

Members Present: Gary Wells, Chair, Jim Tepper, Phyllis Jaffee, Jim Driscoll, Sean Keogh, Paul Huegel, Tom Blakely, Hank Rauch, Beth Blumberg

At 7:05 p.m. Mr. Wells called the meeting to order in Memorial Hall of the Town Hall.

Open Forum

There was no one present to address the Committee

Approval of Past Minutes

Mr. Tepper made a motion to accept the minutes of 6/6/16. Voted: 7-0-2

Introduction New Members – John Arnold, Town Manager

Mr. Arnold came before the Committee to introduce the new members. He noted that Mr. Keogh was appointed and attended the June meeting and Mr. Huegel and Mr. Blakely. Mr. Huegel and Mr. Blakely provided information on their backgrounds and reasons for their interest in serving on the Committee. Mr. Arnold spoke to his goals for the Committee, mainly to make it more diverse. He thanked Lisa Blazejewski and Tara Howard for their years of service. Mr. Arnold noted that he held open meetings regarding the Town Meeting process and received many comments and ideas. He will hold more before this October Special Town Meeting with the plan to have a Town Meeting with well-informed voters. Mr. Arnold commented that he attended tonight's meeting to assist with preparations for Town Meeting and the learning curve for the new members.

Fall Special Town Meeting, Warrant Article Review – Jim Malloy, Town Manager

Mr. Malloy came before the Committee to review the preliminary draft Town Meeting Warrant.

Articles 1 & 2: Mr. Malloy reviewed the history behind the formation of the Spurr House Committee which came about when the Municipal Building Committee (MBC) proposed the demolition of the Spurr House and the construction of a parking area in that parcel for the downtown. The Committee submitted their report to Town Meeting and made a motion on Town Meeting floor to try to sell the building in a specific time and if there was no interest the building will be demolished. An RFP was issued and it was cancelled due to the discovery during a survey for the Forbes Municipal Building (FMB) renovation that the property lines were different than what was in the RFP and the FMB transformer is located on the Spurr House property. The MBC requested two articles, one to rescind the original vote to sell it and a request for funds to demolish the building for parking.

Questions:

-Why weren't the transformer and property line issues known before the RFP was issued? The transformer was an oversight on Mr. Malloy's part and it was assumed that the property lines as shown in the Assessor's data base were correct. The MBC decided that they wanted the property back when all this was discovered.

-How long would it take to demolish the building and does the Town still pay the building's energy bills? The demolition would take a couple of days and the Town is still paying the energy bills.

Article 3: This Article is to rezone parcels along East Main and Lyman Streets to Gateway 2 to allow small businesses.

Article 4: There is a landlocked parcel that is owned by Spectrum Health that is zoned residential and this Article will rezone it to highway business.

Article 5: Mr. Wells asked to skip over this Article and ask the Planning Board to come in to address it so that the Committee will have a better understanding. Mr. Malloy briefly explained what part of the zoning language is new and what it being eliminated. He added that the only place where medical and recreational marijuana will be allowed is in the Adult Entertainment District which is the parcel behind Herb Chambers Honda. Mr. Rauch noted that the Article will be moot if the referendum fails. Ms. Blumberg pointed out that if there is no rule in place it will become fair game. Mr. Malloy noted that he does not understand why the Article is coming forward now and the Planning Board does have their reasons which he provided to Town Counsel.

Article 6: The budget amendment for the Police and Fire Departments are for two items. Mr. Malloy explained that due to FMB renovation several challenges arose related to emergency management and after discussion with the Fire and Police Chiefs it was decided to move the Police Dispatch to the Fire Station. They saw it as an opportunity to review this service and developed a plan to consolidate and centralize the E-911 dispatch. Mr. Malloy reviewed the process when a 911 call from a cell phone comes in and that the Town's response time is four and half minutes. Chief Purcell visited Wellesley's centralized dispatch and their response time is less than thirty seconds. This is a safety issue for the Town and the ability to shave minutes off the response time will save lives. Mr. Malloy explained the current staffing at both dispatch centers, and sometimes the Police Dispatchers are supplemented with Police Officers which incurs overtime. The increase in call volume to both has prompted the need to add five Firefighters/Paramedics/EMTs at an approximate cost of \$300,000. Mr. Malloy noted that the Fire Chief's presentation addresses the cost to centralize at \$331,504, the comparison of hiring five dispatchers instead, the savings by eliminating the EMD at UMass, and the benefits and improvement to services.

