

Westborough Advisory Finance Committee
Minutes of Meeting No. 19 FY2007
April 5, 2007

Approved
April 16, 2007

Members Present: Ian Johnson, Chair, Judy Lucas, Cliff Watts, Ronn Moody, J. J. Malone, Jo Lown, Polly Howard, John Arnold. Absent: Carolyn Spring.

At 7:06 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. 17, March 29, 2007

Dr. Malone asked if the minutes should include the names of all members who are in the minority on any split vote. It was determined that this information did need to be included in the record of each vote. Mr. Watts moved approval of the minutes of Meeting No. 17, March 29, 2007, with the addition noted above. The vote to approve the minutes was 8 in favor with 8 members present.

Budget Review – Historical Commission

Paula Skog and Don Shapleigh presented the Historical Commission budget proposal of \$32,093 for FY08, a decrease of \$5,542 from FY07. Salary & wages includes one step increase. Expenses have decreased by \$7,275 and include:

- \$1,000 Operation and maintenance historic property – to cover the costs of moving from the Nathan Fisher House
- \$100 for dues and memberships
- \$2,400 for archeology and preservation – there is no longer a need for a grant writer for the Nathan Fisher House, and applications for the last planned Historical District in town are finished
- \$125 for special events/programs – for Archeology Month
- \$2,500 for other supplies – pays for bronze plaques for historical buildings
- \$4,000 for other professional services – pays for gravesite preservation

Ms. Howard asked about the Nathan Fisher House. Ms. Skog reported that the members of the commission had met on Saturday and are resigned to the fact that the house will not be restored. The Board of Selectmen sponsors the two articles concerning the Nathan Fisher House in the current draft warrant. Ms. Skog has submitted a Citizen's Petition that would require a restriction to maintain the outward appearance of the building if the property is sold. The Commission has worked on this project for 25 years but never had enough money. The State does not want the property, but will take a percentage of the funds from any sale. The Citizen's Petition they have submitted would make any sale of the property more difficult.

Dr. Malone asked about the \$6,000 for painting voted at May 2006 ATM. Ms. Skog would like to keep the funds until the disposition of the property is decided at the 2007 ATM.

Article Review – Article 34. (in draft warrant dated 3/27/07)

Jim Tashjian and Rob Lane reviewed their Citizen's Petition to renew the lease of property currently leased by the Explorer Post. The Explorer Post is a division of the Boy Scouts set up to explore a career path. This post was founded in 1967, and chose fire service as the career. They are the official town auxiliary to the Fire Department. Youths respond to calls alongside the Fire Department. Buildings belonging to the Post have been funded through private donations but are located on land behind the Police Department that is leased from the town. The original lease on this property was for 25 years, and expires in July 2008. In order to maintain some stability for the Post as the town determines where the Fire Department and Police Department

will be located, the Post would like to renew the lease for three (3) years, with two (2) one-year extensions possible. In five years, the town may be able to negotiate a longer lease. The lease covers 6,300 square feet of land

Budget Review – Department of Public Works

John Walden, Manager, Edward Wagner, Assistant Manager, Dennis Cote, Operations Manager, Carl Balduf, Town Engineer, and Joan Provost, Administration presented the DPW budget proposal of \$1,954,702 for FY08, a decrease of \$6,333 from FY07.

Salary and wages includes non-union raises and step increases only. The clerical and DPW unions are currently in negotiation.

Expenses of \$646,457 (decreased from \$662,874 for FY2007) include:

- Line 5210 Advertising – increased need to advertise (\$800 increase)
- Line 5202 Repair/Maintenance of buildings – need new garage door openers, heating system maintenance (\$3,500 increase)
- Line 5203A Repair/Maintenance Radios – adding/replacing and repair of radios (\$500 increase)
- Line 5203V Repair/Maintenance Equipment Trees – need additional chain saw (\$500 increase)
- Line 5223 Office supplies – increased cost for plotting paper and ink for plotter printer \$511 increase)
- Line 5211D Electricity Garage – covers garage and office buildings (\$1,236 increase)
- Line 5205H Operating Equipment Cemetery – purchased new mower this year (\$5,219 decrease)
- Line 5236P Contract Services Ballparks – new bid this year came in lower so we included turf building, which had been delayed for a couple of years. This contract covers 9 ball fields. (\$1,645 increase)
- Line 5215 Telephone – we renegotiated the contract with Verizon for all cell phones to pool minutes. This should result in a decrease but we need to look at one year's usage to determine expense. (Level funded)
- Line 5236N Contract Services Electrical – Negotiated a service contract for maintenance of traffic lights. This covers new controller, accidents, and maintenance. (\$10,000 increase)
- Line 5247A Gasoline Highway – If the winter is bad the trucks use a lot of fuel, so some of this cost has been put into the snow budget (\$42,632 decrease)
- Line 5252 Maintenance Materials – the cost of materials has gone up (\$6,779 increase.) Paving at Lyman Street should begin by May 1.
- Line 5252D Maintenance Materials Signs – Funds have been budgeted each year but not spent while design of signs was being decided. We will be upgrading street signs to the new DOT specifications, beginning with main streets. Project must be completed by 2012.

