

Members Present: Gary Wells, Chair, Ed Behn, Lisa Blazejewski, Jim Driscoll, Phyllis Jaffee, Hank Rauch, Beth Blumberg. Absent: Jim Tepper, Tara Howard.

At 7:01 p.m. Mr. Wells called the meeting to order in Memorial Hall of the Town Hall.

Open Forum

There was no one here to address the Committee.

Approval of Past Minutes

There were no minutes to approve.

Warrant Article Review

Article 25 – Country Club Improvements – Country Club Operating Committee – John Arnold, Chairman

Mr. Arnold introduced himself to the AFC and discussed the Country Club's capital improvement plan. He mentioned that last year a new rough mower was purchased and this year they are looking to buy a new spray tank. Mr. Arnold noted that next year they may be looking at purchasing a fairway mower since the one they have now is 15 years old. He informed the AFC that they had a fence blow down over the winter that will need to be fixed. They are talking to the insurance company but may need to use a portion of funds set aside in outstanding articles for course improvements. Ms. Blazejewski confirmed that \$13,500 was still the expected cost for the spray tank and Mr. Arnold said it was and that they are looking for a transfer from their retained earnings for that amount. Mr. Arnold pointed out that the Country Club had a good year last year. He mentioned that this year membership dues were increased by 5%. Mr. Arnold felt the course was in good shape since improvements were done over the last few years, now they need to deal with getting new equipment, which hasn't been addressed in about 15 years. Mr. Behn asked how many members the Country Club had, particularly the number of junior members. Mr. Arnold said that last year they had 221 junior memberships and provided a breakdown between residents versus non-residents.

Article 9 – Forbes Municipal Building Renovation – Municipal Building Committee - \$15,000,000:

Members of the Municipal Building Committee – John Arnold, Vice-Chair, Lieutenant Bob Fryer, and Cal Lawrence, along with a representative from Heery as the Owners Project Manager (OPM), Peter Collins, and Town Manager, Jim Malloy, were in attendance to discuss Article 9 for the Forbes Building renovation. Mr. Arnold explained the projects done to date so far for the new Fire Station and Town Hall renovation. He said that the next building needing work would be Forbes for the Police Station since it was decided that the best course of action was to not combine the Police with the Fire Department. Mr. Arnold pointed out that the Police Station needs to be brought up to State standards. Lieutenant Fryer provided a handout that he referred to when reviewing the current station's shortcomings. He mentioned that there are no public restrooms, meeting rooms, or classrooms. They converted their lunchroom in to a conference/interview room. There's no juvenile status room, the current cells are non-conforming to State standards, there's inadequate evidence storage room, and the locker rooms are overcrowded. Lieutenant Fryer also pointed out the safety concerns with children running across the emergency access driveway and that there isn't any surveillance or recording equipment in the building. Mr. Rauch asked if the cost was \$12,547,500. Lieutenant Fryer said that was the cost for a stand-alone Police Station. They are looking for \$15 million to renovate the Forbes Building. Ms. Jaffee asked if a stand-alone station would be less expensive and Lieutenant Fryer said it would be, however, the Police want to stay in the center of town and we would still have the expense of renovating the Forbes Building for Town and School offices if they built a separate Police Station. Mr. Driscoll asked where armory is currently stored. Lieutenant Fryer said that was stored in a closet with a lock. Ms. Blumberg asked about space. Mr. Arnold noted that the Police will expand in to the

basement, since they'll be taking the basketball court out, and they'll also have room on the second floor. Mr. Collins mentioned that the second floor will contain additional area for the Police, along with offices for Building, Planning, Conservation, and the Historical Commission. He also pointed out the new sally port with added room. Lieutenant Fryer noted that the stage area on the second floor in the Great Hall will be removed so they'll be able to use that room for televised meetings. Mr. Rauch asked if the School Department has confirmed that the third floor meets their needs. Mr. Collins said they have and that School Superintendent, Amber Bock, has been a part of the renovation discussions. Mr. Rauch asked what we are doing about space for these offices during the renovations. Mr. Malloy stated that these offices will be relocated and the cost of approximately \$600,000 has been factored in to the \$15 million. Mr. Malloy said that he based the cost for leasing of \$18.75 per square foot on the area he saw that was best suited to meet their needs, which had two separate entrances with different parking areas for the School Department and Police. Mr. Malloy mentioned that he may be able to find less expensive space and is still looking. Lieutenant Fryer stated that we would use the Town of Northborough's cell space during renovations.

