



Natick Finance Committee

Pursuant to Chapter 40, Section 3 of the Town of Natick By-Laws, I attest that the attached copy is the approved copy of the minutes for the following meeting:

Town of Natick Finance Committee
Meeting Date: January 25, 2018

The minutes were approved through the following action:

Motion:	Approval
Made by:	Mr. Hayes
Seconded by:	Ms. Van Amsterdam
Vote:	9.0.1
Date:	1-13-2018

Respectfully submitted,

Bruce Evans

Secretary

Natick Finance Committee

NATICK FINANCE COMMITTEE MEETING MINUTES

January 25, 2018

Natick Town Hall

School Committee Meeting Room 3rd Floor

This meeting has been properly posted as required by law.

MEMBERS PRESENT:

Dirk Coburn, Member
David Coffey, Member
Cathleen Collins, Vice-Chairman
Bruce Evans, Clerk
David Gallo, Member
Patrick Hayes, Chairperson
Michael Linehan, Member
Robert McCauley, Member
Philip Rooney, Member
Kristine Van Amsterdam, Member
Linda Wollschlager, Member

MEMBERS ABSENT:

Jerry Pierce, Member
Jim A. Scurlock, Member
Daniel Sullivan, Member
Cathy Coughlin, Member

AGENDA:

1. Public Concerns/Comments
2. Meeting Minutes
 - a. January 9, 11, 16 and 18 Meeting Minutes – Review and Approve
3. Old Business
 - a. Finance Committee and Subcommittee Process and Scheduling
4. Town Administrator’s FY2018 Budget – Public Hearing
 - a. Dept. of Public Works – All Divisions
 - b. Water & Sewer Enterprise Fund (All Budgets)
 - c. Water & Sewer Budget – Indirects
 - d. FY 19 Debt Service Budget
 - e. FY 19 Fringe Benefits Budget & Shared Services Costs
5. Adjourn

CALL TO ORDER:

Meeting called to order at 7:07 p.m. by Chairman, Patrick Hayes

ANNOUNCEMENTS/CITIZENS CONCERNS:

None.

Public Hearing: Town Administrator’s Preliminary FY 2019 Budget

MOTION

Move to re-open the Natick Finance Committee Public Hearing of FY 2019 Budget

Moved/Motioned by:	Mr Coburn
Seconded by:	Ms Van Amsterdam
Motions or Debates:	None
Vote: Carried	11-0-0

DEPARTMENT OF PUBLIC WORKS

Jeremy Marsette, Director of Public Works
 All Supervisors of the Public Works Divisions

From Overview on NovusAgenda:

- Municipal Energy Budget stable with proposed 2.59% increase in expenses
- Engineering Expenses increase in Consultant Expenses to support easement and street acceptance work
- Transfer of storm water facility cleaning expenses from Engineering Division to Highway & Sanitation Division
- Increase in cost of vehicle inspections
- Generator Maintenance Contract Scope and Pricing Changes
- EPA MS4 Storm water Permit Effective July 1, 2018 - Additional Compliance Activities and Larger Scope
- Municipal Landfill Maintenance and Environmental Monitoring
- Solid Waste Tipping Fees (disposal costs) indexed to CPI
- Tree Service Contract for School Grounds
- Cochituate Rail Trail Vegetation Management
- East School Park, Navy Park, and Dog Park Maintenance

Mr Marsette:

Thanks the Public Works Subcommittee for meeting with them. Most of the same information provided to the Subcommittee will be provided to the full Finance Committee and is up on NovusAgenda. The Public Works Department consists of seven divisions, has approximately 80 staff members, 53 of which area funded through the General Fund and 30 funded through the Water & Sewer Enterprise Fund. A really good detail overview of all the things the Public Works Department does is on NovusAgenda and was provided in the division-by-division handout to the Finance Committee.

The Department’s challenges are divided into four different categories:

1. ***The growing scope of responsibilities which come along with a growing community.*** An example is the growing responsibility of school landscaping, the future rail trail development, the dog park, East Park, Navy Field – those improvements and the added amenities that will be there and the desire to make sure that those stay nice for a long time; taking on the holiday lights; the increased support for emergency response and public events that the public works department provides.

2. ***Increase in resident's expectations.*** An example would be the complete streets program, the side walk plowing program (the desire to have that done on a timely basis and expanded). We've looked at the multiple avenues we have for residents to inquire to the department with issues, Click Fix or various social media and all that comes along with that. The expectation of the rapid response back from those enquiries not only from answering but doing the requested work.
3. ***The increased amount and complexity of regulatory requirements.*** The Municipal Separate Storm system otherwise known as MS4 storm water permit is an example. We've been under a permit for about 10 years for our town storm water system. In July 2018, we will be issued a new permit that has increased responsibilities put onto Natick by way of the maintenance of our storm water system, the monitoring, the testing of that system. It broadens the definition of a system is to include not only the streets, but also includes all of the town properties (schools, fire stations, if it's owned by the town it will now be covered under this permit) and there's more requirements in it. Our water and sewer infrastructure is governed by regulations dictated by EPA. Those regulations keep getting more stringent or they keep looking for information by way of the security or the reliability or the resiliency of our water and sewer systems.
4. ***Challenges of the aging public infrastructure*** – I think that's shown by the breadth of the town's capital program – we need to repair and rehabilitate the town's roadways and the sewer system.

In response to those challenges, we have come up with what we're calling department initiatives or strategies to address those challenges. Many of these were discussed with the Public Works Subcommittee and are summarized in the handout dated 1/25/18 and titled Department Initiatives. We attempted to group them by regulatory requirement, risk of deferred action, best management practices that could lead to some possible financial benefits so we could then try to prioritize these and put some structure to it. With those strategies in mind we've developed our proposed FY19 budget and included some budget initiatives which attempts to help the challenges just stated.

The Acting Town Administrator has recommended inclusion of three of the Public Works' General Fund initiatives and one Water & Sewer Enterprise Fund initiative in the Public Works Operating Budget. Also included in the handout tonight is a summary of capital projects, grouped by whether they are rehabilitation or reconstruction some sort of added improvement. There's a budgetary roll-up that will assist you in separating out the initiatives from the rest of the budget. In the General Fund, there's a column that shows the costs associated with the initiatives and the last sheet is just the summary sheet from the Water and Sewer Enterprise Fund Budget.

Initiatives:

Project Engineer in the Engineering Division. The upcoming MS4 Storm water permit is going to require the town to put together a management plan that will include the town's land uses, the phosphorus load into the water bodies (that will require mitigation if necessary), tracking impervious cover changes in town, we will have to report on an annual basis the square footage of impervious area in the town of Natick, there will be an increased amount of public education surrounding this, there will be additional water quality testing at all the outfalls, there's an increased burden put on the town to provide land review for private construction and construction inspections, oversight to ensure that erosion controls are placed and that all the contractors are complying with the approved plans and are doing their best to mitigate sediment and silt getting into the water bodies. There will be a lot more permit management monitoring and reporting – all that is an added burden on the Engineering Division. The scale of the capital projects that we do

and the number is increasing you'll see this coming year we will be requesting two major material roadway construction projects – generally those have been every other / every third year, but we have two cycled up for next year that being South Main Street and Washington Ave. In addition to our annual town-wide paving project that is currently funded at about \$2 million annually but we're going to post the recommended funding in the data management plans. Traditionally we've been able to do the annual paving program in-house by way of developing, maintaining and developing the annual plans, bidding the plans and then overseeing the construction with town staff. This project engineer would allow us to keep doing that work in-house. Outsourcing that activity – generally hiring an outside consultant for that work would cost about 15% of the project so consider the outsourcing of that \$2M project it would be approximately \$300,000 dedicated to that one activity and provides no other flexibility for other support within the division. We're looking to increase the accountability and the quality of inspections that we can provide on projects, our own capital projects but also outside development. The projects that we undertake are increasing in complexity by way of utility coordination. This initiative would also help free up some of my time to be pulled away from some of the capital projects so that the Director (Mr Marsette) can focus on some department-wide policies that need updating, some of our practices, personnel management duties, collective bargaining, departmental safety program. Our budget includes funding for two part-time inspectors but we can't find them. The budget includes funding with the anticipation that although Mr Mark Coviello retired as Town Engineer that he would stay and do some part time work for us. Unfortunately, he is doing some other work for the town and is not going to be helping us in the short term anyway. The one current part-time inspector we have is not going to be with us for much longer – he's retired himself and doesn't want to do it anymore. The market is just quite good so we're not finding folks to do that work so a better solution is a full-time person.

Re-classification of existing mechanic/welder position to a Lead Mechanic in the Equipment Maintenance Division. The fleet is growing and the workload is growing and the fleet is becoming more complex. They maintain all the Fire Vehicles, Police Vehicles Public Works Vehicles other municipal vehicles. We've got hybrid, electric vehicles, and emissions standards have gone up. Fire vehicles are subject to the NFPA (National Fire Protection Association Standards, very high standards that we meet and want to keep meeting but adding more vehicles to the fleet makes it harder to do. We also have a pretty serious problem with turnover in that division. Over the past three years, we've only been fully staffed to the full budget complement of staff for three months. In the past two years we've seen six mechanics come in and then leave this division. We can't seem to retain mechanics. So we hope that this will be one step that will help us have some career staff advancement opportunity to retain quality mechanics. This mechanic would also help mentor other mechanics and would incentivize achieving and maintaining EVT certifications (special certifications for maintaining the emergency vehicles).