Questions:

-Why the decrease of \$184,672 to the Police Clerical Wages and the \$509,292 budget for the Fire Department's Centralized Dispatch Salaries? The current dispatchers are being moved from Police to Fire with the exception of one who is also an Administrative Assistant and will remain as some of her duties are specific to the Police Dept. For six years the fifth dispatcher has been paid with 911 Grant funds that are supposed to fund equipment replacement and the Chief will fund the dispatcher out of his budget and the 911 funds will be used for what they were intended. The Fire Chief does have detailed information for all the budget amounts.

-Are there nine Police and Firefighters currently covering the all the dispatch? There are currently four full-time employees and five dispatchers will be added.

-Does the Article imply that the FY 2018 budget would be approximately the same as the \$509,292 and that the impact would be for a half-year this fiscal year and the full amount in future years? That is correct.

-Will there be a savings if the UMass EMD is eliminated? It has been paid for with a grant which will now be used for equipment.

-Why is there an \$11,000 increase to the overtime budget if the overtime for staffing dispatch with lieutenants, sergeants and patrolmen is being eliminated? Mr. Malloy was unable to answer why that is as he did not have the information at hand and Mr. Wells noted that the Police and Fire Chiefs will be invited to come in to address questions.

-It was requested that they provide reconstituted budgets reflecting the changes.

Article 7: The request to fund sick leave buy back is due to the retirement of two employees which was announced after the FY 2017 budget was approved. Mr. Malloy noted that is part of their collective bargaining agreement.

Article 8: Mr. Malloy explained that this request is to fund 300th Anniversary Committee events, including fireworks. He noted that they petitioned the legislature for \$50,000, which other towns

have done, and received \$30,000. This requires a match from the Town, \$25,000 was funded at Annual Town Meeting and another \$5,000 is required to meet the match. Mr. Malloy added that their fundraising efforts have been successful.

Questions:

-Does the Committee have a business plan exit and will any leftover funds come back to the Town? The Committee started with \$7,000 which was left from the 275th Anniversary and the leftover funds can remain in the account or turned back to the Town, there is no State requirement that they must be given back.

-Is the cost of the fireworks \$25,000? The money requested will fund other events as well.

Article 9: Mr. Malloy explained that the 300th Anniversary Committee will be selling memorabilia and the funds will be deposited through the Town where the funds will be expended to pay for special events. There is a State statute for the establishment of this type of fund.

Article 10: The Insurance Account is short due to higher than normal workers' compensation claims according to Mr. Malloy. The Town has successfully reduced this budget in the past through loss control and does received credit for loss prevention.

Article 11: Chapter 90 Increase – Mr. Malloy noted that the amount appropriated for Chapter 90 funds at Annual Town Meeting was increased by the Governor and the new amount must be voted to agree with what the Legislature and Governor released.

Article 12: BWALT Easement Survey and Engineering – the purpose is for surveying and engineering for the east-west connection through Town in order to move forward with the trails.

Questions:

-Can the Town expect them to come back for money to build the trails? There is a large amount of money in the Walkup-Robinson Fund and Mr. Malloy explained that the funds were willed to the Town and there are parameters as to how the money can be expended. Mr. Rauch asked for a five-year plan from the Committee.

-What was the money at Annual Town Meeting appropriated for? It was to fund the section on East Main and Lyman Streets. Mr. Tretter, who was in attendance, spoke to the progress in that area and that the work had begun but has been delayed to the July storm.