Mr. Collins referred to his OPM Project Milestone Schedule and reviewed how long this project will take to complete. Mr. Behn asked Mr. Malloy when the bond would hit the Town's books and Mr. Malloy felt likely in FY20 but we could split it up and do a partial borrowing half way through and then a permanent borrowing at the end of the project. Mr. Rauch asked where the offices for Youth & Family Services (Y&FS) are located. Mr. Malloy noted that Y&FS is on the third floor and they have met with Y&FS Director, John Badenhause, to make sure they have adequate space. He also said that the Recreation Department has met with Ms. Bock about using the school's basketball courts and scheduling time. Town resident, Syed Hashmi, asked Mr. Malloy if this renovation will be adequate for the long term. Mr. Malloy stated that they always make sure the life span of a project will be longer than the debt incurred. He felt the renovations should be sufficient for at least 20 years but could last as long as 30-40 years, and noted that Forbes was built in 1925. Ms. Blumberg pointed out that the Police are short on space right now and asked if the approximate 21,000 square feet they'll get from this project will be adequate. Lieutenant Fryer said it would. Mr. Rauch asked if the parking will be improved and mentioned that it is more of a problem for the Library. Lieutenant Fryer said that the parking won't change but Ms. Blazejewski pointed out that it should be less of a problem with the Recreation aspect removed. Mr. Rauch noted that the footprint isn't changing. Lieutenant Fryer said that only the sally port is changing. They are doubling up on its size and it will be heated. Mr. Collins mentioned there will be new overhead doors on the garage and Lieutenant Fryer added that they'll also be able to close off the area where they impound cars.

It was pointed out that the elevator was updated and a new roof was put on the Forbes building already so that part of the project is done. Mr. Behn asked about the mechanical system installed on the roof and upholding the condition of the roof during the renovation. Mr. Collins noted that they will make sure the roofing contractor is certified so they can maintain the integrity of the warranty. Mr. Hashmi asked if the energy efficiency of the building will be improved to save on overhead costs. Mr. Arnold said that there will be new windows going in. Mr. Collins added that they will be installing energy efficiency mechanisms that will be utilized and employed on the building. Mr. Collins said that it will be tough to truly improve energy efficiency since it is an existing building but they will do all that they can.

Mr. Wells asked for Mr. Malloy's thoughts on presenting this at Town Meeting. Mr. Malloy pointed out that they initially had four projects combined – Fire Station, Town Hall, Forbes, and a new Recreation Center – for a cost anywhere between \$41 and \$45 million. He noted that if these projects had been done all at once we would have been underutilizing space. By doing these projects separately, Mr. Malloy stated that the cost came in lower while still being able to update three buildings that will serve the community for years to come. He noted that the MBC came up with the idea of doing these three projects over a period of time for better utilization. Mr. Wells asked Mr. Malloy about his presentation at Town Meeting. Mr. Malloy said that he plans on going over the financial aspect and then provide a brief explanation about the plans. His slide presentation will include the shortfalls of the current building that will be addressed with this project and then he'll have time for a question and answer session. Mr. Rauch asked if new radio equipment will be needed. Lieutenant Fryer said they will not need new

equipment since they did some upgrades already so they are all set. Ms. Jaffee suggested providing one or two slides in 3D – particularly dealing with the upgrades to the auditorium and use of space. She felt that may capture resident's attention. Mr. Malloy agreed and pointed out that the Great Hall is an area that many people want to see preserved. He also mentioned that the acoustics in that room will be improved with the renovation. Mr. Behn asked about the upgrades to the radio equipment and the locations for the towers - Boston Hill, Fay Mountain, the FEMA bunker, and Forbes. Lieutenant Fryer said that they only use two of these locations to broadcast from and that is Boston Hill and Fay Mountain. Mr. Lawrence noted that as we have been accomplishing new building projects we have been upgrading the radio infrastructure. Ms. Blumberg asked about the stage area in the Great Hall and if it can be set up for productions or plays. Mr. Malloy pointed out that there are stages at the schools for special events and that the Great Hall would be set up as a meeting room. Ms. Jaffee felt that if the acoustics are better then they may have people wanting to use the stage area. Lieutenant Fryer mentioned that everyone using the Forbes Building has been asked to tighten their space so the stage area is needed. Mr. Rauch stated that he is the new liaison from the AFC to the MBC and asked to be included on emails regarding future MBC meetings.

