

Members present: John W. Hadley Christopher A. Rucho
 Kevin M. McCormick Patrick J. Crowley

Mr. Hadley convened the meeting at 6:30 p.m.

Motion Mr. McCormick at 6:30 p.m. to enter into executive session under the provisions of Massachusetts General Laws, Chapter 30A, Section 21(A), Part 3 to discuss strategy with respect to collective bargaining with the Fire Department if the chair declares that an open meeting may have a detrimental effect on the bargaining position of the public body and the chair so declares, seconded by Mr. Rucho. The Chair so declared the need for an executive session and the Board will be returning to open session. Roll call vote: Mr. McCormick yes, Mr. Hadley yes, Mr. Crowley yes, Mr. Rucho yes.

Motion Mr. McCormick at 7:00 p.m. to come out of executive session, seconded by Ms. Bohanson. Roll call vote: Mr. Hadley yes, Mr. Crowley yes, Mr. Rucho yes, Mr. McCormick yes.

The Board reconvened at 7:03 in open session.

Read and acceptance of Minutes from Previous Meeting:

Motion Mr. McCormick to approve the regular session meeting minutes of January 5, 2016, seconded by Mr. Crowley, all in favor.

Motion Mr. McCormick to approve the regular session meeting minutes of February 11, 2016, seconded by Mr. Crowley, all in favor.

Motion Mr. McCormick to approve the executive session meeting minutes of February 11, 2016, seconded by Mr. Crowley, all in favor.

Motion Mr. McCormick to approve the regular session meeting minutes of February 19, 2016, seconded by Mr. Crowley, all in favor.

Fire Chief Tom Welsh

Chief Welsh introduce new full-time Firefighter/EMT John deRivera to the Board. Mr. deRivera is a resident of West Boylston.

Chief Welsh informed the Board that the Safer Grant is now available to town. He has been working on the application package which is due the end of the week. The previously grant provided for five years of decreasing funding. This grant provides for two years of full funding and you can either apply for funding for two or three firefighters. If the town were not to keep them on after the two years, our only obligation would be their unemployment. Mr. Crowley feels it is a no brainer. If approved, the town would have six months to hire them and if we do not go forward we would have to provide a reason.

Motion Mr. Crowley for the town to support the application for a Safer Grant for three people, seconded by Mr. McCormick. Mr. Rucho wants to insure that the town could get out of it. Vote on the motion – all in favor.

Introduction of New Director of The Beaman Public Library

On behalf of the Board of Library Trustees, Mary Ellen Cox introduced Anna Shaw the new Director of the Beaman Public Library. Ms. Shaw has been the Assistant Director for two years. The Selection Committee met with her through an in-house posting and the Trustees met with her. She is

trained and well approved of by Louise Howland, outgoing Director. The Board congratulated her on her new role.

ESCO Project Update – David O'Brien (ABM) and David Eckhardt

Mr. Eckhardt reports that he serves as the Owner's Project Manager on the project. Mr. O'Brien negotiated the contract with former Town Administrator Leon Gaumond as the General Manager of ABM. It was a project approved at town meeting and constructed in the summer of 2014. We were substantially completed on April 30, 2015 and the first full year concludes on April 30, 2016. Something required by law is Measurement and Verification that the savings guarantees are being attained. AMB staff did the Measurement and Verification, it was completed a couple of weeks ago. With data through December 1, on gas consumption we appear to be doing reasonably well. We will do a final verification in May to June frame to prove those savings. They looked at electric usage. It is significantly higher than forecasted, which is uncommon, not an unusual situation. ABM is looking at 60 rooms at the schools. We will be doing further analysis. Mr. O'Brien noted that we have four more months to go on electric use. They are not trending well there. They come in quarterly to get that on track, if not they will have to pay for it. They did some power measurement and will review the controls with the subcontractor next week. They will change some of the sensors to manual on and automatic off. After the first year they will measure and if short fall we will have another discussion on why it is short. They are continuing to work to make sure this is on target. It is a 15-year program, it is not uncommon. From what he hears from David he is getting good reports.