There is no money in the budget to cover maintenance at the park at the Bay State site or at 169 Main Street, as these are not yet finished.

Budget Review – DPW Snow and Ice

John Walden, Manager, Edward Wagner, Assistant Manager, Dennis Cote, Operations Manager, Carl Balduf, Town Engineer, and Joan Provost, Administration presented the DPW Snow and Ice budget proposal of \$408,754 for FY08, an increase of \$46,577 from FY07.

This budget proposal reflects a five-year rolling average. This year we have included \$42,632 in fuel costs.

Budget Review – DPW Sewer Operations

John Walden, Manager, Edward Wagner, Assistant Manager, Dennis Cote, Operations Manager, Carl Balduf, Town Engineer, and Joan Provost, Administration presented the DPW Sewer Operations budget proposal of \$886,453 for FY08, an increase of \$35,129 from FY07.

Salaries include non-union increases only, unions are currently in negotiations.

Expenses of \$303,639 (increased from \$285,304 for FY2007) include:

- Line 5203 Repair/Maintenance Equipment – ongoing project adding bypasses to prevent overflows at 33 pump stations. Costs will fluctuate over time as stations are rehabbed. (\$13,087 increase)
- Line 5252I Maintenance Materials –Services – To provide manhole overflow protection to prevent overflow into the environment (\$2,500 increase).

Budget Review – DPW Water Operations

John Walden, Manager, Edward Wagner, Assistant Manager, Dennis Cote, Operations Manager, Carl Balduf, Town Engineer, and Joan Provost, Administration presented the DPW Water Operations budget proposal of \$2,044,497 for FY08, an increase of \$162,472 from FY07.

Salaries include non-union increases only, unions are currently in negotiations.

Expenses of \$1,586,787 (increased from \$1,439,066) include:

- Line 5203 Repair/Maintenance Equipment – added truck to the fleet (increase \$2,000)
- Line 5219 Professional Services – includes Sandra Pond inspections with divers which is a one-time expense and leak detection services (\$3,100 increase.) Wetlands monitor on Indian Meadows well may be waived which would decrease expenses by \$6,000.
- Line 5224J Meters Parts/Supplies – includes new meters and MXUs for remote reading of commercial account meters to do more frequent readings. There are 400 commercial accounts in town. (\$4,500 increase)
- Line 5236 Contractual Services – for Gate Valve and Hydrant Exercising (\$93,600 increase.) Hiring a part-time employee may cost less. The town already owns the equipment needed to do this work. Mr. Cote will compare costs of PT hire to costs of contracting service.
- Line 5236J Contract Operations – Veolia Water NA 5-year contract to operate the water treatment facility includes 3.5% yearly increase (\$43,409 increase)
- Line 5252 Maintenance Materials – Cost of materials has gone up (\$4,744 increase)

Transfer of funds

Dr. Malone moved to transfer \$50,000 from the Water Enterprise Reserve Fund to Contract Operations account 64503/5236J. The transfer was approved by a vote of 8 in favor, with 8 members present.

Dr. Malone moved to transfer \$25,000 from the Sewer Enterprise Reserve Fund to Sewer Short Term Borrow account 64305/5760O. The transfer was approved by a vote of 8 in favor, with 8 members present.

Article Review – Department of Public Works

John Walden, Manager, Edward Wagner, Assistant Manager, and Carl Balduf, Town Engineer

Article 9. Regularly Recurring Articles (in draft warrant dated 3/27/07)

Section I: \$23,798 for the 4th of 5 payments on the bucket truck

Section J: \$53,751 for the 2nd of 5 payments on the sewer/water vacuum truck. This truck is used frequently, and is more efficient so cuts the time on a job in half.

Article 10. Reconstruction and Improvement of Town Roads (in draft warrant dated 3/27/07)

This article allows the town to accept the Chapter 90 State Highway funds. The latest figure from the State is \$624,211.