Westborough State Hospital Re-Use – Articles 11, 12, 13, & 14 – Jim Robbins, Town Planner & Brian Bush, Planning Board Chair

Article 11 – Amend Zoning Bylaw: Mix Use District – Mr. Robbins explained that the purpose of this article is to provide a mixed use modification for the former Westborough State Hospital land. They will be creating additional uses for both commercial and residential purposes where they will allow senior housing but restrict single family and multi-family housing. Mr. Robbins felt this area was ideal for seniors but they deleted retail use since they didn't think this was appropriate for a strip mall. However, they would allow a retail site that is supporting a main use such as a hotel containing a retail shop or restaurant. Mr. Robbins said that they will also not support any heavy construction, or transportation/mail facilities like a UPS or a Fed Ex site since they didn't feel that was the appropriate location. Mr. Wells asked Mr. Robbins if he has reviewed the Town Manager's statement and if that accurately describes what they are looking to do. Mr. Robbins said it does. Mr. Wells thought that residents may find the charts confusing as to what is allowed and not allowed. Mr. Behn had an issue with the Town Manager's statement where it says retail use is allowed however Mr. Robbins said there won't be any retail. He felt that should be clarified since it was very general. Mr. Behn pointed out that with a 55+ housing facility they may want to provide something like a convenience store or a banking site since this location is off the beaten path and asked if that was acceptable. Mr. Robbins said that a banking site is fine but not a retail location. However, Mr. Robbins explained that if a 55 + community is developed and they want a convenience store then they would likely allow it since it supports the main use. Mr. Bush agreed and said that an accessory use is allowed but didn't feel a stand-alone retail use would get the traffic needed so it wasn't an appropriate use. It was noted that developers could apply for a special permit that would allow for a discretionary use through the Planning Board. Ms. Blumberg asked about a hair salon or spa and Mr. Robbins pointed out that if it was associated with a hotel as an accessory use then it would be allowed. Mr. Behn asked about Biotech facilities that could have a manufacturing component and if that would be allowed. Mr. Bush said that this topic was discussed quite a bit and if they looked at it as "industrial use" and it fits under "none of the above" then the developer could go through a special permit process. Mr. Bush noted that Research & Development (R&D) is allowed and that there are different definitions for different industries. He pointed out that manufacturing can be a component of R&D and they try to take care of that within the definitions. Mr. Robbins mentioned that he would take another look at the Town Manager's statement. Mr. Rauch asked if they felt confident that they can attract buyers. Mr. Bush said they are confident but pointed out that the biggest obstacle will be the cost of demolition and asbestos remediation.

Article 12 – Amend Zoning Bylaw: Senior Living Overlay District (SLO) – Mr. Robbins referred to the handout he provided to the Committee. He mentioned that they are lowering the age for the SLO district on the State Hospital property from 62 to 55. Mr. Robbins pointed out that residents cannot be under the age of 18 and that they would only be allowed as visitors so there is no impact on the schools. Ms. Jaffee asked if the age could be higher such as 25 years of age. Mr. Bush said that it would be discriminatory to use age 25 but they are allowed to have a cut off of 18 years of age when dealing with senior housing. He noted that the senior complex

on Walker Meadow and Orchard Hills are under different regulations since the bylaws were different than they are now. Mr. Behn asked about the minimum lot area for the SLO district and Mr. Bush pointed out that senior housing needs will now require a minimum of 5 acres. Mr. Robbins also mentioned that the Design Review Board will make recommendations for projects located within the downtown business district.

Article 13 – Transfer of a Portion of the Westborough State Hospital Land to the Conservation Commission – Mr. Bush mentioned that they need to change the use of this land to non-residential. He referred to Mr. Robbins' map that he distributed to AFC members and pointed out that those areas designated as A1, A2, and A3 will go to Conservation where they may be allowed to put in boat docks or minimally trim brush and trees in order to get a better view of the water. He noted that areas designated as "B" will be for either municipal or recreation use, those areas designated as "C" will be for either conservation or playing fields, those areas designated as "D" are proposed for development, and those areas designated as "E" are recommended for conservation/habitat where those areas will stay in their natural state. Mr. Behn referred to those areas designated as "E" under the jurisdiction of the Conservation Commission and noted there was some controversy when trees were cleared at Sandra Pond. He asked if areas designated under "E" at the former State Hospital site were subject to that type of forestry management. Mr. Robbins pointed out that those areas are under the control of the Department of Fisheries and Wildlife, which have their own set of stringent rules since some species are endangered. He noted that in the reservoir area they were able to perform selective cutting, however, at the former State Hospital site they are required to maintain the natural habitat. Mr. Rauch asked if parcel D is sold if access to Parcel C is only through Parcel B. Mr. Robbins noted that there was a road along the property line of Parcel D that can be used. Mr. Bush added that if Parcel D is sold they can relocate access to Parcel C. Mr. Rauch was confused over who controls Parcel C and whether that was the Board of Selectmen. He mentioned that the grid should be updated so it is clearer. Ms. Jaffee asked about parking for Parcel B and if it was adequate. Mr. Bush said it was and that there is a decent amount of parking.