-Mr. Malloy noted that he and Mr. Tretter met with the Open Space Preservation Committee Chair today as the Bicycle and Pedestrian Committee had not spoken to them prior to the Article being written. Mr. Malloy will redraft the Article so that the funding source will be part of the motion.

-How is the OSPC fund replenished? It is not, it was a one-time funded account and the balance is approximately \$840,000.

Article 13: Bay State Commons Tot Lot – Mr. Malloy explained why and how the Tot Lot Committee was formed. The Article amount can be reduced to \$70,000 as they have been successfully raising funds. They need \$160,000 and they are seeking to raise a matching amount from the Town. As they have raised \$90,000 since the Article was written the amount can be reduced. The Committee was told that they could come back to the Town if needed. There are no insurance implications as long as no fee is charged and there will be some maintenance.

Article 14: Hastings School GeoThermal Engineering – the school is having an issue with their geothermal system at Hastings and funds are needed to determine if it can be fixed/improved or replaced. If it is replaced the cost would be \$1-\$2 million. This is the only School Article.

Article 15: Senior Center Improvements – there are minor improvements needed at the Senior Center that include flooring and windows. Mr. Tepper suggested that the Article include square footage of flooring and the number of windows being replaced. Mr. Malloy will provide the information to the Committee.

Article 16: Building Department Records Scanning – this Article is being driven by the FMB renovation. Both the Planning and Building Department have a large amount of files, 570,000 of which are belong to the Building Dept. Mr. Malloy reviewed the storage space options for them

when they move to the DPW. Scanning the documents provides access to them by all departments. People in the Senior Tax Work-off Program have scanned 20,000 documents in the past few years. After discussions with the MBC it was agreed to do just the Building Dept. file folders at a cost of \$99,300 for scanning just the file folders and not the plans, the software to retrieve them and maintenance.

Questions:

-What is the difference between file folders and plans? The file folders are the documents in the actual files, such as permits applications and supporting information except for the large plans. Mr. Malloy is recommending this a trial to ensure this process is useful.

-Mr. Wells expressed concern that the documents are being scanned in a format that can only be retrieved using their software and reviewed situations that he has experienced. He offered other formats that could be used that can be retrieved by free software. Mr. Wells is not sure if it is a wise decision and going forward and that each department may be in a different format.

-If a resident goes online for a document will they be able to print it off themselves as they will not have the software? Mr. Malloy will ask the Building Department to address these questions.

Article 17: Country Club Building Repairs – the roof was replaced a year ago and the cost was less than what was appropriated. He explained that when it was completed other repairs were discovered and he reviewed them. The remaining funds cannot be spent on anything else without a Town Meeting vote.

Article 18: Conservation/Stormwater Funding – the funds are to continue to implement stormwater management activities at Sandra Pond as required by the Office of Dam Safety and MA DEP.

Article 19: Property Acquisition – the owner of 115 East Main, near Hastings School, asked if Town was interested in the property. The asking price is \$449,000 and the funds will come out of the real estate account, where the funds from the sale of the Nathan Fisher House were deposited. He recommended using them to purchase and demolish the building and reviewed the potential uses which benefit Hastings. The School Committee is in favor of this Article.

Article 20: Storm Damage Funding – there was severe damage at the State Hospital site during the July storm and Mr. Malloy explained that the funds needed by the DPW to finish the work, pay contractors and overtime will be transferred from the Town's reserves.

Article 21 & 22: Approval of Library Construction Project and Authorization to Apply for a Construction Grant – Mr. Malloy reviewed the process to obtain a preliminary design, apply for a grant, accept and expend it. He also reviewed the proposed renovations.

Questions:

-Mr. Rauch expressed concern that the motion includes the authorization to accept and expend and that it should be two separate decisions. Mr. Malloy explained that MA Library Board of Commissioners dictates how the motion has to be worded and the funds are not expended until the project comes back to Town Meeting.