Administrative Assistant for the Highway and Sanitation Division. This division is one of the two largest divisions in the Public Works Department and has no dedicated administrative support. The Division Supervisor in that area is also the Deputy Director of the Department are fielding over 150 calls per day with no dedicated administrative support. We've discovered that 65% of the Director's day is taken up with administrative functions such as daily logging of solid waste tonnage slips, recycling tonnage slips, tracking and compiling bulk waste collection slips, logging potholes, drainage issues, maintenance requests, sanitation collection issues, addressing damage complaints, responding to winter storm responses and inquiries. Ideally, each one of those issues would be tied to a work order and then tied to an asset and then closed so we have a good record of that and in fact our MS4 storm water permit will require that. We'll be required to maintain more documentation that we are maintaining the storm water system and

we'll need to do that by providing closed work orders. So we are implementing a department-wide work order system and to do this we need this position. This initiative would help free up time of the District Supervisor to possibly spend more time marketing the sale of recyclables, increase public outreach regarding our sanitation program, would also assist me with those things that I mentioned earlier, personnel management, safety program, developing and implementing and also this initiative would help me directly by helping track and manage the closed municipal landfill tracking.

Water Treatment Plant Operator with trade license. This position would be a fully licensed water treatment operator and they would have a contracting license so they could do construction maintenance. Also help with the water main flushing project. Compiling and updating building maintenance and replacement schedule.

There is one more initiative in the Water and Sewer budget.

Mr Hayes: I thought I heard you say there were 4 new initiatives in the budget? And in the subcommittee meeting notes it identifies 3?

Ms Wollschlager: That was before we got to the water and sewer operating budget where the last one is.

Mr Hayes: OK. The sheet that you passed out tonight – question to Mr. Chenard – when we vote this, do we vote the divisions one by one?

Bill Chenard: For the last 7 years we have rolled up this department into has been rolled up into 4 areas (on page 6 of the budget book)

Mr Hayes: The bottom line total I have on the sheet that was passed out tonight is \$8,215,967 - Chenard that does not agree. Hayes and Chenard compare notes.

Review of separate Divisions:

Administrative Division

From Overview on NovusAgenda:

- Administrative and customer service support for Public Works, Purchasing and Sustainability
- Weekly payroll and managing staff time usage
- Preparing and processing over 5,000 purchase orders and invoices
- Handling emergency and storm-related inquiries
- Preparation and management of the annual operating and capital budgets
- Management and monitoring of municipal energy usage and budget
- Working with the Procurement Officer in preparation and review of bids and contracts
- Collecting fees for street openings, water and sewer permits, bulk waste pick-up, maps, and recycling bins
- Scheduling final water readings, high water bill inspections, irrigation meter appointments
- Management of municipal street light and traffic light maintenance

Mr Marsette:

One correction - four lines down there was a typo in the line item that should read: Salaries/Operational Overtime: there are not two lines for part time staff. The only significant item of note here is under Salaries/Additional Compensation Operating: one of the administrative staff is eligible for an education stipend and the increase proposed in that line covers that. Otherwise there's really no substantial change in the budget.

Ms Wollschlager, Subcommittee Chair: On the Admin Budget the subcommittee approved the requested budget of \$383,884 unanimously. The salary increases are the

normal step increases. There was one change – the \$1,000 Additional Comp Operating and that was the one eligible for a stipend.

Questions:

Mr Rooney: The difference between what we approved and what \$385,977 reflects a level-funded budget for the salaries part-time operational?

Mr Marsette: The line below that should read Salaries/Operational...

Mr Rooney: The number you're presenting is \$385,977. I believe we approved \$383,884 the difference of \$2,093 and I believe subsequent to what we approved there was a change to Salaries Part Time Operational?

Ms Wollschlager: The correct number is \$383,884; the number in the book is incorrect so everyone should be referring to the handout not the book.

Municipal Energy

From Overview on NovusAgenda:

- Street Light Management
- Traffic Signal Support and Budgeting
- Monitoring and Tracking Energy Use for all Municipal Facilities Electricity Heating Fuel Natural Gas Diesel/Gasoline Propane Street Lighting 2,400 Street Lights
- 100 Decorative Lights
- Significant Reduction in Electrical Costs

Fuel Management System Equipment Maintenance System

From Overview on NovusAgenda:

- Fuel Usage Monitoring 180,000 Gallons Annually
- Remote Inventory Management Two 10,000 gallon Tanks
- Automated vehicle-by-vehicle tracking Daily Fueling Fuel Computer and Unique Ring 15,000 Transactions Annually
- Secure Fuel Management System Equipment Maintenance Division H

Mr Marsette:

The Municipal Energy Division includes all the energy expenses for twelve municipal buildings. It also includes all the expenses associated with the town street lights, and expenses for contracts for 21 traffic signals. When we look at the Municipal Energy Budget, we develop forecasts of usage from prior use and look forward to what we believe will be the usage in the coming year and we forecast the expenses associated with that and come up with the budget. We track the town's energy use for each utility per building on a monthly basis. Thus, we have a history trend of all of the usage for the town's buildings. In general some of the charts shown in the budget will show that in general the town electrical usage is trending down, same with natural gas therms. However, the cost per unit of electricity is going up for natural gas a little faster for electricity. I will point out that when we do those forecasts the budget driver you'll see in the Municipal Energy Budget is electricity. Diving into that in a little more detail there are three buildings that account for the vast majority of our electric use: the Town Hall, Morse Library and Police/Fire Station those three buildings alone account for 70% of the town's electric usage. We noticed that the Morse Library did have a spike in usage and are in the process of taking steps to help mitigate that. Just recently the Morse Library, swapped out incandescent for LED lighting that should reduce electric consumption there by 60,000 kilowatts. And, recently the library has expanded hours so that has increased use. We have a capital project plan this coming year to request funds to match with green communities grant monies to "re-commission" the Morse Library building, which means

that we will analyze the state of the Morse Library building. Also noteworthy, this budget reflects about \$70,000 per year in savings from the Town's solar facilities – those at the Community Senior Center and on all the Public Works buildings on West Street, at the skating rink. We're taking credit for this in this budget.

Questions:

Mr McCauley: Does the town have the opportunity to lock in longer term contracts on its electrical service?

Mr Marsette: We do and we do have contracts in place for a couple of different components of the electrical costs – it needs to be generated somewhere and then it needs to be distributed we have contracts for both.

Mr Evans: Morse Library would you say the electric usage is largely HVAC-related or lights? Has there been an audit on the HVAC system?

Marsette: Yes there has been an audit of the HVAC system and what identifies is called the labor system *indiscernible* the vft for- I would say the heating is natural gas, there is no electric heat so the heat is more of a driver on the natural gas than electricity but the cooling yes that is electricity.

Mr Evans: Are you still running the blowers or is that the variable fan?

Mr Marsette: I believe that's the water pumps with cooling liquid.

Mr Linehan: LED lighting vs. fluorescent lighting – are there any plans or is it cost-effective to replace the fluorescents with led light sticks?

Mr Marsette: It depends on the fixtures – some of the incandescent lighting is not as inefficient as other types so it can vary whether it's cost-effective to invest in the LEDs. It was cost-effective to do so at the Morse Library and it's cost effective in the DPW's storage area. So it depends on the fixtures there's technology out there it depends on what some of the existing lighting is.

Mr Linehan: Is there an ongoing audit activity that examines each room of each building on a regular basis? Do you have the personnel to do that?

Marsette: Yes, so the capital program project that I'm referencing is not for the Morse Library alone. It also includes Ben-Hem, Brown, Cole, DPW, Memorial, Police and Fire and many other buildings, so yes.

Ms Van Amsterdam: Can you describe how the energy initiatives you do, your forecasting, the trending, initiatives for savings, contracts that are negotiated, upgrades – how is all of that shared with the schools and their energy expenses?

Mr Marsette: The energy expenses of the school buildings are in the school's department budget. I don't see those and I don't have any access to those, but the town's sustainability coordinator does assist the school department just like she does the Municipal Energy – the municipal side.

Ms Van Amsterdam: So there aren't synergies of the town shared with the schools?

Mr Marsette: Synergies in the fact that the Sustainability Coordinator is helping both municipal and the school side. The expenses are not shared and they are born separately

Ms Van Amsterdam: I'm leaving expenses out – it's more of the forecasting all of the tools you alluded to be able to forecast, any contracts that are in place, any initiatives that you either pursue – grants, state and local, federal, anything that you're doing with regard to energy and the watchfulness of it?

Mr Marsette The Green Communities grant that would help fund this capital project, yes, shared both sides – school and municipal side. I'm not privy to how the school tracks their energy use. I believe similarly but I don't know.

Ms Van Amsterdam: I'm not sure how to ask this questions because I read it via the newspaper - Eversource and a vote that took place that Eversource will be able to charge something related to solar – because of their maintenance of the wires and the poles – could you speak to that and how it might affect any potential savings we have now with regard to solar?

Mr Marsette: That would not affect any of our current agreements which are what they are. I'm not an expert in it but my understanding was that was a fee or some sort of cost they wanted to pass on that they were claiming that the addition of solar generated power was causing to their system. So, yes that would be a disincentive to use solar. Recently, some of the federal rules might do the same by way of tariffs that have been placed on some of the solar manufacturers. I think there probably are a few different things that may go into changing some of the cost dynamics for future projects but not for our current agreements.

Mr Rooney: I want to refresh my understanding of the energy – natural gas and electricity – page 92 of the budget book – there was definitely a downward trend in both of those and then in 2012 it bumped up a little bit and then it started to come down again 2015 to 2016 bumping up some. When the Subcommittee talked about those numbers and you described the four areas if I recall correctly. It showed that the library was not trending the way the other departments had and as we started to get around that and ask the questions. It was my understanding that you suggested that if a consultant were hired to take a good look at both the heat and the electricity there was a strong feeling on your part that the payback related to that could be less than a year just based on what your gut telling you what you thought the issues were and the types of things that the library uses and what they do – is that still your feeling? Is that something that would be beneficial over and above what's there?