Mr. Eckhardt states that everything he has heard is that it has been well received particularly by the schools, which is 95+% of the work. Mr. O'Brien added that they guarantee units of energy not a dollar savings. On a good note you will be well ahead of the debt service dollar wise we are just not there on the units. They do not guarantee dollars they guarantee the savings on the energy units. They can control the amount of energy used, kilowatt hours, therms.

Mr. Hadley asked from last year you measured by BTU, we had oil. Mr. Eckhardt noted that therm is 100,000 BTUs and oil is 138,000 BTU per gallon. It is interchangeable, gallons to therms. Mr. O'Brien advised that AMB owes the town 392,000 of kilowatt savings for lighting, 88,000 kilowatts on power motors, 4,272 MMBTU natural gas savings and 8,563 MMBTU in fuel oil savings that is broken down. Mr. Crowley asked how do you take into account the weather? Mr. O'Brien noted that it is normalized. You set a baseline. In one month they will be back with the measurement and verification engineer and it he will explain in much more detail. Mr. O'Brien explained that the money the town borrowed to pay for this will be met by the dollars we save. It will be more than just met. You will not be paying any money out of pocket. You will have a substantial savings in the schools. Mr. Hadley is having a hard time understanding why we are using more electricity with all the things we did on the project. Mr. O'Brien explained that you may be using more energy because motors, previously not working are working. Mr. Hadley noted that we still have not replaced all the fan motors. Mr. O'Brien stated that when they left they were all working, we fixed them all in both schools. Mr. Eckhardt feels the fan could be a control system problem, a motor problem, coupler or drive belt problem. Mr. O'Brien explained they also look at the hours of operation, the run hours may have changed and it will all come out.

Mr. Eckhardt added that AMB stepped forward and did the MTV on February 1 so they could discover any discrepancy that needed immediate attention and we found them. They worked getting readings on about 60 rooms. The data is now back at ABM for analysis. Mr. O'Brien added that this is

at no cost to the town and it is our best interest to make sure the savings are being made, or we are on the hook to make a payment for that.

Mr. Crowley asked April 15th was substantial completion. When does the certification year start and end. Mr. O'Brien states it is May 1, 2015 to April 30, 2016. Mr. Crowley asks you have electrical savings, heat savings and the units cost the same amount of money. If we are 20,000 over on heating and over \$20,000 on electric, you met your contract obligation. Mr. Rucho read that our guaranteed savings is \$216,900. Mr. O'Brien advised that we are almost at \$200,000 and we owe you if we missed on units of energy. You could over save on one and under save on another, you met it. Mr. O'Brien states it is running fine. They have not received a lot of complaints or calls. Mr. Eckhardt added that something else ABM didn't guarantee but the school estimates that they are saving \$16,000 a year in maintenance savings because they do not have people called out in the middle of the night for the heating system. They have remote access with your I-phone to control the HVAC system. O'Brien states that every unit has been reconditioned to factory standards. Mr. O'Brien feels if they have a short fall maybe they could do some lighting in the cafeteria to finish it off. Mr. Eckhardt continues to make periodic updates to the Town Administrator. ABM is in the loop and will be report as appropriate. They will rejoin the Board one month from now. Mr. O'Brien states we stand behind this. We see some issues and are working hard to correct them.

