

**Town of West Boylston
Finance and CIB Committees
Meeting of September 15, 2015**

A meeting of Fincom was convened at 7 pm at town hall. Attending were Ray Bricault, Pat Bryant, Bill Fay, Pavel Loven, Jim Marinelli, and Pete Murphy. Absent were Chris Berglund and Dave Eckhardt.

The meeting minutes of 25 June 2015 were approved by a vote of 6-0.

The Fincom committee met with Jim Purcell, interim Town Administrator (TA). A series of agenda items were reviewed:

1. There are no unexpected warrant articles or issues. Therefore the joint meeting with the Board of Selectmen should be routine. The expected warrant articles are:
 - CPC article – The TA has no knowledge of any items.
 - Capital article – There are two DPW items. The police cruiser is not a capital item but is paid for from operating expense.
 - Highway drainage easements – One will be considered for Helen Drive. The surveying contract has been released.
 - Updates to the sign bylaw – The Board of Selectmen are expected to act to eliminate the electronic sign restriction.
 - The Senior Center and Police Station will be separate warrant articles.
2. The only challenge expected at the fall town meeting is the warrant articles for the Senior Center and Police Station.
 - A town wide maintenance agreement has been proposed by ABM ,the ESCO contractor, at an annual cost of \$117,000. This proposal is in addition to the annual monitoring contract at a cost of \$15,000. There was insufficient information to take any action on this item. Other quotes can be obtained and some town buildings already have maintenance agreements. It was also unclear if any action will be proposed by those managing the ESCO project.
 - Changes to the personnel bylaws will not be requested as previously expected.
3. The TA said he has not had the opportunity to review the DPW capital spending.
4. The TA said his preference is to hire a town accountant. He is working to make that happen.
5. Free cash is expected to be certified by the DOR by the end of the week. It is expected to be \$550,000.
6. There are no remaining FY15 snow and ice issues.
7. The free cash allocation should be as follows:

• 1% set aside for FY17	\$225,000
• Stabilization recovery	\$ 75,000
• Capital investment fund	\$250,000

- Total \$550,000
 - Stabilization fund is \$1,058,864. 5% is \$1,123,646. A contribution of \$75,000 will raise the fund above the 5% target.
 - The Capital Investment Fund is \$585,483.
 - Other free cash needs can be met by new revenue from raise and appropriate items: \$35,897 from new growth, \$7,972 additional local aid, and approximately \$100,000 in local receipts; for a total of \$143,869.
 - DPW salary savings will be minimal because the cost for the Director was shared with the Sewer Department, and the cost of the interim Director.
8. The following items have been requested from free cash:
 - Open Space plan update requires \$15,000. CPC has declined to provide funding.
 - New voting machine for elections is \$6,641.
 - Two storage containers for the Parks and Rec at \$6,500.
 - School department wants 55 electrical outlets for ceiling projectors at \$17,875. The TA was asked to determine if this can be funded from additional ESCO savings.
 - Two requests from DPW that will be discussed later in the meeting.
 - Extend server warranties for \$2,600.
 - Cloud backup at \$1,100.
 - Purchase services for financing the town hall BAN and the Senior Center and Police Station at \$40,000.
 - Click Fix at \$4,410.
 - Offsite backup and recovery at \$17,700. The TM was asked to obtain more explanation for the need for this item.
 9. Year to date expenses are on track and overruns are not expected. School unemployment insurance is at a seasonal high.
 10. The BAN on town hall needs to be refinanced. It can be rolled over twice, but current interest rates may rise, raising the cost of financing.

The Fincom committee met with Selectman John Hadley, Chair of the FISP committee. John asked for a vote of support from Fincom and the CIB for the warrant articles for the Senior Center and the Police Station.

- The Senior Center will be a building purchased from the Bethlehem Bible Church for \$990,000, with an additional \$126,000 for upgrades; total of \$1,170,000. The warrant asks for \$1,300,000 as a contingency.
- The Police Station will be a new building on Rt12 on the town Mixer property. The cost estimate is \$2,700,000. The warrant asks for \$2,900,000 as a contingency. The existing police station is completely unsuitable, non-compliant with most state regulations, and a safety concern.
- The property tax impact is \$38 for the average home.
- If the warrant articles pass a two thirds vote of town meeting, a town wide vote will happen on November 6.
- No renovation plans have been made for the Fire Station after the police move out.

Mike Kitteridge, interim DPW Director, presented the equipment need request.

- Two items have been requested from free cash:
 - a. Tailgate conveyor for \$5,450. This is a conveyor to convey fill from a truck to the berm to reduce manual labor. The truck crew can be reduced from 3 to 2 men, freeing up nominally 100 man-hours per year.
 - b. ProRake for conditioning infields and playgrounds for \$18,533. The infields of the town baseball diamonds are too hard and injuries have occurred. Reconditioning is required weekly during the season. Manpower is not available. One softball league has left town as a result. This is expected to free up 200 man-hours per year.
- Two capital warrant items have been requested:
 - a. An 2 yard asphalt heater for recycling used asphalt for \$27,500. Savings were claimed for this equipment based on the cost of disposal of used asphalt and the cost of replacement new asphalt. This could be a 2-3 year payback of the investment. The DPW Director was asked to better quantify these savings and determine a payback.
 - b. A 30 Kilowatt diesel generator for \$23,700. The need for the generator was discussed. A generator is needed for the fuel pumps and lighting during an emergency. This generator, however, is a 3 phase unit intended to also run the DPW garage vent system. The committee felt the size of the generator needs to be better justified, or a smaller alternative proposed. Also the initial capital request needs to be corrected since it was submitted as \$2,500.

The meeting was adjourned at 9:10 pm.

Pete Murphy
Secretary