Marsette: The analysis is included in the retro conditioning in the capital project along with a number of other things – yes is it still something to look at fairly soon at the library? Yes but if we bundle them altogether it will be more efficient.

Mr Rooney: By bundling it are you delaying it?

Marsette: There is a bit of a delay.

Rooney: And there was a sense that if you look at the gas and the electricity there may be an opportunity to save \$100,000. And I guess since they're the police, fire and the library should we be delaying that to save that amount of money subject to the impact of the bundle; that's my question? How do you feel about that?

Mr Marsette: I think it's unwise to wait too long. They should be addressed the sooner the better. When the Finance Committee hears the capital budget, we have an opportunity to consider a request related to the time-frame of that request and modify it as needed.

Mr Rooney: Have you ever taken this outside the capital budget just purely on – you hired a consultant? Here's what we believe the cost would be here's the opportunity and at least do the study and that would drive possibly the urgency in the capital budget?

Mr Marsette: That is a possibility so it would be the contractual services line in the energy budget has been used for similar studies we could monitor how that's trending and we could do it sooner rather than later – that's something we could address or include for next year but this study sounds more like a one-shot thing, or a capital item than an on-going annual appropriation. Collins: I think you said there were 12 Municipal Buildings – Town Hall, Police and Fire, the Morse Library, the Bacon . . .

Marsette: The Bacon is not included. It's Town Hall, Morse Library, Police/Fire, Fire Station 2, Fire Station 3, Fire Station 4, Public Works Offices, The Senior Center, The

Cole Rec Center, Land Facilities Natural Resources Garage, East School, & the Pond Street Car Charging Station.

Ms Collins: Police Fire, three other Fire Stations are always running. Town Hall seems to be running 24/7. Large storm water projects and etc. cause the DPW to be running. You've got 12 buildings that you're dealing with and there are 8 schools – the cost is for the entire town is it not?

Mr Marsette: Yes there's been an effort afoot to expand some of the energy contracts so that it applies to both the school and municipal buildings. That hasn't always been the case but that has been the current practice.

Ms Collins: Would you be willing to share with me as the Chair of the Education Subcommittee the way in which these budgets are developed? The reason I ask is that the schools electric budget for next year is almost \$300,000 more than yours. The school's heating fuel is more than double yours. And granted they're big buildings. They're also not operating in many cases a full year or for as long in a given day. The gasoline budget is everybody correct?

Marsette: That's correct.

Collins: So when you say all municipal vehicles, school vehicles are also in this budget, correct?

Mr Marsette: Relatively few vehicles but yes.

Ms Collins: Would you be willing to share how you develop this budget so that I can make some comparisons on the other side.

Mr Marsette: I'd be happy to provide that.

Mr Coffey: On your new hires I see telephones. Do you provide telephones for all your employees?

Mr Marsette: No we don't. Only when appropriate to the position.

Mr Coffey: Are all town vehicles allowed to gas up at these pumps?

Mr Marsette: Yes they are – if they're part of the municipal fleet we installed a product that goes into the fuel – the pump won't operate unless it's next to in proximity to this so it's a failsafe so we know it will only operate for a town issued vehicle and all the use is tracked there's a fuel master system miles, gallons used, fuel efficiency. We know who is using it into what vehicle.

Mr Coffey: Does that include vehicles that employees take home and come to work with?

Mr Marsette: If it's a town-owned vehicle yes.

Mr Coffey: Is that being tracked for tax purposes?

Mr Marsette: Yes there's a calculation that's done by the payroll coordinator. We have to submit all our mileage usage for those who have take-home vehicles whether it's work related, private related, commuting, it's all separated out by day and by miles and all that gets calculated for tax purposes.

Mr Coffey: So we don't get reimbursed for private usage?

Mr Marsette: No but private usage is expected to be local – on the way to and from work within reason. There is a use policy on town vehicles and they are required to adhere to that policy.

Ms Van Amsterdam: In your databases when you're doing the forecasting I'm assuming you're looking at past usage. Are you also looking at the types of equipment that's being utilized? For example from an HVAC perspective, heating and electricity – are you looking at that as well to help forecast for energy?

Ms Marsette: Yes so this is the sum total of all energy use so that would include heating and cooling.

Ms Van Amsterdam: In the database that you use for the forecasting do you have records of all the equipment that's being utilized for the heating and cooling across the municipality?

Mr Marsette: I would have to enquire to the facilities department as far as the inventory of assets that they maintain – for energy purposes no, we don't have the ability to divide out the energy use by lighting or cooling unless it's a different energy bill.

Ms. Wollschlager: The Subcommittee municipal energy we talked about the Morse Library that was a big concern of the subcommittee due to the electricity usage going up fairly dramatically from 2016 to 17 we had a discussion about that here as well. We approved the Municipal Energy Budget for \$1,517,450 subject to a thorough investigation of the Morse Institute Library relative to natural gas and electrical use.

Engineering

From Overview on NovusAgenda - Employees Responsibilities:

- Engineering Support and Peer Review Services for Town Boards, Committees and Departments
- Construction Inspection and Management
- Capital Project Design and Management
- Storm water Permit Compliance Management
- Plan and Records Management
- Pavement Management
- Utility Mark Outs
- DPW Permit Management (Street Opening, Water, Sewer, Trench Permits)

Mr Marsette:

I want to point out a couple of work load indicators showing the volume of capital projects that the division is overseeing. Also the condition trend for the town roadways. We recently instituted a similar program to our pavement management program for the condition of our sidewalks. We thought there was about 130 miles of sidewalks there's actually 140 miles of sidewalks. We inventoried them all, their type, curbing type, wheelchair ramps (there are 1,600 wheelchair ramps) assessed whether they are likely to be compliant with current standards or not. Unfortunately, 75% of the town's wheelchair ramps are likely not compliant with current standards. That information will be used to look at the roadways holistically to plan and budget and set the capital projects and maintenance for the town's roadways and sidewalks.

The highlights in the division's budget I'll note that Salaries Part Time the third line down that had been set to accommodate having the retired town engineer continue on part-time and that's where the budget number was developed from that's reflected here. We hope that will be the case after he assists another department, but we're not sure. The Equipment Repair Servicing line that's where we fund maintenance we have several large format plotters and field survey equipment that needs servicing to make sure it's accurate. The other main things to note here, for several years we've been carrying a storm water permit compliance line, earmarking money there, it has been \$80,000 for the past number of years, it has not been spent not knowing when the MS4 storm water permit was going to be implemented. It's been delayed year over year for many years. That budget line has been used to hire a contractor to clean catch basins. The prior permit required us to do a third of them every year; the new permit will require us to clean them more frequently. It's not based on a number it's based on how full they get and the sumps in the catch basins. We don't know how full they're going to get or how quickly and that's another data point we have to capture. Over time, we'll have information as to which ones need to be cleaned more often; while others may not. In this budget, we're syncing

up the expense with the division. Cleaning catch basins is a highway maintenance activity so we transferred \$50,000 into the highway division budget for that expense and left some funds for compliance for the storm water permit and that result here is a decrease in this budget.

Ms Wollschlager: DPW Subcommittee approved this budget in the amount of \$608,526 and that includes the new initiative of a Project Engineer which was supported. Another discussion centered on permit fees for water and sewer and roadways that are supposed to cover costs. We're requesting that an analysis be done to see if that is happening. Motion approved unanimously subject to review of these fees.

Questions:

Ms Collins: Almost every crosswalk and ramp seems to be a low point in the road so when it rains, they get really wet. Is there anything that can be done to improve this?
 Marsette: That is likely driving the analysis that 75% of the wheelchair ramps in town are not compliant – they are challenging to design to meet code. The new ones we put in are compliant and do not have pooling of water.

Equipment Maintenance

From Overview on NovusAgenda:

Staffing 9

Employees Responsibilities

- Maintain 260 registered vehicles including hybrid cars, cruisers, fire trucks, loaders, sanders, rubbish trucks, plows, sweepers and dump trucks.
- Maintain additional equipment including Bucket Truck, lawn mowers, snow blowers, pumps, light towers and emergency generators (490 total pieces)
- Computerized Preventive Maintenance Program
- Vehicle/Equipment Procurement
- Vehicle Insurance Claim Management
- Surplus Property Disposition

Mr Marsette:

Equipment maintenance maintains all of the town's fleet vehicles, police, fire, general government - about 246 registered and plated vehicles. They also maintain all of the town's backup generators (23 are large building support backup generators). Highlights of budget note salary supervisor shows a reduction that is because of the retirement of Tom Collins; Salaries Additional Comp Supervisory that line is reduced that reflects the stipend given to the Deputy Director who is now Tom Hladick, the highway and sanitation director so that stipend has been moved into that division. The vehicle inspection sticker line item has increased due to state raising cost of inspection stickers. The generator maintenance line has increased. Recently, we re-bid this. We had a contractor who helps service all generators. Before we re-bid, the contractor quoted about \$26,000 and we re-bid getting that reduced to \$23,000.

