

**Finance Committee Meeting**  
**February 10, 2015**  
**Minutes**

Chairman John F. Doherty called the meeting to order at 7:00 p.m. Members present were Theresa M. Manganelli, Jonathan R. Eaton, Richard K. Hayden, Bernard P. Nally Jr., Robert P. Palmer, and Excused: William Wallace

Also Present: Jeffery Hull, Town Manager, Kendra Amaral, Assistant Town Manager

Department of Public Works:

PRESENT IN INTEREST: Michael Woods, Director of Public Works, Joseph Lobao, Utility and Business Manager

Mr. Woods – Reviews breakdown of major categories, Personal services increase of \$12,212; Contractual Services decrease of (\$12,992); Materials and Supplies increase of \$63,852; Furnishing & Equipment increase of \$34,350. Total change increase of \$93,214 or 1.59%.

Mr. Woods - Personnel service increased due to step increases, cost of living increases are not included in the budget. Contractual-Highway Division increase is for Public Street lights at \$16,900 at 10% which is a spike due to increased energy cost and replacing school warning lights at North Intermediate.

Mr. Doherty – Though that was already replaced. It is constantly in need of repair, parts are harder to come by. Street lights are being replaced with LED. DPW is working with developers and the Buildings Department to have new sub-divisions put in LED lights. Also, there is a RMLD pilot program to replace street lights with LED this summer. They will decided which LED fixture to go forward with and change them all out.

Mr. Woods - Rubbish collection & disposal has a \$27,722 decrease, due to renegotiated fee.

Mr. Doherty – Asked if the Town is considering going to weekly recycling. It was looked at and found it would double the cost. Looking at options for service improvements and plan to speak with the Selectmen about them; such as automation. The current contract ends July 1.

Mr. Doherty – Inquired if everyone would get the same number of barrels. One barrel each for trash and recycle. Other communities have been automated with 2 toters.

Mr. Doherty – Asked if pickup will be 5 days a week. Yes. Brief discussion on automated trash and recycling pick up. We have a by-law to recycle which is not enforced.

Mr. Doherty – Asked about compost. We do have a compost bin program that is subsidized by the State, and started 25 years ago.

Mr. Nally – Asked if Russell will handle both waste and recycle. Yes. They did bid conventionally, which was higher.

Mr. Doherty – Asked who picks up the fee for barrels. The Town, it is all in the contract. Homeowner would not be paying anything extra for the barrels. If second barrel for trash is needed there will be a \$150 rental fee

Mr. Nally – Asked what happens if the barrels get destroyed. There is a warranty for life of contract.

Mr. Woods - Miscellaneous contractual services is up \$3,750 for additional training related to hoisting licenses. Snow ice sand and salt increase of \$76,165. Last year it was roughly \$40/ton, for salt and deicing chemicals, this year it is coming in around \$60/ton. Difficulty getting salt last few weeks, assumes will go up again next year.

Mr. Doherty – Asked how we doing on the budget for snow plowing. Reviewed snow and ice statistics for FY00 to FY14. As of now the budget is in the red \$74,350.

Ms. Manganelli – Asked if we are applying for federal assistance. We had an initial meeting, it's a waiting process, won't see money until around fall 2015.

Mr. Eaton – Asked how the Town is doing on the salt and sand supply. We are out. We have salt on order, and are receiving three tractor trailer loads which would make put us at about  $\frac{3}{4}$  full.

Mr. Doherty – Commends the job everyone has done on the snow.

Mr. Woods - Gas, oil, tires - Looking at the past was doing well, but prices are starting to increase. Furnishing & Equipment – Increase of \$54,300 include for Baseball infield groomer \$17,000; new GPS survey equipment \$15,500 to replace one over 15 years old; curb/berm asphalt machine \$8,300 currently hire a contractor to do it. Would like to do it in-house when the temperatures are warm. Plotter \$13,500 every department in Town uses. Capital outlay - Replace heavy duty dump truck \$155,000, replace one ton dump \$69,000, design Butter Row culvert repair project that has been a problem from a couple of years \$120,000, \$82,000 phase II on the three phase project on Cunningham St., replace heavy duty one ton pickup \$38,500, resurfacing municipal parking lot Shawsheen school \$190,000.

