

Members Present: Ian Johnson, Chair, Cliff Watts, Ronn Moody, Jo Lown, Brigitte Casemyr, Carolyn Spring, (arrived 7:10 p.m.). Absent: John Arnold, Judy Lucas.

At 7:09 p.m. Mr. Johnson called the meeting to order in the Selectmen's Meeting Room.

Open Forum

There were no requests to address the Committee.

Approval of minutes – Meeting No. 18, March 24, 2008, FY2008.

Approval of minutes was deferred until the next scheduled meeting.

Budget and Article Review – Council on Aging

Alma DeManche, Director, Barbara Christie, Chairman, and Council on Aging members Charles Flood, Irene Bellerose, Daniel Pavolis, Jane Hodgdon, and Alden Jefts presented the Council on Aging budget request of \$243,056, an increase of \$13,192 (5.74%) over last year's budget. The increase of \$11,132 in salaries includes cost of living and contractual increases only. One half of the staff is at maximum step.

The bus service works most of the time. They have a large number of riders and are at capacity. Cost of the bus service is \$51,297 for driver salaries and the cost of repair and maintenance of the bus. As of June 30, AVCOA (Assabet Valley Council on Aging) bus service will cease to exist when their funding ends. They have done all the out-of-town medical rides for Westborough seniors. There is a plan in place to cover these services which will be announced soon.

The original budget request included increased hours for the outreach coordinator which has been withdrawn due to the town's financial situation.

Expenses include a small decrease in professional services since the long-time homemaker left the position and the new homemaker earns less. Increases include:

- \$2,000 for Special Events to cover the costs for Veterans attending the dinner held before Veterans Day.
- \$700 to cover the increased cost of travel in-state for staff mileage and three bus trips for seniors.
- \$300 to cover the increased cost of supplies (coffee, cups, placemats, Project Alarm supplies.)

Ms. Casemyr has spoken to Marianne Bilodeau about the uneven pavement in the Senior Center parking lot.

Ms. DeManche passed out the Westborough Senior Scene newsletter and a list of services offered at the Senior Center. The Center serves about 100 people each day, and gives 30 to 50 bus rides per day. The bus is on the road by 8:45 a.m. and the last pick-up is at 3 p.m. The Center is also used for regular Red Cross Blood Drives on days Ms. DeManche picks to avoid space and use conflicts. The next Blood Drive will be on 5/23, with another scheduled for July.

Ms. DeManche was asked about the proposed work on the Senior Center roof. She explained that the HVAC unit has been problematic for 20 years, and if moving it would make repairs easier and keep it running more often that would be an improvement. The weight of snow on the skylights has always been a concern for her, and the proposed changes would eliminate that issue. Ms. DeManche is hopeful the work can be completed without too much disruption.

A generator was installed at the Senior Center about 10 years ago. It does a self-test each week.

The 60+ population in Westborough is expected to double in the next 10 years, both due to the aging of the current population and the proposed building of several new over-50 developments. This increase may lead to a shortage of space, both in the building and in the parking lot. A survey done by the Council on Aging last year got a good response, with 800 questionnaires sent out and 300 returned. People are generally pleased with the offerings. In fact, the survey made people more aware of what services were available and usage of the center has increased. This has caused parking problems.

Budget and Article Review – MIS/GIS

Joe Lawrence, MIS/GIS Administrator, and Henry Danis, Town Coordinator, presented the MIS/GIS budget request of \$329,241, an increase of \$75,390 (29.7%) over last year's budget.

Expense request includes:

- A decrease of \$2,200 in Training and Education due to decreased need for GIS training.
- An increase of \$150 in Contract Services – Computer to cover the increased cost of MEC internet service.
- An expected decrease in Misc. Fees – Computer (Software) due to not implementing a planned program in the Treasurer/Collectors office and dropping the ESRI GIS software maintenance agreement in anticipation of upgrading in a year.
- \$25,000 to replace computers and equipment. This amount could replace about 20 computers, although some of the funds may be needed to replace switches in the network instead. This year the department has replaced 6 notebook computers and 6 desktops, and there are more computers currently being purchased.