Ms Wollschlager: The equipment maintenance budget was handled over two nights. We had originally added \$30,000 to the line item for parts because it was clear that the vehicle supplies parts is traditionally underfunded. In subsequent discussions with the Acting Town Administrator, who asked us to reconsider this, he felt that because the DPW is voted on as a full line-item budget and there would be enough room in the rest of the budget to make up for any possible supplies/parts shortfall. Also the other part that's in here is one of the initiatives for the lead mechanic and that's only another \$14,050 for

that initiative so we supported that budget by a vote of 2 to 1 (and the 1 is probably because of the \$30,000 which we felt really more accurately reflected the true cost of the supplies parts). The total amount voted was \$990,275.

Questions:

Mr Rooney: Please expound on the fact that you've never really been fully staffed?

Mr Marsette: Over the past two years we've seen 6 mechanics come and go due to better opportunities perceived by them. They expressed that pay and benefits were inadequate.

Mr Rooney: If pay could be looked at would it help?

Marsette: Probably we've encouraged mechanics to get their ASE Automotive Service Excellence certifications, their emergency vehicle training certifications. If they get them they're eligible to get additional pay. That's been in place for 6 months or so. I think it's one of the areas we need to look at closely to make sure we're competitive in the market and we're retaining good quality mechanics.

Ms Collins: Surplus equipment other capital outlay – why is this line still necessary if we can use the revolving fund for this purpose? Does it make more sense to zero this out and go with that?

Mr Chenard: I wouldn't zero it out – part of the reason that we didn't adjust parts is because of the way this budget as a whole department is structured. So if you want to zero it out I'm comfortable with that but keep in mind they can spend that money on parts the way this budget is structured and voted.

Ms Collins: I was thinking that it might more accurately represent what our costs are in the areas that we actually incur the costs – it's more a matching situation than saving the \$5,000. I was just trying to understand why it made sense in here rather than somewhere else in the department's budget.

Mr Marsette: For the last few years, this division has gone over their allocated budget and other divisions in public works have put funds towards this so I guess there's a lot of merit to not zeroing it out.

Hayes: For other members who are contemplating this, when we vote this budget we are voting four line items which are the rollups of Salaries, Expenses, Municipal Loan, Snow and Ice for all the budgets.

Mr Coburn: I think the subcommittee reconsideration vote was taken in the support of the budget in total for a complex operation by an acting Town Administrator and his team, but there was definitely a consensus that in the future we would like to see these line items accurately reflecting what is actually expected but there's no urgency to see that done this year. When we heard the discussion of the short-term longevity of mechanics we did discuss whether adjusting the compensation expectation would result in a larger pool of qualified applicants and, we don't know – we also discussed whether this might be better as a contracted service.

Mr McCauley: Regarding the generators – why does this number creep up?

Mr Marsette: They are getting older and you're seeing that the responsibility has shifted from different department you're seeing the zeros because it was actually part of the Facilities Department budget and that responsibility was shifted to the Public Works Department so that's why you're seeing it coming into the budget with zeros before it.

Highway & Sanitation

From Overview on NovusAgenda:

Staffing 27 Employees

Responsibilities

- Roadway Maintenance
- Street Sweeping
- Storm water Maintenance
- Pavement Markings & Signage
- Curbside Waste and Recycling
- Bulk/Yard Waste Collection
- Recycling Center – West Street
- Monitoring/maintenance of the gas collection system and flaring station at the golf course

Winter Storm Management Highway and Sanitation Division

From Overview on NovusAgenda:

- “All Hands on Deck” Incident Command Management
- 10 Sanders Town-Wide
- 47 Pieces of Town Operated Snow Fighting Equipment
- 23 Pieces of Contracted Equipment 44 plow routes Snow & Ice Policy
- Sanding Routes 9 Separate Routes
- Plowing Routes 6 Zones, 44 Routes
- Plow/Sand Assignments
- Storm Summaries
- FY17 Storm & Material Totals
- 60 Inches of Snow removed, 1,125 Tons Sand, 4,303Tons Salt, 4,500 Gallons Liquid Deicer
- 160 Miles Roadway
- 40 miles Sidewalk
- 18 School/Municipal Parking Lots

Mr Marsette: Over the past couple of years we’ve assisted with a two-year pilot program for food composting curbside collection. That is slated to close this spring. We’ve obtained a lot of great data from that. Last year we responded to 32 storms the town’s snow response budget is included here as a line item. We’re not proposing increasing that for good reason. High points in the budget as mentioned a driver of the budget is the MS4 Storm water permit specifically items for testing and disposal of street sweeping. Part of the permit requirements requires that we sweep the streets in addition to making it aesthetically pleasing and safe we will do it as a condition of the permit. The frequency of the sweepings will increase so we will be generating more volume of sediment to dispose of, test and haul. We haul it ourselves to a landfill in New Bedford when the schedule allows; we have to pay a tipping fee to dispose of it. Other storm water costs her you’ll see I pull into this budget the catch basin cleaning moved from engineering into this budget – based on an estimate a current bid that the MAPC has put out the joint cooperative bid that we’re part of. The off-street drainage line reflects MS4 permit storm water requirements. Another budget driver here is the landfill and the maintenance thereof. We have to adhere to ground water requirements around the closed landfill. We have a consultant that helps monitor those and their fees are included in the environmental monitoring engineer line. Also we have to maintain gas flaring stations and collection systems at the landfill – we have to monitor those. High methane triggers need for additional monitoring. There is a condensate tank that also needs to be drained. There’s a tipping fee for solid waste is in this budget. Also in this are the pay as you throw bags; there is a placeholder line for recycling curbside you’ll see that’s funded at \$5,000 and has been for a number of years. That used to reflect the cost to dispose of

recycling. We currently have a favorable contract where the vendor pays us for the recycling we bring them – that is not the market. The market could be having us paying up to \$3.00 per ton to dispose of recycling. Our current favorable contract is subject to an annual renewal which we will continue to do – that renewal period will continue until 2021. We would then need to negotiate a new contract. In general, we bring about \$150,000 revenue in from the sale and marketing of recycling and about \$900,000 in pay as you throw bags.

Ms Wollschlager: On subcommittee our recycling rate is very good compared to other towns. We have a contract for the PAYT bags we– we discussed whether it's time to raise the cost to consumers. This budget includes the Administrative Assistant initiative. We unanimously approved the budget for \$3,670,977.

Questions:

Ms Collins: Have we begun to track the amount of money spent on snow and ice for school properties? We cannot allocate percentage-wise we can only allocate actual costs because it will cause trouble in the fall when we have to generate a report.

Marsette: We have not.

Ms Collins: We have to track this activity or it cannot be allocated to the schools as an indirect expense.

Mr. Marsette: We have a good handle on what it takes to do all the school parking lots during a storm I think we have ample information to support an allocation.

Ms Collins: Do we have any sense of trash per household as homes are added?

Mr Marsette: Yes it's an addition of time and quantity to the program. You can do a rough estimate by taking some of the data included in the budget. We collect about 10,125 households. Dividing that number by our tonnage will give you a per household number because we only collect at residential households.

Ms Collins: Street lighting is slightly down from 2016 but the amount we're doing in terms of center and fog lines is the same. I know we've added streets.

Mr Marsette: It isn't common practice or recommended by traffic engineers to have on a dead end cul de sac to have fog lines or center lines. There is a proposed increase in the traffic market and size line there is a 3% increase in light of possible additional markings.

We hire contractor to do the center lines and fog lines however we do the stop bars and cross walks ourselves. If you look at prior spending it reflects a need. Collins: Because

we're reducing the requirements for streetlights in developments. Coffey: On what streets are fog lines and center lines required? Marsette: It is not required to be on a two-way street if there's not a whole lot of traffic volume the center line doesn't add any safety measure and it costs money. It is evaluated on a case by case basis. Linehan: You

mentioned that the recycling contract is renewable annually until 2021 – do we have any risk in that if the vendor is incapable to store recyclables that the vendor can no longer store? Marsette: We are on fair footing as far as our contract – the only risk is the

financial viability of the vendor – it's a very tough business right now. Linehan:

Overbrook Road in Wellesley has two raised crosswalks at low points of the road – but are raised crosswalks something that might alleviate drainage problems on crosswalks?

Marsette: It's possible – generally raised crosswalks are more for traffic calming – not for drainage issues. Adding raised crosswalks can often cause drainage problems

depending on the area and can create issues elsewhere. Generally they are used for traffic calming.

Land Facilities & Natural Resources

From Overview on NovusAgenda: Staffing 9 Employees

Responsibilities

- Manage over 70 acres of active parks and play fields (60+ locations) • Irrigation, Mowing, Turf Management, Line Marking
- Maintain Public Shade Trees (Town Tree Warden) • Hazard Tree Removal Land Facilities & Natural Resources

Mr Marsette: What we have included in this budget are field maintenance materials, playground materials, planting supplies, pump test and calibration, tree service contract and mowing service contract – you'll see all have increases. We've incorporated maintenance estimates prepared by the designer of the dog parks, East and Navy parks. The budget addresses the full expense of the dog park and 40% of the maintenance costs for Navy and East, the vegetative management for the Cochituate Rail Trail. The utility company will have to go in to do some vegetative management prior to the rail trail construction and we plan to build on that by keeping the vegetation down once it is cleared during construction. There is an increased effort expended for tree maintenance at the schools (1/2 day at each school). So the breakout for each of those items that have been added to this budget is \$6,000 for the dog park; \$6,500 for Cochituate Rail trail vegetative management plan, \$17,000 Navy Field, \$22,000 for the East Field, \$20,000 for increased maintenance for the trees at the schools.

Ms Wollschlager: One small point is that there's a tree inventory underway and at this point we have an estimated 1,000 trees identified with an estimated asset value of \$4M and we'll be adding a link to this inventory to the town website as the project is completed there will something under 8,000 town owned trees in the town will be identified. We approved the budget totaling \$1,044,855 unanimously.