Article 14 – Westborough State Hospital Disposition Parcel – Mr. Bush mentioned that they are looking to sell Parcel D as a whole parcel or as portions for redevelopment. Mr. Rauch and Mr. Behn asked if Parcel D is subdivided what would happen. Mr. Robbins noted that they would need to go through a subdivision process. Mr. Robbins gave the example of the Nathan Fisher House where they received 6 bids and the one they decided on is subdivided with 2 businesses. Mr. Behn asked about the rating system used and Mr. Robbins explained about the proposed use of a property and how it is scored. Once the Westborough State Hospital Re-Use Committee selects a use, then they present it to the Board of Selectmen (BOS). Mr. Rauch pointed out that the use selected and presented by the Re-Use Committee may not come in at the highest price. There was some discussion over the rating system and inviting participation from Town Meeting floor. Mr. Rauch referred to the Town Manager's statement. Mr. Bush noted that this Committee is in an advisory role and Mr. Robbins pointed out that if Article 11 passes then that will determine the use. He mentioned that whatever is proposed needs to meet the intended use and dimensional requirements in order to be recommended.

Budget and Warrant Article Review - Continued

Mr. Wells ran through the list of departments for the budget to see if the Committee had any questions:

Town Moderator – no questions.

Board of Selectmen/Town Manager – Mr. Driscoll had a question regarding whether all employees receive a step increase each year along with a cost of living adjustment (cola). Mr. Wells pointed out that there is only a five year process for step increases and, once an employee reaches the five year mark, then there are no more step increases – only colas. Mr. Driscoll said that he doesn't support a step increase of 5% and a cola increase of 2% when the Consumer Price Index (CPI) is negative and residents on social security are asked to contribute to this increase. Ms. Jaffe agreed and said that she knows of military personnel who have had their pay reduced recently. It was noted that if a member of the AFC disagrees with pay increases then they should vote down Article 6 in the warrant. If Article 6 is voted down then budgets would have to be adjusted. The AFC reviewed the voting process with new members and how it is handled. In the end there were no questions on this budget.

Advisory Finance Committee – no questions.

Town Accountant – no questions.

Assessors – no questions.

Treasurer/Collector – no questions.

Legal – no questions.

Personnel Board – no questions. It was noted that a change should be made to the footnote to specify that the increase was for a sick leave buyback.

MIS/GIS – no questions. It was noted that the footnote should indicate that the increases were for the new HR software for in-house payroll and also for an increase to the part-time employee's hours that are going from 10 hours per week to 19 hours per week.

Communications – no questions.

Central Purchasing – no questions.

Town Clerk – There was a discussion over the expense line item. Mr. Wells is going to get clarification from Town Clerk, Wendy Mickel, as to whether the expense for book binding is for the next 5 years or just for this year.

Elections & Registrations – no questions.

Conservation Commission – no questions. Mr. Wells will provide a footnote that the change in salary is due to a re-organization.

Planning Department – no questions. Mr. Wells noted that there will be a similar footnote as with the Conservation Commission to point out a decrease in salary due to the reorganization.

Board of Appeals (Zoning) – no questions.

Economic Development Committee (EDC) – no questions. Mr. Wells will include the footnote referencing that the salary increase is due to step and colas.

Buildings and Grounds – no questions. Mr. Wells will add a footnote that says expenses were reduced due to a reallocation of electric costs.

Insurance – no questions. Mr. Wells will check with Assistant Town Manager, Kristi Williams, about an explanation regarding the increase to this line item.

Police – no questions. Mr. Wells noted that he will add a footnote to indicate the increase to Salary & Wages is due to contractual obligations.

Fire – no questions. It was noted that footnote #1 should be removed since it is similar to the Police

Building Department – It was pointed out that footnote #1 should be removed. Mr. Rauch said that he will get an explanation from Building Commissioner, Tin Htway, as to why salaries have decreased.