Article 23: Recreation Commission Fund – This fund consists of program fees for programs and Mr. noted that the Municipal Modernization Act requires the establishment of a Revolving Fund which has to be reapproved every year.

Article 24: Accept and Grant Easement Relative to the Town Hall Parking Lot – Mr. Malloy reviewed background to closing the alleyway between Subway and the Town Hall to make it a community gathering spot and the title search that identified property lines and easements in the parking lot. He worked with the building owners and came to an agreement who agreed with the proposed plan, which allows them to keep their parking spaces.

Questions:

-Who will maintain the parking lot? The DPW has been maintaining it and will continue. Mr. Malloy has had conversations with all the owners who agreed to pay their share for the repaving.

-Will the other alleyway be closed? It has been addressed and will be closed as well.

-Any legal expenses will come out of the Legal Budget. The property owners are paying for their own legal counsel if needed.

Article 25: Trail Easements – this Article has been discussed with all the property owners.

Article 26: Grant of Utility Easement – Shriver Nursing Services next to the Town Hall is installing an elevator and the nearest transformer with the needed two phase power is the new transformer on the Town Hall property. The easement was gifted by Shriver to the Town so that the addition could be built.

Article 27: Lease Agreement–Cell Provider – a cell provider has requested to install a small antenna and equipment on a light pole to eliminate a dead zone in Town. The provider will pay the Town \$6,000 per year.

Questions:

-What is the length of lease? Ten years and is then renewable for another ten. The cost can be negotiated at that time. It does not have to come back to Town Meeting for renewal.

-There was concern that other providers will want to do the same or that the residents will be asking for them if they have poor coverage at home.

-Is the equipment aesthetically pleasing? Mr. Malloy showed a picture of the antenna and it was noted that the light pole is on Computer Drive near a hotel. He will also email a picture.

Article 28: Debt Service Budget Increases – Mr. Malloy noted that this is for the notes on the Crownridge water and sewer projects.

Mr. Malloy informed the Committee that the Warrant will close on September 27, 2016. Ms. Blumberg asked about the Pay as You Throw Program and Mr. Malloy noted that nothing has been solidified yet as new Transfer Station stickers were just issued for two years. Mr. Huegel asked why the Sick Leave Buy Back is not accrued or planned for and Mr. Malloy explained that it is typically built into the budget, however some employees decide after the budget has been set to retire as in this case.

Chairman / Vice Chair, Department / Committee Liaisons

Mr. Wells explained the process each year to elect a new Chair. His term was officially over on June 30, 2016. He polled committee members for volunteers to take over the position. There was no response.

Mr. Wells nominated Mr. Rauch and it was seconded by Mr. Tepper. Discussion: Mr. Rauch is willing to share the responsibility for a period of time and he and Mr. Wells will work out how they will share the work load. Mr. Wells noted that Mr. Rauch will take over the meetings and agendas and he will provide additional backup and support as Vice Chair regarding technicalities, motions and the preparation of the reports/recommendations. There was a discussion regarding grooming a new member in the Vice Chair position so that they can learn and take over in the future and the option of providing a year for them to become comfortable or step up in January if ready. Mr. Arnold provided comments of support for a leadership succession plan and voting Mr. Wells as Vice Chair leaving the option for someone else to step up later. It can be difficult for someone new to step in and this is a good compromise.

Voted: 8-0-1 (abstain – Mr. Rauch)

Mr. Rauch nominated Mr. Wells as Vice Chair and it was seconded by Mr. Blakeley.

Voted: 8-0-1 (abstain – Mr. Wells) Mr. Rauch will begin chairing on Monday night.

Ms. Bloomberg noted that she has a conflict on October 3rd and October 10th due to Jewish holidays and asked if the dates could be changed. The Committee reviewed and discussed the dates relative

to being ready for Town Meeting. The October 10th meeting had been rescheduled to October 11th due to Columbus Day and Mr. Arnold noted that meetings can be held on a holiday. It was agreed to reschedule to October 10th. Mr. Wells will look into options for October 3rd and 4th time period.