Questions:

Mr Coffey: Dog park maintenance – they're receiving grant money – will the non-profit be reimbursing the town for maintenance?

Mr Marsette: I'm not aware of any funds that will be annual maintenance costs that the grant will be providing.

Mr Coffey: What about the rail trail? Will the friends of the CRT reimburse the town for those maintenance expenses?

Mr Marsette: I understand that may be the case. Included in this budget now it is not – the inclusion of all the amenities that would be created it's solely to leverage the investment that the utility companies are putting into the maintenance of the vegetation. Future budgets would need to accommodate some maintenance of the rail trail.

Ms Collins: A question for Mr Chenard: There was a grant to build the dog park and a requirement of a 10% match which FIDO (Fun Informed Dog Owners) has more than sufficient monies for. It is my understanding that they will be cutting a check annually am I misinformed?

Mr Chenard: There is no formal agreement that I'm aware of that FIDO is going to give the town any money.

Mr Hayes: Have the Selectmen accepted any donations from that group?

Mr Chenard: I am not aware of any.

Ms Collins: I know the answer now – because the permitting bodies have not approved the building of it and that's what will trigger all the money transfers.

Mr Linehan: What is the utility company doing on the future rail trail?

Mr Marsette: They have to clear scrub under the utility lines. We would want to build on that once it's done. After they are done clearing the vegetation they are going to clear we would then maintain that level of clearing to take advantage of the work they have done and paid for. Otherwise we will have to do the same work when the vegetation grows back and expend money to do so.

Mr Hayes: How much will the vegetative plan cost?

Marsette: We've earmarked \$6,500 for developing the plan and the treatment.

Mr Coffey: I understand some repair work was done on the Route 9 bridge as part of the rail trail – do you know how much was spent on that?

Mr Marsette: I don't I believe the funds dedicated for the rail trail are used for that – I don't have a total. We assisted with some labor for that – materials and other expense were born be some other rail trail funds. Hayes: Are we talking a couple of thousand one hundred thousand?

Mr Marsette: \$2,000 . . .?

Mr Coffey: Down at the Cole Center, there's a new shed – I'm trying to find out who put it there, how much did it cost and is this a capital item?

Mr Marsette: It was put in place as part of the capital construction of the synthetic fields at the Cole Center and houses some of the equipment that maintains those fields. It is a town shed was put in place as part of that project to help maintain those fields and was part of the initial capital outlay for that project.

MOTION

Move to recommend approval of the public works budget for a total of \$8,215,967 comprised of \$3,879,812 in salaries \$2,268,705 Expenses \$1,517,450 Municipal Energy and \$550,000 for snow and ice. (If you turn to page 6 where the budget rollup is you'll notice there's a different amount there. The different amount is in the salaries line instead of \$3,881,905 it is \$3,879,812 that reflects a reduction in the Admin Budget of a step increase for a part time person for \$2,093 which was eliminated – so the amount that we're approving is slightly less than what's shown in your budget book.)

Moved/Motioned by:	Ms Wollschlager
Seconded by:	Ms Van Amsterdam
Motions or Debates:	<p>Ms Wollschlager: Extended thank you to all the department heads for presentations and discussions during the subcommittee process. One of the things we learned about the DPW is how hard-working and dedicated they are – they go above and beyond and we're very lucky to have the staff we have.</p> <p>Ms Van Amsterdam: Thank the subcommittee on the job well done to prepare the committee so well for this evening.</p> <p>Mr Evans: I would like to also thank the subcommittee and the department – it's hard for both sides and hopefully we're doing a better job and being more efficient with everyone's time. I thank everyone for their diligent efforts.</p> <p>Collins: I continue to be impressed by this group from the top to the bottom. I can't say it enough. I'm impressed with the work, I'm impressed with the presentation ... when you can get through an entire department budget and the head of the department doesn't have to turn to get an answer from somebody and have the answers there – that's impressive. So thank you.</p>

	<p>Mr Hayes: Goal for next year is to finish in 45 minutes. Which doesn't mean we're not interested – we have 7 hours of meeting notes and transcription. Our opportunity as we go through this process over the next year is to continue to be more effective so that you're here for 45 minutes. And ultimately the year after that the Director is so confident and the subcommittee is so confident that the Division Heads don't even need to show up. That's my objective.</p>
<p>Vote: Carried</p>	<p>11-0-0</p>

WATER AND SEWER ENTERPRISE FUND

Mr Marsette

Water & Sewer Division

From Overview on NovusAgenda: Staffing 30 Employees

Responsibilities:

- Water Distribution
- 196 miles of mains, 9 million gallons of storage, 1,400 hydrants, 12,000 Services
- Continuously test and monitor water quality Springvale WTP
- Average 3 million gallons per day, 1.2 billion gallons annually
- Sewer Collection: 150 miles of mains, 34 pump stations, Sewer is pumped to MWRA for treatment
- Capital Improvements: 3-5 Projects per year. Current year's capital cost is \$3.3 million Projects Include: Water Re-use tank, Water main installation & lining Replacing an electrical generator, Installing a sewer force main on Bradford & Pamela Road,
- Unidirectional Flushing Program
- Gate Valve and Hydrant Maintenance
- Water Quality and Hydraulic Improvements
- Increased Service Life

Infiltrations and Inflow

From Overview on NovusAgenda:

MWRA Grants and Loans:

- \$2 Million Grant, \$2.4 Million Loan • \$1.1 Million Remaining
- I/I Stabilization Fund
- \$11.82 / GPD
- MWRA Assessment \$5.5 million, based on 2.94 MGD (average)
- Flow reduction, 1.42 MGD (average) since 1997 , 50% Reduction

Geographic Information System

From Overview on NovusAgenda: Staffing 1 Employee

Responsibilities

- Asset Management
- Data Layer Management
- Town-wide GIS Support
- Water meter reading system management

Mr Marsette: On the operating side of the Water & Sewer Enterprise Fund. One of the major budget drivers is the MWRA sewer assessment, that the town pays for disposal of all the waste water that is collected throughout town. That's over 85% of the sewer

portion of the budget (\$2.3 million). That shows you the value of the water supply system that we have in Natick – we're able to provide our water from local supplies without having to pay any MWRA assessment to get water. Some of our neighbors purchase water from the MWRA and pay a similar assessment for water as we pay for sewer. When you do a cost comparison, the cost of Natick water is about 50% less than other communities that get water from the MWRA. One small update on the organizational summary page of the budget - under the Water & Sewer General Foreman item, there are actually three working foremen. That was an oversight on the graphic presentation. The head count is correct at the bottom. Also included in this flow chart is the proposed initiative for the Sewer Station Operator of Facilities and that is shown on the right on the bottom and is also reflected in the budget.

Just to point out a couple of things in the budget by the numbers, the highlight Sewer Mains line you can see that has grown over the years. This line in Sewer Mains allows us to keep clean water out and helps us to reduce the amount of water we have to pay the MWRA to treat. That's what's called an infiltration and inflow from the top through cracks in the surface and you get infiltration from the ground water. You want a tight system so we're only paying to get rid of the waste water that's dirty. The program that we've had for the last 6 or 8 years we've removed 1.5 million gallons of clean water from the waste water system. Our assessment is \$6.3 million is based on 3 million gallons per day. Over the last six years we've removed 11.2 million gallons. Our assessment could be another \$2 or \$3 million without that. It's a good program and it's funded by a fee that we charge to developers or anyone who add any increased flow to the sewer system. We've taken advantage of grants that we've gotten from the MWRA for removal of I/I. So with over \$2 million in grants and a similar amount in low interest rate loans we have about \$1 million dollars remaining in that program for which we will be seeking in the upcoming year for Town Meeting to appropriate the expenditure from the grant funds for this program.

Water Service to be replaced – you'll see that number continues to increase as the water system is replaced ahead of a road reconstruction project. We try to use our own internal crews to replace the service from the main to the curb stop – we try to get all the pipes under a new road in order. So that continues to increase as we're adding roads to the program.

Detail on the Water Division Operating Budget – high points there:

- Line item for merit performance. Collective bargaining agreements (CBAs) are zeroed for this year. That offsets what you see in the line above it which now reflects the current bargaining agreements.
- Salaries Part Time Operational includes cost of police details.
- Salaries Operational Staff line includes the initiative for the water treatment operator facilities maintenance.
- Software Servicing includes costs for the Water & Sewer Enterprise Funds portion of department wide wastewater management system software that lets us directly tie into our SCADA system so that we can trigger maintenance on a sewer pump based on the hours that it runs – that software servicing is carried there. Unlike the general fund side where we try to consolidate IT costs into the IT Division budget, the Water & Sewer Enterprise Fund is carried on its own.
- Also included are annual expenses associated with Water Smart. It will take all of our meter readings put it into the cloud so that customers can look at their history month by month data. This is a tool we could use to get information out to water customers. There is an associated capital item in the capital budget for implementation of SMART software.

- Also under the Water Division the Water Testing line item increase is based on the requirements for water quality testing from regulators. Chemical Supplies line item has an increase that's associated with the corrosion control additives we use to make sure the water is not corrosive to plumbing. There's a missing zero on the Water Well Maintenance line item – the actual spending for 2017.
- On the Sewer Division Operating Budget there was a retirement of our Chief Water Treatment Plant Operator and his replacement comes in at a lower step.
- Also reflected are police details and the big line here is the forecast of about a 5% increase in the MWRA sewer assessment which is based on initial estimates we get from the MWRA.