Article 15. Lease/purchase Sidewalk Tractor for DPW (in draft warrant dated 3/27/07)

\$21,410 for 1st of 5 yearly lease payments. Current tractors are 30 years old. They do not have safety harnesses, and doors do not properly close. They are used on downtown sidewalks and on routes children use to walk to school. This purchase will not qualify under Chapter 90 funding guidelines.

Article 16. Lease/Purchase Trackless Utility Vehicle for the DPW (in draft warrant dated 3/27/07)

\$19,849 for 1st of 5 yearly lease payments. This purchase will qualify for Chapter 90 funding. This narrow-width utility vehicle has a snowblower attachment and is used after the plow to widen the plowed area. It also can be fitted with a broom attachment to sweep gutters and grass plots, and an articulated plow attachment. The current vehicle is 40 years old. Price includes a base price of \$89,000, broom attachment for \$5,500, and articulated plow for \$4,500. Current snowblower attachment can be used on new vehicle.

Article 17. Reconstruction of Town Roads (in draft warrant dated 3/27/07)

\$2,750,000 for roadway reconstruction of Oldham Road, Wheeler Road, Birch Road, Cortland Drive, Armstrong Drive and Denfeld Drive.

This is the continuation for a roadway construction program started several years ago. This project is identical to the Robin Road project and includes new water mains and new roadways. The Robin Road project will be completed by the end of fall 2007. This project would begin in spring 2008.

Article 18. Work on Town Water System (in draft warrant dated 3/27/07)

- A. \$40,000 for generator for Andrews II well site. This is the last generator to be installed at a well site.
- B. \$350,000 for dam repair at Sandra Pond. This will accomplish the required stabilization of the dam, and stop seepage through the dam.
- C. \$1,221,220 for Water Main Replacement contingent on Article 17.

Article 19. Work on Town Sewer System (in draft warrant dated 3/27/07)

- A. \$20,000 to upgrade the electric service at the Fay Acres Sewer Pump Station. Currently there is single-phase service to the station, but a three-phase pump with a converter.
- B. To increase amount approved at 2006 ATM from \$120,000 to \$200,000 for sewer station alarm system upgrade. The original quotes were for an alarm system that turned out to be inadequate. This involves putting equipment in each station. Dr. Malone questioned the wording of the article.
- C. To amend actions taken at 2005 ATM by appending the Beachmont Pump Station and adding the sum of \$25,000 to the appropriation. It will be more cost effective and efficient to evaluate two stations at one time.

Article 20. Purchase Equipment. (in draft warrant dated 3/27/07)

\$100,000 (this represents a \$30,000 reduction from the amount listed in draft warrant dated 3/27/07) for purchase of equipment to replace a 1984 one-ton 4-wheel drive truck (\$50,000) and a 1978 Mac with a cracked chassis (\$50,000.) Both vehicles are critical to sand/salt and plowing operation, and to hot-topping and hauling.

Article 25. Maintain Roadways.Sidewalks (in draft warrant dated 3/27/07)

\$50,000 is for general maintenance. This could be paid with Chapter 90 funding, and will be deleted.

Article 32. Accept Alteration of Fisher and Gleason Streets (in draft warrant dated 3/27/07)

These changes are for the Transit Oriented Village, and have been reviewed by the town counsel.

Article 37. Request to Repair Culvert (Citizen's Petition in draft warrant dated 3/27/07)

DPW was asked to comment on this Citizen's Petition. Mr. Walden stated that the work has been evaluated, the town has been given options, and the work will be put out to bid over the summer. The funding for this project should come out of Chapter 90 funding. The DPW is leaning towards rehabbing the culvert rather than replacing. They recommend continuing on this path as it will address the issue in a more timely and cost effective way.

Mr. Walden will look at contractual services versus PT hire for water department.

Liaison Updates

Dr. Malone pointed out the latest numbers from Ms. Talbot.

Ms. Lown reported the Ms. Delude has gotten the final bid on replacing the air tank in the library. The total repair should be approximately \$7,000. Ms. Delude has also checked with the Board of Trustees about using Library Trust A funds for wireless internet upgrade and they are in favor of this.

Mr. Johnson pointed out the debt principal and debt interest figures from Ms. Savignac. On Monday, he will give an update on the School Committee meeting he attended. Mr. Franks has advised separating the Town Clerk salary from other department salaries, as she is an elected official.

Adjournment

At 9:55 p.m. Mr. Watts moved to adjourn the meeting. The vote to adjourn was unanimous (8 present and in favor).