Mr. Wells addressed the Committee Liaison list and explained the history and process for liaisons for the benefit of the new members. There is a new format for budget preparation and the departments develop their budgets with cooperation from the Town Manager and then submit the final book the AFC. Mr. Wells reviewed the recent Charter changes and that more departments now report to the Town Manager. He reviewed the list and where liaisons will still be needed to meet with departments to review budgets and act as a direct conduit to the AFC.

MIS/GIS – Mr. Wells will work with them with regard to technical needs.

Town Clerk – Independent as the position is elected and Mr. Wells offered to act as liaison should there be any need.

Police and Fire – Mr. Tepper will continue as liaison.

School committee – Ms. Blumberg will continue but suggested that the three other committees, which are low maintenance, could be filled with another member. Mr. Wells said that they would be left open for now.

Mr. Rauch commented on what is expected of a Department Head when they come before the AFC. Mr. Wells would like to have the open positions filled by budget season time in January.

Mr. Wells noted that there are ongoing committees that the AFC has appointed representatives to. The Capital Expenditure Planning Committee (CEPC) requires that a member of the AFC be on it. The CEPC reviews long term planning of capital expenditures and presents them to the Selectmen and AFC. Mr. Keogh volunteered for the CEPC position. Mr. Driscoll offered to support Mr. Tepper with the Police and Fire Departments. Mr. Blakeley offered to act as the Town Clerk liaison. Mr. Wells noted that the list does not have to be finalized and will update it and put it in the drop box for further review. New members will be set up for the drop box and Town email.

Administrative Assistant

Mr. Wells thanked Ms. Covino for filling in and the Committee congratulated Ms. Thomas on her recent marriage. Mr. Wells and Mr. Rauch interviewed a candidate today and asked the Assistant Town Manager to offer the position to her.

Comments and Concerns – Committee Members

Materials Management Committee – Mr. Driscoll noted that this Committee will be postponing any recommendations as the new Transfer Station 2-year stickers were just issued.

Municipal Building Committee – Mr. Rauch noted that they are still working on the closing details for the Fire Station and Town Hall. Both projects are slightly under budget and they are proceeding with FMB renovations and addressing the issues that were mentioned tonight.

Gibbons School Building Committee – Mr. Tepper noted that Phase I was completed by the first day of school, six temporary classrooms were brought in and a canopy will be installed between the gym and those classrooms. The budget is just under \$27 million. He reviewed the role of Committee with respect to the contract, vendors and the Owner's Project Manager. Completion is expected the beginning of the next school next year.

Pre-K to 3, School Building Committee – Mr. Wells reviewed the background of Pre-K to 3rd Grade School Building Committee, their charge and process for the benefit of the newer members. The Statement of Interest has been accepted and a study group is coming to look at Fales and will make

a recommendation to the MSBA. If the project meets requirements it would then be considered by the MSBA for selection as one of the top projects in the State. The MSBA only selects about 10 projects per year to be added to the list of ongoing projects. Mr. Wells reviewed the timeline for the process and that the Committee is still looking at solutions/options for Armstrong and Hastings. The School Dept. may come forward with an Article at Annual Town meeting. They also have the option to go forward with a smaller project without MSBA support.

Mr. Huegel asked if the AFC's roll is to advise and Mr. Rauch explained that the Committee has the opportunity to influence the departments to make changes and also makes recommendations to Town Meeting. Mr. Arnold noted that the Town Bylaw is very broad, has evolved due to the collective wisdom of Committee and reviewed the changes regarding what Committee does. The Committee briefly discussed what the new members can expect at Town Meeting.

Public Reminders for Viewers

None

Adjournment

Ms. Blumberg's motion to adjourn at 9:43 p.m. was seconded by Ms. Jaffee. Voted: 9-0-0

Document List

Respectfully submitted,
Paula Covino
Administrative Assistant