New Initiative taken from the Overview on NovusAgenda

Water Treatment Plant Operator with Trade License

Working with the existing successful model of Station Operator – Plumber, this position would be a Station Operator – Facility Repairman. Within the Water Treatment/Sewer Pumping jurisdiction, there are currently 20 individual buildings that are maintained, with another coming in the spring of 2018. These buildings have doors, windows, roofs, lights, fans, some have bathrooms, and some have HVAC systems, all of which need maintenance. The newest addition to the Springvale Water Treatment Facility finished construction in 2005 at a cost of over \$5 million. With the staff we have now we are able to complete the day to day operations of producing potable drinking water and pumping the effluent to the MWRA while completing some critical facility repairs. We are unable to keep up with the rate of deterioration of the physical building facilities, therefore are not protecting the Town's investment. One model we have followed in the past is to invest minimally into the upkeep of the building and then contract out and do a complete rehabilitation. This has been done with Springvale #3 building, Springvale #4 building, Springvale #1 building, Pine Oaks Building, Travis Road Building, and most recently Bradford Road building. We believe this position would be a step in the right direction in protecting the Town's investments. This operator would mostly conduct maintenance upkeep with some station operator duties when called upon. Upkeep would include repairing doors, windows, roofs, fans, soffits, louvers, painting (interior/exterior walls, fascia, doors, trim), as well as compiling and updating a building maintenance/replacement schedule. The current Facilities Department provides some repairs and maintenance when asked. We believe this position would complement that by providing day to day maintenance and not just the larger items that require attention.

Comments from the DPW Subcommittee

Ms Wollschlager, Subcommittee Chair: Mr. Marsette covered most of the things that we talked about. We talked about the new initiative – the Station Operator with contractor's license that is included in this budget. We were shown quite a few photos that definitely indicated that there's a large backlog of repairs that could keep this person busy for a long time. I do want to say it's not because of neglect – things just get old and need repair. And we were very delighted to hear about Water Smart and we think that's going to be a great thing for our town especially if people can get advanced alerts if their bills are going to get higher. So we approved the Water & Sewer Operating Budget for a total of \$14,248,238 unanimously.

Questions: None

MOTION

Move to recommend approval of the FY 2019 Water and Sewer Enterprise Fund Operating Budget in the amount of \$14,248,238

Moved/Motioned by:	Ms Wollschlager
Seconded by:	Ms Collins
Motions or Debates:	<p>Ms Wollschlager: I'd like to point out that given the data that you have that we do a pretty good job in Natick keeping out water and sewer costs down. I also think we do a good job keeping our water quality up in Natick. I recommend supporting this budget.</p> <p>Ms Collins: I want to echo what Ms. Wollschlager said.</p> <p>Ms Evans: Great job! I missed Mr. Chenard's sump-pump admonition about not directing sump pumps into the water catch basins.</p> <p>Ms. Van Amsterdam: I encourage Water Smart education for the consumers.</p> <p>Ms Coffey: I understand the need for police details but it's a cost that frustrates me when I see officers watching the work being done and not directing traffic.</p>
Vote: Carried	11-0-0

FY 2019 INDIRECT COSTS

Bill Chenard, Deputy Town Administrator – Operations

The Indirects for FY19 total \$2,218,150 it's a small change from FY18. I want to point out some things that are unique to these particular indirects that are usually seen in many communities. If you look at the top those are all indirect costs where the general government employees are providing service to the Water & Sewer Enterprise Fund. Those are additions to the cost of the Water & Sewer Enterprise Fund – if you look at the bottom group those are negative indirects to the Water & Sewer Enterprise Fund because they are Water & Sewer employees providing services to the general fund side of the house so we have to net those out of the costs to do that. The big change that I noted before was we used to have two groupings there where we refer to Town Administrator which is really all of Town Administration and Human Resources. For whatever reason, two of the three employees of Human Resources were previously in the Town Administrator line item and it was very confusing to people when you saw \$4,000 in Human Resources and a very large number in the Town Administration line. We have corrected that by moving the Human Resources so the Benefits Coordinator, the Human Resources Director and the Administrative Assistant to the Human Resources Director; those are all in the Human Resources line

Mr Hayes: Suggestion to change the Title of this Department from “Town Administrator” to “Town Administration Department” so it is clearer.

Questions:

- Ms Collins: What percentage of IT is being charged to Water & Sewer?
- Mr Chenard: It's a little bit less than the old number of approximately 12%.
- Ms Wollschlager: Would it be possible in the future to get what the percentages are?

Mr Chenard: A couple of years ago we did a complete survey to everybody who had anything to do with Water & Sewer. The responses to these questions drove how we allocated that. We'll likely be doing that on a smaller scale as we move forward from year to year so we can keep this up to date.

Ms Wollschlager: Are there particular departments where the allocation percentage might be likely to change and therefore you might need to survey the people there more frequently?

Mr Chenard: The big ones that change are the utility number, the vehicle fuel and the snow and ice. The other services that departments provide tend to be flat. The other big one is public safety – here's the issue with public safety – they pay for details out of their budget but if they have a major event that goes on the public safety folks have to respond because there are not going to be enough detail officers to cover.

Wollschlager: Do you survey those? Chenard: We do.

MOTION

Move to accept the FY 2019 Water & Sewer Indirect Costs in the amount of \$2,218,150

Moved/Motioned by:	Mr Evans
Seconded by:	Ms Van Amsterdam
Motions or Debates:	Mr Evans: I like the suggestion of obtaining a percentage of the IT budget. Ms Collins: I appreciate keeping an on-going check on the services being provided – if you remember several years ago this was a huge issue and cost the town a fortune in outside CPA and consulting services. So I appreciate the little bits to make sure that it's ongoing and we don't get too out of line where we have to incur these other costs.
Vote: Carried	11-0-0

FY 19 DEBT SERVICE BUDGET

Bill Chenard, Deputy Town Administrator – Operations

Debt Service is broken into three basic areas. It is contractually obligated based on contracts that the town has.

The four basic areas are:

- Leased Equipment;
 - Leased Land;
 - Principal and Interest for our borrowing.
- You will note that there's a large decrease this year in the leased land because we had last year proposed Camp Arrowhead the full \$5,000 – Camp Arrowhead is actually \$2,500 because we're splitting the cost with the DCR. The DCR agreed to pay the other half of the year – our sub-agreement to the DCR agreement.
 - The Leased Equipment number is relatively flat – it's predominantly the street lights that will be coming off the books here in a couple of years.
 - Principal and Interest is related to debt for capital projects that have been voted where we have gone out to borrowing or projected with a debt schedule that we

will be borrowing this spring. It is a large increase with respect to the principal and interest numbers. Total debt service request this year is \$13,486,771.

- I want to note one thing that this is likely to be a budget that when you get closer to your final roll-up vote, we'll have a very good handle on the interest rates and premium numbers. We're hoping that this will be one of the areas that will help close the gap so I'm going to ask you to vote this number tonight because it's based upon the best known information at this time. However, I want to inform the committee that we may come back and ask you to vote a lower number.

Questions:

Ms Collins: Debt service as a percentage of operating budget – outside of the tax levy would require citizen vote, correct?

Mr Chenard: Correct. Outside the tax levy would be a debt exclusion, and we must consider doing that. Last spring, we had a two-hour discussion with the BOS on “outside of the levy” for a project that's upcoming because I wanted them to understand the parameters and make a decision based upon those parameters. Because of previous promises made, the Board chose not to have a debt exclusion vote on that. That exercise informed both the voters and the Board of Selectmen exactly what our debt costs are. Debt is an area that I have expressed serious concern with all the projects on our capital plan that we will be discussing here in a couple of weeks. Timing the new initiatives within the debts for borrowing when the others are dropping off will be critically important.

Ms Collins: Could part of that be managed through BANs (Bond Anticipation Notes)?

Mr Chenard: You can now have BANs for up to 10 years in certain project categories. It's a little scary to see where the market has gone since we that initial discussion. If interest rates stay flat or go down, it's preferable to do the permanent borrowing. If interest rates are climbing, the more you delay permanent borrowing, the more you're going to pay in interest costs. So we're going to have to manage that very closely.

Ms Collins: If you need to do the project how do you wait to do the financing –most people want to be paid – You said this does include things that have been approved by Town Meeting?

Mr Chenard: Things that are approved by Town Meeting where we will incur debt service in 2019. Some things are approved where we know we won't be incurring debt service because of the structure of the projects.

Ms Collins: Are there anticipated projects that you will be asking Town Meeting to approve that would incur principal and/or interest in FY19?

Mr Chenard: Correct because if we don't budget it we're going to be in trouble. However if those are not approved by Town Meeting, we will remove these from the debt schedule.

Ms Collins: What is the biggest thing coming off the debt schedule in the next couple of years?

Chenard: I'll have to get my list – it's one of the schools I forget which one – in the next five years. We have a very small number coming off in the next two years and then we have large numbers for two out of the next five.

Ms Collins: I know that the project that we did with Babson this was one of the things that they focused on that we heard about – do you believe that kind of review is regularly necessary is useful for a budget that's like this?

Mr Chenard: I think it's absolutely critical.

Mr Rooney: I’m looking at page 191 on the bottom in the block information referencing Massachusetts General Law – can you help me understand how that equates to the information on page 192?

Mr Chenard: The top block on page 192 really doesn’t relate to that so much as the debt limit down below. If you look at the equalized valuation at the \$7.8 billion and the \$390 million, the \$390 million is 5% of that number.

Mr Rooney: So based on that our current debt limit is \$390 million?

Mr Chenard: Yes. We are not anywhere near that number. Our ability to handle debt is driven more by our operating budget and our Proposition 2 ½ cap than it is by the 5% cap.

