

Members present: Kevin M. McCormick John W. Hadley
Christopher A. Rucho Michael J. Kittredge, Jr.
Members absent: John J. O'Brien

Mr. McCormick convened the meeting at 7:02 p.m.

Fire Chief Richard J. Pauley, Jr., - Review and Sign Agreement for the Purchase of Ambulance 1

This item will be carried over until next week.

Review, Approve & Sign Warrant for October 15, 2012 Town Meeting

1. Discussion with Parks Commission on parks requests, Article 16

Mr. Gaumond received a note that the Parks Commission had discussed funds for equipment and repairs to parks facilities at their last meeting. He asked the Commission to come in and tell the Board what they would like. We will draft the motion under the article prior to town meeting.

Steve Blake, Chairman of the Commission, joined the Board with Commissioner Gary Flynn.

Mr. Blake explained that they are requesting three items; improvements to the track, a backup lawn mower and a bunker machine. Last year they received a bid of \$12,100 from New England Seal Coating to patch the entire track and repaint the lines. The DPW has already fixed the worst of the cracks and the last time this was done was in 1997. They are also looking for a lawn mower as they currently have three back up mowers. The first is the Xmark mower, which is ten years old and needs \$2,000 worth of repairs with 1400 hours on it. We could fix that as an alternative. The second is a Cushman, 25 years old, purchased used from the Wachusett Country Club with 3,000 hours on it. The third is a Toro with no mower deck. If the Ferris mower goes down, they would not be able to mow as we have no back up.

Mr. Blake reports that he did a demo on a John Deere, which the town could purchase for \$11,000 and new it sells for \$12,600. All the companies are on the state bid list. They went to the Fitchburg Highway Show and looked at a new X-Mark which would be \$10,500 with everything, a Hustler was the same machine without the bag at \$15,000. They liked the John Deere and it has 125 hours. Mr. Flynn noted that it is a versatile machine and we can put an airofier on it. This year we started with a good fertilizer program to get the fields in good shape. The machine does not have an airofier and it would be good because now you put it on the Ferris Mower and use it to cut and have the John Deere as the main mower. The Ferris is still running good and they would like to keep it that way. To him it would be a waste of money to put money into the XMark. He would put the money towards a new mower. The Ferris has almost 300 hours on it and we use it for a lot of things we shouldn't be using it for. The bunker machine is a trap rake which is used to groom. We have a problem with crab grass in the infield and we need something that will dig it up so it doesn't grow back. They looked at several models. The self-contained units were \$12,000 to \$15,000. A drag behind Rascal is \$3,500 and they would give us a 30-day money back guaranty on the unit. Mr. Flynn likes the Rascal because there is a cutting edge that allows you to adapt the depth. The cutting edge will sever all the weeds and it is a lot cheaper.

Mr. Hadley inquired as to the age of the John Deere. Mr. Blake advised that it a brand new machine, just one they used for demos, has hydraulics and 25 horsepower. It is a rugged machine \$11,000 with pickup and full warranty. They will recondition the entire machine. Mr. Hadley asked when they would order the Rascal, which comes with the 30-day money back guaranty. Mr. Flynn thinks it would be in the spring. Mr. Blake noted that they work on the fields until the end of

November and they could use it now. He thinks they could work it out and do whatever they need to if it needed to be returned. Mr. Rucho asked if the Parks Commission voted on this. Mr. Blake noted that the Commission met on September 10 and decided they would try to go for the track, lawn mower add bunker machine and they came up with an overall figure. Mr. Rucho asked if the information from the equipment show had gone to the Parks. Mr. Blake indicated that it had not. Mr. Flynn added that they were looking for a \$32,000 request on their article and the Commission agreed with that figure.