Weights & Measures – no questions.

Animal Control – no questions.

Assabet Valley – It was mentioned that members of the Assabet Valley Regional Vocational School District are coming in on February 25th to discuss Westborough's portion of the debt as it relates to the recent renovations.

DPW – Mr. Driscoll referred to an email he received from DPW Business Administrator, Maria-Elaina Riggieri. Regarding the four departments that fall under the DPW that use gas – the general account, snow & ice, water, and sewer – Mr. Driscoll is proposing a reduction of \$50,000 based on mileage that would be spread out over these four departments. There was a discussion about which departments would see a reduction. Mr. Wells noted that we cannot reduce the snow and ice budget and the reasons why. It was also pointed out that we cannot reduce the water and sewer accounts since these are revolving funds and they do not affect the budget. Mr. Behn explained deficit spending for snow and ice and how it relates to taking money out of the fuel budget. Mr. Rauch mentioned checking with DPW Director, John Walden, to see if he can reduce the fuel budget and by how much. Electricity – Mr. Rauch pointed out that the electric rate will likely change.

Sanitary Landfill – no questions.

Health Department – no questions.

Council on Aging – It was noted that there was a change to the drivers. The salary line item was reduced since there was a reorganization of staffing for the part time bus drivers.

Y&FS – It was pointed out that Mr. Malloy changed his recommendation regarding the hours that were voted in from last year. Ms. Blazejewski suggested deleting the footnote since it wasn't appropriate regarding the decrease for this salary line item.

Veterans Services – no questions.

Trustees Soldiers Memorial – no questions.

Library – Mr. Behn noted a decrease in expenses. He said he was meeting with them this week and will provide a footnote.

Recreation Department – no questions.

Cultural Council – no questions.

Historical Commission – It was mentioned that the Board of Selectmen (BOS) accepted the report they received from the Service Level Study Committee, however, there was confusion over what was recommended. Mr. Rauch said that he will go back to Mr. Malloy to verify the right number of hours that was proposed for the Administrative Assistant.

Debt – no questions.

Country Club – no questions.

Sewer Enterprise – It was noted that debt is up due to funding capital improvements. Mr. Wells will add a footnote.

Wastewater Treatment – no questions.

Water Enterprise – no questions.

Mr. Wells mentioned that the AFC had questions about the DPW and Sewer & Water Enterprise Funds as it relates to reducing their fuel budget, along with the Electricity account and the Historical Commission's Salary & Wages line item in the budget. Mr. Wells noted that for the School Department the AFC vote's one bottom line number for that budget. He wanted to wait on a vote until after the AFC meets with the schools on February 29th. Mr. Wells said that he would entertain a motion to vote on the budget. Mr. Behn said that each line item requires an individual motion. The decision was made to hold off on the vote until the next AFC meeting.

Mr. Wells referred to Mr. Behn's handout where he broke down Articles 18, 19, and 20. Mr. Wells asked how the Committee would like to vote and members preferred to vote each subsection individually. Mr. Wells noted that the Committee can go through the list and eliminate those subsections that they have questions on and then vote the remainder. Mr. Wells asked AFC members to review the Charter articles and make note of any subsections they are questioning. AFC members asked for documents to be placed in the Drop Box for their consideration.

Committee Liaison and Department Liaison Reports

None

Comments and Concerns – Committee Members

None

Public Reminders for Viewers

None

Adjournment

Mr. Behn made a motion to adjourn the meeting at 10:13 p.m. The vote to adjourn was 7-0-0 in favor, with 7 being present.

Document List

Current Police Station – Lieutenant Bob Fryer

New Police Facility for the Westborough Police Department – Jacunski Humes Architects

Westborough Forbes Municipal Building – OPM Project Milestone Schedule dated 2/19/16 – Heery

Forbes Municipal Building Renovation Floor Plans – Jacunski Humes Architects

Article 12 – Amend Zoning Bylaw: Senior Living Overlay District – Westborough State Hospital Re-Use Committee/Planning Board

Orthophotography of State Hospital – Westborough State Hospital Re-Use Committee/Planning Board

Westborough Advisory Finance Committee minutes
February 22, 2016

FY17 Budget Summary – Gary Wells
Articles 18, 19, and 20 with subsections listed – Town Charter – Ed Behn

Respectfully submitted,
Jessica Thomas,
AFC Administrative Assistant