Ms Wollschlager: You mentioned that over the long term some of these projects may have to slip – can you identify those now?

Chenard: I can give you a general overview but it is not my decision to let projects slip – that’s going to be up to the BOS and Finance Committee. I will give advice on what I think should slip and what should come outside of the levy – and as a result of that, if the voters choose to go forward with the projects, on a debt exclusion override that is an entirely completely different argument. So over the next 5 years, we have a substantial number of street and roadway projects, major building projects, the Kennedy Middle School – I’m going to tell you right now, we cannot fund the Kennedy Middle without a debt exclusion override – it’s way over our proposition 2 ½ cap. We have the West Natick Fire Station, major renovation or reconstruction of the Cole Recreation Center, the Schools are looking at major renovation or reconstruction to the Memorial Field Clubhouse and then we have all of those parks and fields which is in the multi-million – getting close to \$ 30 million in costs. Without major new growth to push that cap up, we cannot fund all these items during the next five years without going above Prop 2 ½ levels. We’re going to have to make some very difficult decisions where we go with that.

Mr Rooney: When you say finishing with our body – it would really be finishing with the voters?

Mr Chenard: It would really be finishing with Town Meeting.

Mr Rooney: We could slow roll – you say delay either slow roll?

Mr Chenard: So you can slow roll some projects, but I would not ever recommend slow rolling a building project since it just snowballs your costs. Parks and playgrounds you can do in pieces.

Mr Coffey: Downtown parking garage is that a future project?

Mr Chenard: It is a future project that is on the capital plan for this year that will incur debt in FY19 if it is approved. The other one that’s on there is the purchase of 22 Pleasant Street as a result of what Town Meeting did in the fall I’m not sure where that’s going to be it may go forward or may come off at this point I don’t know.

MOTION

Move to approve FY 2019 Debt Service Budget in the amount of \$13,486,771

Moved/Motioned by:	Mr Evans
Seconded by:	Ms Van Amsterdam
Motions or Debates:	Mr Evans: I appreciate Mr. Chenard’s comments about how to manage critical projects within our budgets – and it’s good to know that it’s being monitored so carefully. Mr Hayes: I think as a town we are going to be in a very

	<p>challenging position this coming next year for the foreseeable future. We have a line item of projects that are critical and have a groundswell of support throughout the town. Whether that is the town’s share of the Kennedy Middle School which is part of the whole costs, the town pays for the whole fire station 4 , the parking garage if they get approved, we’ve got \$20 plus million dollars of identified capital costs for parks and recreation and that was the cost for two years ago and the first two projects came in above the initial project cost and – the challenge is that people want these things. It’s the Finance Committee’s job to make sure through our communications and our recommendations to Town Meeting and as we participate in the network of conversations around town that either people have to be creative in how they’re going to pay for these things or we have to free up money out of the operating budget – there’s only so much money available. As members let’s make sure we’re helping to inform the taxpayers and the citizens that there’s a lot of demands on the available capital and debt and tough choices will have to be made because we can’t do it all.</p> <p>Mr Coburn: There is something to be said for judicious use of debt exclusion. We saw the latter half of this fiscal year our taxes go down because some major projects that were excluded came off the debt schedule. They do end and don’t go on forever. There are always operating needs – but I think it’s a tool that we ought to consider judiciously for its merits as well as its costs.</p>
<p>Vote: Carried</p>	<p>11-0-0</p>

FY 19 FRINGE BENEFITS BUDGET & SHARED SERVICES COSTS

Page 174 budget Book

Mr John Townsend, Deputy Town Administrator Finance

Most of the items on Page 174 Employees Fringe Budget, such as drug and alcohol testing, are level-funded for this year it’s just one of the things we are required to do. We have employees who have licensing requirements that do need to be tested for drugs and alcohol it’s a requirement. Other things such as our Benefits Reserves are level-funded, Retirement Buyout Program also level funded, and the Merit and Performance increases which are for the Personnel Board Employees (non-union) of the town are increased by 4%.

The big item on the Employee Fringe budget is health care benefits that are changing significantly for FY19. We are waiting for the costs from West Suburban Health Group and hope to have them the end of February. One of the caveats here is many of the numbers here are based on our projections and estimates of what we believe will be the costs but we’ll need to come back with an update regarding the actual costs when we know them. The health insurance piece of this includes life insurance, flu shots.

If you look under continued care and retiree mitigation you will see significant drops in these two areas – mitigation for changes that were made to the insurance back in 2016.

The funds have been underspent for the past couple of years so the parties agree to reduce those amounts –those are contractually required amounts under the PEC agreement.

Projected cost on the \$9,546,888 for active employees and \$3,503,532 for Retirees Senior Plans. Overall, the age distributions for the schools are in the 20s, 30s and 40s the town age is in the 40s and 50s. This is one of the drivers when you see that individual plans are going up and family plans which are trending a bit down, but this is one of the big drivers for offering our new high deductible health plans for employees. 62.32% of purchased plans are school plans; town plans are 35.85% of the total amount purchased and the enterprise funds are 1.83%. Retiree plans are 62% for school and 35% for the town.

One of the major changes in FY19 is changing our plans to include a Benchmark Plan which mirrors the plans offered by the GIC – the state insurance plan. These plans have a higher monthly premium, but lower deductibles and co-pays for healthcare appointments. All Benchmark Plans are offered by the same providers as the Rate Saver plans, but the type of plan and cost structure has changed. Conversely, the High Deductible Plans have lower monthly premiums but have much higher deductibles and the plans are eligible for Health Savings Accounts (HSA) accounts. One of the agreements we've made with the unions is that the town will make contributions to the HSA to help offset some of the deductibles. Contributions to HSAs are made pre-tax and the IRS limits the total to \$3,600 per person. The town will fund up to \$1,000 for an individual and \$2000 for a family. The deductible on these benchmark plans are \$2,000 for individuals and \$4,000 for families. For the HAS, once the money is in the fund it is the employees to use if they leave the town's employment they take that money with them. The hope is approximately 1/3 of employees sign up for the high deductible plans. Set aside for the health insurance costs for active plans \$9,910,881 and health plans \$3,503,532 senior plans and non-Medicare eligible retirees. In the near future we will be going over a more accurate set of numbers but at this time these are the best projections we have based upon our estimates from past history of costs and distribution of employees.

Page 183: \$65,000 suitable amount for unemployment estimates, for claims to the town based upon past payment histories of statistics coming from the police department and the school department.

Page 184: \$1,172,252 estimated Town/School Medicare contributions, calculation based on federal requirements on our town and school payrolls.

Page 188: \$147,593 estimated for Chapter 111 Medical Police and Fire Workers Compensation. \$630,414 general worker Workers Compensation – slight increases to those based on the estimated costs of our insurance carriers. LIUNA Mass Laborers' Benefits Fund – benefit negotiated with several of the unions, based upon the actual hours worked by the employees with the amount set by the actual fund. The General Fund budget for this cost is \$295,994.31. Mass Labors Benefits Fund: negotiated by several of the unions – \$294,994.31 for FY19

Questions:

Mr Linehan: In the Enterprise Fund in the General Fund laborers and supervisors are \$1.37 per hour per person and in clerical it's \$1.22 –but if they work in the Enterprise Fund the clerical expense is the same as laborers and supervisors - why are they different?

Mr Townsend: The amounts are set by the fund so they are provided to us.

Mr Linehan: So those are two different funds? The General Fund and the Water & Sewer employees?

Mr Chenard: We'll check on that.

Mr Linehan: What guidance do employees get with respect to choosing the health care plans?

Townsend: Under the PEC agreement we've worked out with the unions to provide educational sessions for the employees, I think we're doing 10 of them as well as providing literature and possibly software. Both the town and the union are working to make sure the employees have the information to make educated decision.

Mr Rooney: Regarding the Active Employees and Retirees split out of school vs. town employees, the health plans for the active are estimated to go down, the retirees are estimated to go up – why is that?

Mr Chenard: The retirees are on a calendar year and the active employees are on a fiscal year. So we already know the percentage increase on the retiree plans for half of the fiscal year for 2019 so we are able to project that more accurately. The other factor is the number of retirees. Those plans are for folks that, between the day that they retire and age 65 where they are eligible for Medicare. The number of those employees has increased slightly.

Rooney: I thought some of this was plan driven – so should I infer that the retiree's plans don't change?

Mr Townsend: The senior plans are staying the same however there are a certain amount of non-Medicare eligible retirees who are on the active plans. Just because the way the law is set up and the use of HSAs most of the hierarchical plans are not attractive to people nearing retirement so a high percentage of them are on the Benchmark plans.

Mr Rooney: Has "individual coverage would give them \$1,000 family coverage \$2,000" if you go to the next line – the Benchmark Plan costs \$2,662 the HSA Plan is \$1,445 – for an individual – so the HSA saves roughly \$1,000?

Mr Chenard: If you don't eat your deductible, if you're very healthy you're going to save money on the high deductible plan.

Mr Rooney: Did you look at this picture for a family?

Townsend: Yes we have that - I can provide that.

Mr Rooney: Does it reconcile to the \$2,000?

Mr Townsend: The savings are similar yes.

Ms Collins: We have a total of 14 reserve plans – four on the non-school and 10 on the school side – does this include both new hires and individuals who might have to change a plan mid-year?

Mr Townsend: This includes both the town and the school all the projected new hires that the school and town have in their budget. The new hires are baked in already – that's obviously going to change and when we come back we'll have more information on new hires. Those reserves plans are to cover people who are changing plans or new hires. A lot of people opt out of our insurance plans or are terminated or leave so there are plans that do free up as well.