Mr. Gaumond noted that it is important that even under the best scenarios we have to go through the procurement process. We could find that there is something else and we may find what is on the state bid does not meet the needs of the community. You have to determine what is in the best interest of the town. Mr. Rucho would like the DPW Director to comment on the plan and questioned whether we need to purchase something to pull it. Mr. Blake advised that the Commission is in the process of trying out golf carts. We have been using an electric cart and a gas cart, which come as a package for \$4,000, and the Parks decided that they would like to buy these out of their Revolving Fund. He noted that the equipment will be used by one person.

Mr. Baruzzi shared that he spoke with the Parks Commissioners and he would like to get feedback from people who are using the equipment. They attended the show to get contacts and to him the next step is to talk to people, see what is available, research and find out what is affordable. Mr. Kittredge asked if it is worth repairing the other two machines and can we accomplish that in-house. Mr. Baruzzi indicated that we could do it in-house; one needs a new engine, purchased 17 years ago, it is a very heavy duty machine, and very expensive when it was purchased. He noted that Tim Shea, Parks Lead Person, would like to see the Xmark fixed and some of the other people would like to see the Cushman it has 2,900 hours on it. We average 180 hours per year. It is still good outside of the motor and they could put a new motor in it.

Mr. Kittredge asked if it would be worthwhile putting this off until the spring instead of doing it now. Mr. Baruzzi stated that it would be nice to have a backup mower if the Ferris dies. Mr. Blake added that the problem with town meeting is if you wait until May and the mower dies. If that were the case, Mr. Kittredge noted that they do have a back up and you would need to put \$2,000 into it. Mr. Flynn feels the Cushman is too heavy and it is not designed for fairways, like fields A and B. It is not designed to take care of those fields. Mr. Blake feels that if we are going to fix one of the mowers it should be the Xmark. He added that we also have a part-time employee who could mower if we had another mower. Mr. Hadley understands the point of throwing good money at something old. Mr. Flynn feels the aerofying factor is crucial.

Mr. Kittredge asked for comments from the Finance Committee. Ray Bricault, Finance Committee Chairman, stated that he does not think the Committee has enough background to make a comment. Finance Committee member Christopher Berglund likes the suggestion by Mr. Baruzzi to go out in the field and see other people using the equipment. Mr. Flynn shared that he is a former golf course superintendent.

Mr. McCormick questioned how we would fund these if we were to move forward. Mr. Gaumond stated that he likes to spend one time funds for one time expenditures. If we have certified Free Cash that would be the funding source provided we have sufficient funds. The first \$220,000 will be used for the next years' operating budget. Anything left can be used for one-time expenditures. If we do not have certified Free Cash then the only other option would be Stabilization or Capital.

Mr. Bricault questioned if this equipment is just for the infields. Mr. Flynn feels it could be used on the rail trail and the road to the summer house and that is why they were looking at the Rascal. Mr. McCormick thinks the Commission needs to do more homework and come to a consensus. He thinks the track project is more vital and is not comfortable with the other two items. Mr. Gaumond

feels that the level of work that has to be done this fall and there is not enough to go to town meeting and get the appropriation. Then we can go out and do the procurement process when we have money to spend. Mr. Rucho is not sure we know what we are going to buy. Mr. Gaumond explained that there is a consensus by the Parks Commission to purchase a mower and a bunker machine. Mr. Rucho stated that if we do decide we are going to purchase new machines, then the machines that have been sitting there for many years should be disposed of. Mr. McCormick would like to be more prepared to tell the voters at town meeting what we are going to purchase with the funds. Mr. Blake stated that the Commission knows what they want as far as the lawn mower, however, they would like to try the smaller bunker machine. Mr. Hadley thinks the DPW Director and the Parks Commission should sit down and talk about this.

Motion Mr. Rucho to amend Article 16 by removing the reference to equipment and only mention appropriate funds for repair of parks facilities to repair the track, seconded by Mr. Hadley. Mr. Blake noted that they will get some additional bills from the DPW for materials, which included 8 patches, two feet wide. Vote on the motion - all in favor.