Mr. Hadley asked how much of what needs to be done got done? Mr. O'Brien states everything but converting controls in high school and cafeteria light. Mr. Eckhardt notes there is clearly a second energy project in the \$600,000 range to address controls and incomplete lighting but it is premature to talk about it until ABM defines or offers corrections to the problems we have uncovered. Mr. McCormick notes that when you came in and sold us the project you said you would take the schools and make everything work right. He thought everything would be done. Mr. O'Brien states we gave a list of energy needs and what the program could support. The cost would not fund the savings. Mr. Eckhardt adds the basis on the contract, we would do everything we could in a self-funding project. We agree there would be a couple of exclusions lights in the cafeteria and pneumatic controls in the class rooms. We decided to do what we could and figure out how to pay for the rest of it. Mr. Crowley noted that if we can save 50¢ on the dollar we can fund one-half as an ESCO and the other half out of the town through bonding or whatever the case may be. Mr. O'Brien does not know why it didn't fit. It could be funded as a project down the road. If we are short some utility savings you might want to take the money we owe you and do the other projects. It might be worth it to ABM to do it at no cost to the town to offset what they are seeing. Mr. Crowley feels the pneumatic control is the big number if they could save \$300,000 over 15 years and that cost is \$600,000, half could be done as an ESCO. Right now 100% of the profits will be paid by energy savings. If 50% were going to be paid for by energy savings could we do 50% through ESCO savings and 50% through traditional bonding. Mr. O'Brien agreed.

Mr. Eckhardt looks forward to the next project. You have not pledged the \$15,000 of savings against any new capital. The next phase will have additional savings and the measurement and verification could easily show you have excess savings claimed on Phase 1. By July 1 we may be most of the way towards funding a next phase of the project. Mr. O'Brien states that the first couple of years are always interesting, but it is work in progress. We will stand behind our project, he apologized it is confusing, he thinks people are happy comfort wise. Mrs. Lucier questioned the annual payment of \$15,000. She received an invoice in February, due upon receipt for \$15,000, she received an email saying that we were supposed to have been invoiced \$15,000 for last year's verification and measurement and she still does not have that invoice. Mr. O'Brien would like to see where this falls.

It will cost the town \$15,000 a year for measurement and verification or we will lose our guarantees. Mr. O'Brien notes that most towns keep it for three years and get some history. You would have to break the contract or pay \$15,000 a year for 15 years. Mrs. Lucier reports that she had a conversation with former Town Administrator Leon Gaumond and he was told by ABM that they would waive the first year's measurement and verification fee. Mr. O'Brien states Leon is incorrect. Mrs. Lucier notes that she only has \$55,500 worth of rebates in a revolving fund to pay for the measurement and verification.

Consider the following Sewer Abatement Requests**1. Kevin & Alysha O'Brien, 27 Pheasant Hill Run**

Mr. Crowley read through the Board's policy on filling your swimming pool. The Water District now charges \$30 to have your meter read to be paid in full before they come out. The policy will need to be amended to reflect that. The resident installed a new lawn and was told a second meter was not an option. The majority of the use was to water a new hydro seeded lawn. Ms. Lucier reports that Mike Kittredge checked with the Water District and no one remembers speaking with the O'Briens and the O'Briens didn't have the name of the person who provided them the information. The Board adopted their policy in July of 2001, rescinded it in December of 2011 and adopted it in June of 2012. The change was due to the 80/20 split, which the Board removed. We are now at 100%. Mr. Rucho voiced concern that if the Board were to waive this, everyone who waters their lawn will be coming in for an abatement. Mr. Crowley shares that concern.

Motion Mr. Crowley to deny the request, seconded by Mr. Rucho, all in favor.

2. David Klay, 4 Olde Century Farm Road

Mr. Klay installed a pool and put in a new lawn. Initially his sewer bill was incorrect, it was adjusted, and he is requesting an abatement of \$159.00 as the water was used to water his new lawn.

Motion Mr. Crowley to deny the request, seconded by Mr. Rucho, all in favor.

3. Reconsider the following Sewer Abatement Request: Susan Spellane, 38 Valley Forge Circle (KM)

Mr. McCormick asked to reconsider this because the vote was 2-2. Initially she had not paid her bill and after meeting with the board the first time, she paid her bill and he thought maybe he was short sighted. Mr. Crowley, who voted in favor of the abatement noted that when the pool guy came in she called the town and the town didn't have sufficient time to go out and read the meter. She didn't want to fill the pool using the temporary lines as that would impact her neighbors. He understands that the Board has a policy, however, he believes they should make an exception for this. He is also taking it face value. Mr. Rucho would like to carry this over so he can have an opportunity to review the meeting minutes

NEW BUSINESS

1. Consider signing contract with Cardinal Construction, Inc. for Project Management Service for the Police Station Project

Motion Mr. Rucho to sign the contract, seconded by Mr. McCormick, all in favor.

