**

Mr. Wells informed the Committee that Town Moderator, John E. Arnold, is scheduled to attend the next AFC meeting to review financial articles, articles that may require a two-thirds vote (zoning articles), and also to discuss any other issues he anticipates at Town Meeting. Mr. Wells also mentioned that he is meeting with Curry Printing to go over printing aspects of the R&R book. Mr. Wells anticipates finalizing the book on Tuesday, October 14<sup>th</sup> and then getting the final copy to Curry first thing on Wednesday morning, October 15<sup>th</sup>. Mr. Wells asked Committee members to review the drafts of the R&R Book that are emailed and let him know of any corrections. Mr. Wells noted that he shortened the message to the voters since he didn't feel there were any articles of significant importance to jeopardize the financial position in Town. He also suggested that for future R&R Book's that the glossary in the back is removed and printed separately, since that information doesn't change and it would reduce printing costs. The glossary will be available for those voters unfamiliar to procedures. Mr. Wells estimated that he'll have about 300-350 copies of the R&R Book printed for STM. He also noted that the Selectmen are meeting on October 14<sup>th</sup> and will be taking their votes that evening.

**Chairman, Committee Liaison and Department Liaison Reports**

There were no reports or updates at this time.

**Comments and Concerns – Committee Members**

There were no comments or concerns by Committee members.

**Adjournment**

Mr. Tepper made a motion to adjourn the meeting at 8:54 p.m. The vote to adjourn was 7-0-0 in favor, with 7 being present.

**Document List**

Library HVAC Timeline – Maureen Ambrosino

Respectfully submitted,  
Jessica Thomas  
AFC Administrative Assistant