Mr. Doherty – Asked if the parking lot will be the same footprint or enlarged. Same footprint.

Mr. Woods - Mass Avenue drainage project \$55,000 for drainage roadway; Liquid deicer truck mount assembly \$25,000, would increase the departments current level of service for environmental sensitive areas. Conversion of underground fuel tanks to above ground at

DPW for \$25,000. Everything is working fine; it's time to replace before something happens.

Mr. Nally – Asked what in the deicer is any better than salt for sensitive areas. One of two that is typically used, magnesium chloride is one, less corrosive than salt or ice band used in certain temperatures.

Mr. Doherty – Asked if that is more expensive. Yes, Magnesium is about 95 cents/gallon, ice band is \$1.35/gallon.

Mr. Doherty – Asked if we can get private businesses to use it. Working with Board of Health and have reached out, not this year but previous years.

Mr. Doherty – Maybe reach out to new business. Effort has been made from Mass DOT, with limited success. Mass DOT proposed salt-free zones on 93, but could not get it. Could only get reduced use of salt. Did try to get Mass DOT to comply with no success. They are reducing the use. Numbers have come down.

#### Water & Sewer:

Mr. Woods - Personnel Services up 0.11%, Contractual service are up .04%, Utilities up 8.08%, Material & Supplies up 2.90%, Furnish & Equipment decreased 51.48%, Capital Outlay decrease 39.09%, transfer to General fund increase 3.1%. Total change decrease of 5.31%. Furnishing and Equipment include making upgrades to Treatment plant, lime feeder at Sargent Treatment Plant \$10,000, Filter Valve Operator \$14,000, air exchange WTFT Sargent \$12,500, Sonic Level Transmitter, \$5,500, copier/scanner printer \$3,000.

Mr. Doherty - Asked if this will come under the new IT Department. IT will be involved in purchasing it, but the costs will be keeping with Water.

Mr. Woods - Water value exerciser \$7,000, Sonic Level Transmitter \$5,500, Water main pipe snapper \$3,500, Plate compactor \$5,000, Handheld Pipe Locator \$1,000, Total \$61,500.

Summary of Capital Outlay. In-house water main replacement program \$100,000 hydrants are done in the spring. Lubricate all caps etc., in the Fall. Have not made the determination on which ones will be replaced. Burnap Street, maybe the Lake area. Distribution system leak detection survey \$20,000, requirement by MWRA every two years. Clean Shawsheen and Salem Street wells \$50,000, Purchase one ton utility truck with plow \$70,000 to replace current. Purchase one ton heavy duty dump truck with plow \$70,000, to replace current. Secure exterior vents at (2) water treatment plants \$30,000, purchase one backhoe \$140,000, Upgrade water treatment control room at Butters Row \$84,000, constructed 1980, completely analog needs to be controlled remotely. Industrial way booster station deconstruction (final phase) \$25,000 took off line in 2010.

Summary of Sewer. Personnel services increase \$4.53% one step longevity increase salary, Contractual Services increase 27.46%, Utility decrease (8.70%), Material & Supply decrease (2.50%). Total change increase 9.73%. Stabilized rate, no increase since 2007.

Mr. Nally - Asked if we added new sewer services in the past year. A few residents, Target and the high school.

Mr. Doherty – Asked how much water comes from MWRA. Approximately 13% usually in the summer.

Mr. Nally – Asked if there is any reason why people should still buy bottle water. No.

#### Public Buildings

PRESENT IN INTEREST: George Hooper, Superintendent

Mr. Hooper - Personal services - 46 employee's in Public Building Department. Increase in Superintendent, contractual increases for union employee's, longevities and step increases. There are no cost of living increases due to the contract not being negotiated yet. Money has been set aside in salary adjustment account. Overtime is level funded. Season - summer employee's level funded \$14,400, usual 4 to 6 students.

Mr. Doherty – Asked if there will be a rush in retirements in the near future. Do not believe so.