Mr Chenard: To be absolutely clear, the reserve plans are for people who are changing plans – the new employee plans are included in our base insurance costs.

Ms Collins: How many new hires are baked in on the schools and non-schools?

Mr Townsend: I don't have that number and I'll get that to you – but on the town side it is all of our new initiative position adds and on the school side it is a percentage of 22 bodies – they're asking for more bodies.

Ms Collins: What do you mean by percentage of 22?

Ms Chenard: The number in the plan is 22 which is a percentage of their ask because many new school teachers are not 26 years old and are still on their parents plans so we don't project the full 100%.

Ms Collins: The chart on page 176 – It looks like 54% of the benefits we provide are active employees and 46% are retired employees. But in terms of costs 27% are retirees and 73% are active employees.

Mr Chenard: Correct that's via policy of the town that they will only pay for Medicare Part (I forget the number) for 65 and older for people on Medicare.

Mr Townsend: And senior plans are significantly cheaper than active plans.

Ms Collins: Have we signed the PEC.

Mr Townsend: It's very close. But it was a unanimously voted by them to accept this particular agreement.

Ms Collins: Workers Comp on page 188 – there's a \$49,600 claim in FY16 I thought we had an even more recent ongoing one that the Court decided was our responsibility? Mr

Chenard: I will double check to see where that is –we have lost a claim in the courts I will find out where that is. The 16 number represents the big number for that claim – but I'll double check that.

Ms Collins: On 174 the retirement buy-out program – I thought that when Town Meeting changed the sick leave buy back to limit the number of days that if you hadn't retired by 2018 it was a reduced number of days that you could qualify for?

Mr Chenard: You are correct. For Personnel Board employees and a limited number of union employees are large unions have not yet agreed to those terms and their contracts still have retirement buy out programs.

Ms Collins: We recently signed contracts with nearly all of our unions – this was not addressed in those contracts? Chenard: It was attempted to be addressed in all of those contracts . . . but it only changed is some not in all.

Mr Linehan: Page 182 are there non-Medicare eligible retirees over 65?

Mr Chenard: No.

Mr Townsend: We do have folks that do reach the age of 65 but their spouse does not so you would have an employee who is in a senior plan but has a spouse that is on an active individual plan. So there is a little fluctuation in the numbers due to that sort of scenario.

Ms Van Amsterdam: Regarding the \$185,459 that was the savings as a result of moving to all the plans described on the next page?

Mr Chenard: Yes.

Ms Van Amsterdam: Because we don't know the rates now we don't really know what the savings will be – could you describe to us does the West Suburban Group encourage towns to move to HSA contributions as an incentive as opposed to promoting the tax benefits of HSAs? Why has the town moved to making contributions to employees HSAs?

MR Chenard: Generally as soon as everything is ratified – it was a negotiation – but clearly the West Suburban Health Group – I did a test run with a community last year and thought that everybody was going to jump to high deductible plans because they were cheaper and then found out that that was not the case – there was huge push back from employees and I can definitively say that without HSA contributions we would not likely have a settled public employee committee agreement at this point – ratified – both sides have agreed.

Ms Van Amsterdam: Has administration started to look ahead with West Suburban into that environment where it's all high deductible plans and what that cost will be before the town now that we've started down the path of HSA contributions?

Mr Chenard: We have run some numbers they are pretty minimal at this point to get an idea of where we would be going – it is a savings for employees to be in high deductible plans today with HSA contributions compared to other plans that are available to us or moving from the rate saver. Moving into the future there won't be that comparison because likely in the future the Benchmark Plans are going to go away so we will only have high deductible plans with all employees in there. We can't look at our performance profiles within the healthcare industry until we get to that point.

Mr Coffey: The State Group Insurance Commissioner is blocking Fallon and Tufts out?

Mr Chenard: The GIC announced last week to their membership that Harvard Pilgrim, Tufts and Fallon were no longer available. The only plans available through GIC will be Neighborhood Healthcare, Unicare, and Health New England.

Mr Coffey: Does that affect us at all?

Mr Chenard: That does not affect us we are not a member of the GIC. The GIC drives the Benchmark plans for West Suburban because within that grouping you have to try to mirror their copays and deductible offerings.

Ms Van Amsterdam: How many of the plans that the GIC are moving towards are high deductible and is there a proposal on the table as part of those plans that there will be an HSA contribution coming from the GIC to all those members?

Mr Chenard: We don't know that answer I don't believe that any of the plans are high deductible plans based upon the information that I have.

Mr Linehan: Between the Benchmark and the high deductible with contribution – what is the cost to the town?

Mr Chenard: The high deductible contribution is less costly to the town even with the contribution. It isn't a huge difference but it's enough to make a difference.

Mr Townsend: The caveat to that is it is based upon our estimates of what the premiums for the high deductible plans are going to be. My estimation was it will increase by 10%. I'm hopeful we're not going to see quite that.

Mr McCauley: Can the employees continue to fund the HSA account on top of the town contribution?

Mr Townsend: Up to \$3,600 per year.

McCauley: If the employees leave they can take the balance with them? Would that include the Town's \$1,000?

Mr Chenard: Yes if they haven't used it.

Mr Coburn: Several concerns about high deductible plans are the rapidly ballooning cost to the plans themselves and the Cadillac Tax - does the way we are going reduce our concern that we might be hit with the Cadillac Tax?

Mr Chenard: Yes. The primary reason that the West Suburban Health Group eliminated rate saver plans was to eliminate the Cadillac Tax for its member groups.

Mr Hayes: Mr. Chenard is it the Administration's desire to propose that the Finance Committee consider the budget that's on page 174 for the amount of \$16,208,956?

Mr Chenard: It is entirely up to the Finance Committee, but this budget is going to change we know this number is going to change so you're going to be reconsidering this anyway – my recommendation is not vote tonight because you're going to have to re-vote it anyway.

Mr Hayes: The Chair chooses not to request a motion from the Committee at this time and continued the hearing on this motion to possibly the first Tuesday or Thursday of March if the schedule allows. Mr. Chenard: when you are ready to have the final numbers heard by the Finance Committee, please provide a one-page summary of the specific changes by the line items of what the material change was so we don't have to spend a lot of time revisiting the entire budget?

Mr Chenard: Yes.

MOTION

None, the Chair continues the Employee Fringe Benefits Public Hearing to a date to be determined – likely the first week of March 2018.

OLD BUSINESS

MEETING MINUTES:

January 9, 2018 Minutes Cathy and Phil are not eligible. Comments: None.

MOTION

Move to accept the January 9, 2018 Minutes of the Finance Committee

Moved/Motioned by:	Mr Hayes
Seconded by:	Ms Van Amsterdam
Motions or Debates:	None.
Vote: Carried	9-0-0

January 11, 2018 Minutes Dirk, Cathy, David, Bob, and Christine are not eligible. Comments: Bob McCauley was at the meeting on the 9th – Transcriptionists Note: Robert McCauley's name appears in both the Absent and the Present columns at the beginning of the minutes – Robert McCauley should appear in the Present column of the January 11, 2018 Finance Committee Minutes.

MOTION

Move to Amend the January 11th Minutes to include Robert McCauley as Present and to Accept the January 11th Minutes of the Finance Committee

Moved/Motioned by:	Mr Hayes
Seconded by:	Mr Coffey
Motions or Debates:	None.
Vote: Carried	6-0-0

January 16, 2018 Minutes. Bob McCauley was at the meeting on the 16th – (Transcriptionists Note: Robert McCauley's name appears in the Absent column at the beginning of the minutes – Robert McCauley should appear in the Present column of the January 16, 2018 Finance Committee Minutes.

MOTION

Move to Amend the January 16th Minutes to include Robert McCauley as Present and to accept the January 16th Minutes of the Finance Committee

Moved/Motioned by:	Mr Coburn
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Seconded by:	Ms Wollschlager
Motions or Debates:	None.
Vote: Carried	10-0-0

January 18, 2018 Minutes Cathy and Dirk are not eligible. Bob McCauley was at the meeting on the 18th. Transcriptionists Note: Robert McCauley’s name appears in both the Absent and the Present columns at the beginning of the minutes – Robert McCauley should appear in the Present column of the January 18, 2018 Finance Committee Minutes, and Mr. Linehan would like to add his question and the answer regarding alternative employees and future staffing at the organic farm which was left out of the January 18th Minutes transcription.

MOTION

Move to Amend the January 18th Minutes to include Robert McCauley as Present and add Mr. Linehan’s question and answer as noted in transcriptionists note above and to accept the January 18th Minutes of the Finance Committee

Moved/Motioned by:	Mr Hayes
Seconded by:	Ms Van Amsterdam
Motions or Debates:	None.
Vote: Carried	10-0-0

SCHEDULING

Mr Linehan: Meeting on Thursday February 1, 2018 at 6:45 in the School Committee conference room, of the Facilities Management Subcommittee.

Ms Van Amsterdam: the draft minutes will be ready within 2 days – we didn’t vote – but the draft minutes will be sent in advance of the February 1, presentation.

Mr Hayes: We will not meet on January 30 as we discussed previously since we will not have a quorum that night. The Finance Committee will also not meet on February 27th the first Tuesday back from school vacation. That is the night of Special Town Meeting – if Special Town Meeting goes to a second night we may have to cancel the Thursday – I will post and schedule for that night.

ADJOURN

MOTION

Motion to adjourn.

Moved/Motioned by:	Mr McCauley
Seconded by:	Ms Collins
Motions or Debates:	None
Vote Carried	10-0-0

Meeting adjourned at 10:55 p.m.