Mr. Gaumond advised that we will need to get a quote and follow proper procurement. Mr. Rucho asked how long the patch will last. According to Mr. Baruzzi it will last several years.

Review of Articles for May 15, 2012 Town Meeting

Article 1 - Authorization to Hear the Reports of Officers and Committees of the Town

Standard Article. Motion Mr. Rucho to include Article 1 on the warrant, seconded by Mr. Hadley, all in favor.

Article 2 – Authorization to Lease Municipal Property

This article will allow the town to enter into a lease for the solar project.

Motion Mr. Rucho to include Article 2 on the warrant, seconded by Mr. Hadley, all in favor.

Article 3 – Petition Legislature for Special Act to Transfer Funds to Municipal Building Fund

This is a request for a Special Act to allow us to use the pilot and lease funds for future building projects. The article was prepared by town counsel.

Motion Mr. Kittredge to include Article 3 on the warrant, seconded by Mr. Rucho, all in favor.

Article 4 - Petition Legislature for Special Act for Sewer Privilege Fees

When town counsel was here we discussed requesting a Special Act to authorize the town to assess fees.

Motion Mr. Rucho to include Article 4 on the warrant, seconded by Mr. Kittredge, all in favor.

Article 5 – Vote to Appropriate Funds for Community Preservation Fund Projects as Recommended by the Community Preservation Committee

Motion Mr. Rucho to include Article 5 on the warrant, seconded by Mr. Hadley, all in favor.

Article 6 – Vote to Amend Funding Sources for Article 15 of the May 21, 2012 Town Meeting for Community Preservation Committee Project

This will correct an accounting issue which was voted at the May town meeting.

Motion Mr. Rucho to include Article 6 on the warrant, seconded by Mr. Hadley, all in favor.

Article 7– Authorization To Transfer Overlay Surplus Funds Previously Released

Mr. Gaumond explained that Articles 7 and 8 are related. There was an Appellate Tax Board hearing regarding Verizon and taxation of poles and wires. There was an appeals court decision and Verizon won. Communities are now going to have to use abatement funds to repay Verizon with proper interest. What is remaining in our 2009 account is insufficient to cover this. This will allow the Board of Assessors to transfer funds from 2011 to 2009 to pay the abatement.

Article 8 – Authorization to Appropriate Funds

This article will allow the town to pay the interest due on the Verizon matter.

Motion Mr. Rucho to include Articles 7 and 8 on the warrant, seconded by Mr. Hadley, all in favor.

Article 9 - Authorization to Modify Fiscal Year 2013 Appropriations and Other Necessary Adjustments to The Fiscal Year 2013 Budget

This is an annual article and we have two items under this article. The first is for the Veteran's Department to pay for a cell phone and internet for a total of \$600. The other will allow us to break out funds from our Unemployment Line item to their Purchased Service line.

Motion Mr. Rucho to include Article 9 on the warrant, seconded by Mr. Hadley, all in favor.

Article 10 – Appropriate Funds for MEGA Assessment

Mr. Gaumond explained that earlier this year we were notified by our former insurance company, MEGA, that due to considerable unforeseen claim development which impacted claim reserves, the town would be responsible for paying an additional assessment. At the end of the day it will cost the town \$15,345.44. They are allowing us to pay the assessment over a three year period.

Mr. Bricault questioned how this could be done. Mr. Gaumond explained that according to the agreement we had if claims come in at a higher rate they did have the ability to go back.

Motion Mr. Rucho to include Article 10 on the warrant, seconded by Mr. Hadley, all in favor.

Article 11 – Appropriate Funds to the Economic Development Task Force Revolving Account

We had a previous appropriation for the Economic Development Task Force for an ETA designation and gateway signs. Those monies went back to the town at the end of the fiscal year. This will cover the second gateway sign and the cost will be less than \$1,000. We returned \$5,000 to \$8,000 of that original appropriation. In December we will be drawing the first sponsor for the gateway sign and the money will go into their revolving account.