The MIS/GIS department supports all town offices except the school buildings but including the school administration. They provide support for the laptops in police cruisers, payroll systems and some printers only for the Library, and they are working with the Fire Department on putting laptops in ambulances. The average life of a computer is 4 to 5 years, depending on use and software needs. Laptops are in use by department heads and police cruisers. Security in place includes controls on which data is accessible remotely.

Off-site backups are kept by specific department heads. The Police Department system is backed up remotely. The Fire Department back-up is kept on tape at the station. The DPW has a back-up server for several town departments.

New laptops purchased will come with Vista operating systems. MUNIS is the software used by the Accountant. The mapping project is busy, with many requests for maps from town departments and the public. The state provides quite a bit of data. Much data is gained from web site hits.

Mr. Danis and Mr. Lawrence presented a request for funding for an unfunded Department Head position in MIS/GIS. 3 to 4 years ago there were 2 full-time and 1 part-time employees. Currently there is 1 full-time employee and 1 part-time employee. The web site has grown, the network has grown, and the IT system is now in all departments. The request is to keep the current employees and fund an additional full-time position. While the department would need someone who knows both MIS (Municipal Information System) and GIS (Geographical Information System) systems, the MIS portion has grown more over the last 4 years. The town may have to put in a new system in the near future. The position would require more MIS experience than GIS experience, and the department would be looking for someone with prior municipal experience. Yearly salary would be \$70,449.00. Staffing has not increased town-wide over the last ten years and employees are asked to do more and more work. Mr. Johnson asked if the full-time Administrator could also take over the duties of the new part-time technician in the Police Department. Mr. Danis replied that a prospective

employee's skill set may change the job description somewhat, and pointed out that the Police Department position is a swap of clerical staff position for IT staff position. The position in MIS/GIS would be funding an unfunded open position.

Liaison Updates

- Mr. Johnson scheduled a meeting with Mr. Danis, Joe Harrington, Greg Franks, and the AFC for April 10th.
- Ms. Casemyr spoke appreciatively about the tour of the Wastewater Treatment Plant, noting that the plant is very clean and the tour was well-done. Mr. Moody also appreciated the tour.
- Ms. Spring reported on the DPW request for replacement vehicles – Mr. Walden's Ford Taurus has 70,000 miles currently but needs a new transmission. The engineer's car has 120,000 miles but could be kept for another year as it is running well.
- Ms. Lown reported that Carl Balduf stated that the Federal Regulation for the Stormwater Article requires a minimum of 1 acre be regulated, and the 2,000 square foot minimum was decided by committee decision. Ms. Lown and AFC members agreed to ask Jr. Engineer Christina Papadopolous from the DPW to give a presentation on this Article.
- Mr. Watts reported on the presentation to the Board of Selectmen by Gene Carlo of Assabet Valley Regional Technical School District. Mr. Watts felt Mr. Carlo justified his defense against the charges by the Inspector General and that the presentation satisfied the Board of Selectmen. Mr. Watts also reported that Assabet's assessment to the Town of Westborough has dropped for next year.
- Mr. Watts also reported on the School Committee meeting held Wednesday March 26. Principals of Mill Pond Intermediate School and Gibbons Middle School presented their budget requests. The Superintendent also presented a budget containing \$1,324,000 in cuts – almost all of which were cuts in teachers. The School Committee charged the Superintendent to come up with cuts in expenses rather than staff. Mr. Watts noted that in the end, the AFC recommends, the town votes, and the School Department gets a specific amount of money to spend. AFC members agreed that the AFC task is to judge what they execute versus what they say, and that the discussions increase critical thinking about expenses and spending. The AFC is looking at all town constituencies.
- Mr. Johnson noted the revised Assabet and Snow and Ice budgets in members' folders, as well as more information from Ms. Savignac on town debt, and a packet of information from Assabet.
- Mr. Johnson noted that the Snow and Ice budget is currently within the approved \$320,000 deficit spending. The AFC reserve of \$300,000 has been depleted. Mr. Danis is looking at other options for the remainder of the fiscal year.

Adjournment

At 8:37 p.m. Mr. Watts moved to adjourn the meeting. The vote to adjourn was unanimous (6 members present and in favor).