Mr. Hooper - Fuel heating level funded, Electric Town buildings' had to increase 10% due to RMLD increase and with the new High School coming online.

Mr. Doherty - Asked how is the new building systems manager working out. He is doing well with all the buildings; has been a great addition. Utilities Town Buildings decrease \$7,500, due to shift in IT Department. HVAC level funded, even though new high school is coming online and old coming off. Expenses school building increase \$230,000 to \$245,000 for \$15,000 painting services.

Mr. Doherty – Wanted to confirm Mr. Hooper had asked for a painter last year. There is a need, but would like to contract those services rather than hire a staff for that.

Mr. Doherty – Ask if we are still using inmates. Yes, for painting and snow removal, but limited. They can't be around children and can only work during the day time hours.

Asbestos repairs/training level funded, still have in buildings. Town Buildings level funded, able to maintain, Roof Repairs level funded, keep up with roofs, mainly maintenance of roofs. Training & Conferences for myself, for different training.

Mr. Doherty – Inquired as to how buildings are doing with the snow. Doing well, routinely checking roofs, removed drifts, checking vents and exhaust, older building have ice dams.

Mr. Hooper – Roofing program continues at Woburn and Shawsheen schools over the gym area, need to be replaced. Estimated cost \$110,000. Replacing with multi ply granulated surface membrane comes with 15 year warranty, expecting 30 years. Replace Shawsheen school heating system, currently using #2 heating oil. Last year we were able to get National Grid to bring gas line in at no cost to Town. This is a typical project which was done at the North Intermediate, estimated \$458,000. This is proposed to be funded through free cash.

Mr. Hooper - Window project at the North is complete. Upside the Town gets state money to replace windows, but have to work with the contractor through the state. Brief discussion on the MSBA program.

Mr. Nally – Asked when doing the Shawsheen, will the boilers be replaced. Yes, explains the boilers are 99% efficient. Doing well at the North able to lower projection for fuel. Change over to national gas, can remove underground storage tanks.

Mr. Hooper – Public Safety building replace chiller unit, near life expectancy few issues with compressor, unit oversized for the size of building, never ran at 100% capacity, install sound proofing around units, total project \$220,000. Whitfield School demo \$150,000. Was brought up last year and tabled, will be brought up again. Will be discussed at Board of Selectmen meeting on January 23, 2015, board has report from Historical Committee. Will forward recommendation letter from Historical Committee.

Mr. Eaton – Asked if it be possible to have the fire dept have a controlled burn for training using that building. Yes, we can look at that, explained when these opportunities come up, we try to get Police and Fire involved.

Ms. Manganelli – Asked when the demo is slated to be started for old High School. Asbestos abatement to being done right away, in April the demo of the building should be started.

Mr. Doherty – Asked when the parking lot will be done. Lot should be done in June/July.

Ms. Manganelli – Asked if there is a problem with bus turnaround. As of now using road by Roman House which is tight. Brief discussion on tight bus turnaround. This is temporary while they are doing demo of old high school.

Mr. Hooper – Misc. facility \$125,000. Not slated for anything particular, is for practical matter not a regular ongoing operating expense for emergencies.

Mr. Doherty – Asked if we have used all the funds for FY15. There is a little left for issues.

Mr. Doherty – Asked if there are many petition articles. There are thirteen. Three from Mr. Nelson, which have been presented the last few years. Four from Mr. MacDonald, one

to revoke the vote to purchase the rink, stop further funds for Yentile Farms, one regarding transparency, any contracts would have to be put on line within 72 hrs of the contract being signed. There are two requests for purchase of Town owned land. There are three proposed changes to zoning. Naming of Yentile Recreation area and fence.

Other business: High School tour Thursday Feb 12, 2015 @ 4:00.

There being no further business, a motion was made by Robert Palmer, seconded by Teresa Manganelli. Approved unanimously.

Meeting adjourned at 8:35 p.m.

The next meeting of the Finance Committee is scheduled for Thursday February 12, 2015.

Respectfully submitted,

Recording secretary