Motion Mr. Hadley to include Article 11 on the warrant, seconded by Mr. Kittredge, all in favor.

Article 12- Authorization to Pay Bills From a Previous Fiscal Year

We have one bill which belongs to the Sewer Department in the amount of \$460 from a Tighe and Bond study. The funds will come out of the sewer funds.

Motion Mr. Hadley to include Article 12 on the warrant, seconded by Mr. Kittredge, all in favor.

Article 13 – Appropriate Funds to the Unemployment Trust

The expenditures from this line item have been higher than anticipated because the School Department did quite a few layoffs. We will be putting another \$40,000 into this line item from certified Free Cash.

Motion Mr. Rucho to include Article 13 on the warrant, seconded by Mr. Hadley, all in favor.

Article 14 – Appropriate Funds to the General Liability Self-Insurance Claims Account

We have not put money into this account for a long time. It is used for small claims against the town and Mr. Gaumond recommends putting \$2,000 into this line item.

Motion Mr. Kittredge to include Article 14 on the warrant, seconded by Mr. Hadley, all in favor.

Article 15 – Appropriate Funds for Veterans Benefits

Mr. Gaumond spoke with the Town Accountant and we will be putting \$40,000 into this line item. It is a fund we are reimbursed for by the government. We do have to upfront the costs and thus far in the past three months we have spent \$23,000. When we develop the FY14 budget we will make sure that the number is higher.

Motion Mr. Hadley to include Article 15 on the warrant, seconded by Mr. Rucho, all in favor.

Article 17 – Authorization to Transfer Funds to the Stabilization Fund & **Article 18** – Authorization to Transfer Funds to the Capital Investment Fund

According to our Reserve Policy, we use one time revenues for one time expenditures. We have submitted our documents to the Department of Revenue for certification and Free Cash is anticipated to be \$400,000 to \$500,000. We will be reserving \$220,000 for the budget next year. Whatever is left a percentage will go towards Stabilization and the balance will go into the Capital Fund. We have been putting some good money into our Capital Investment Fund in the last few years.

Motion Mr. Rucho to include Articles 17 and 18 on the warrant, seconded by Mr. Kittredge, all in favor.

Mr. Gaumond explained that the Cemetery Trustees did submit an article that is not included on the warrant. When Town Counsel reviewed the warrant they advised that Town Meeting approval is not required to change the spending limit of a revolving account and all that is need is approval of Board of Selectmen and Finance Committee. At the next meeting there will be a request from the Cemetery Trustees for that change.

Vote to Approve Town Meeting Mailer

The back of the notification letter contains a list of the articles, information regarding the EEE threat, an invitation for residents to submit goals they would like the Board to work on next year and how to report a problem with pot holes and road repairs via the DPW website. Mr. Rucho recommends including how you can report an issue you might see on the parks as well.

Motion Mr. Rucho to accept the letter with that addition, seconded by Mr. Hadley, all in favor.

Mr. Bricault questioned whether the Facilities Implementation and Strategic Planning Committee (FISP) intended to present a report under Article 1 of town meeting. Mr. Gaumond explained that the next meeting of the committee is not until October 24th, the week after town meeting. As the RFP was just issued, it may be premature to report to town meeting. He did want to schedule a meeting to discuss the RFP opening and review process. He will have a conversation with Mr. Hadley regarding that. He suggested that perhaps an update to town meeting that the committee is working on this and we may have a special town meeting on this issue. The RFP has been posted on the town's website.

With no further business to come before the Board, motion Mr. Rucho at 8:20 p.m. to adjourn, seconded by Mr. Hadley, all in favor.

Respectfully submitted,

Nancy E. Lucier, Municipal Assistant

Approved: October 3, 2012

Kevin M. McCormick, Chairman

Christopher A. Rucho, Clerk

John W. Hadley, Selectman

Michael J. Kittredge, Jr., Selectman