2. Consider signing Contract Addendum with Beta, Inc. for the Goodale Park Athletic Field

Improvements Master Plan

Motion Mr. McCormick to sign the contract, seconded by Mr. Rucho all in favor.

3. Consider awarding contract for Sidewalk Extension and Reconstruction Project to P.J. Albert, Inc. of Fitchburg \$652,132.51, as recommended by Leonard Engineering, Inc.

Motion Mr. Rucho to sign the contract, seconded by Mr. Crowley, all in favor.

4. Consider request for Reserve Fund Transfer in the amount of \$1,000 to pay insurance deductible cost

Motion Mr. McCormick to sign the contract, seconded by Mr. Rucho, all in favor.

5. Consider request from Municipal Lighting Plant to add the Light Plant to the list of departments to verify accounts are up to date and not late in status before issuing permits to residents and businesses in town

Motion Mr. Rucho to grant the request, seconded by Mr. Crowley. Vote on the motion – Messrs. Hadley, Rucho and Crowley yes; Mr. McCormick no. A public hearing will be scheduled to amend the Board’s policy on business license renewals.

6. Consider accepting donations in the amount of \$1,953.31 from the public for lost or damaged books and other materials, donations for the use of printers and copier and donations given to support the general needs of the library

Motion Mr. Rucho to accept the donations, seconded by Mr. Crowley, all in favor.

7. Consider opportunity from CMRPC to request three additional traffic counts

The Board recommended referring this to the Police Chief.

PRELIMINARY BUDGET PRESENTATION

Ms. Lucier met with all the department heads to review their budget request. Their budgets were reviewed and what is being presented is their absolute need. There is no excess. She thanked Town Accountant Leslie Guertin for her assistance with the budget. She also thanked the Manager of the Municipal Light Plant for reducing our Street Lighting budget by over \$16,000 and the Veterans Service Officer who reduced his salary line item for \$5,000 to \$1. The town is extremely fortunate to have such dedicated employees.

The town’s operational budget is divided into categories. The preliminary budget for those line items are as follows. General Government, 1,134,949, Public Safety, \$2,505,394, Education \$11,373,408, Public Works \$1,352,696, Human Services \$227,749, Culture & Recreation \$377,380, Debt \$1,209,136, Intergovernmental \$5,747, Employee Benefits \$4,569,914, General Insurance \$4,569,914 and ESCO \$170,000. The preliminary budget, as presented, is balanced using budget uses \$22,242,802 in revenues, and \$283,566 in free cash and \$38,317 in Overlay Surplus in order to balance the budget. The total budget is projected to be \$22,981,685; an increase of 1.76%. A COLA for non-union employees has not yet been factored in.

MEETINGS, INVITATIONS & ANNOUNCEMENTS

1. March 20th noon, The 3rd Annual and still Shortest St. Patrick’s Day Parade – Finders.

2. March 30th, 7:00 p.m. FISP Meeting

SELECTMEN REPORTS

Mr. Crowley notes that the parade begins at noon, it is a lot of fun and they have close to 300 marchers, motorized floats and bands. It is a lot of fun.

FUTURE AGENDA ITEMS

Mr. Crowley would like to go out to bid for audit services. Mrs. Lucier advised that it is in process.

With no further business to come before the Board, motion Mr. Rucho at 8:30 p.m. to adjourn, seconded by Mr. Crowley, all in favor.

Respectfully submitted,

Approved: April 6, 2016

Nancy E. Lucier, Municipal Assistant

John W. Hadley, Chairman

Kevin M. McCormick, Vice Chairman

Christopher A. Rucho, Selectman

Patrick J. Crowley, Selectman