

Final, Approved unanimously, March 8, 2017

FINANCE COMMITTEE

MEETING, January 23, 2017

A scheduled joint meeting with the Board of Selectmen convened at 7:00 pm in Room 5.

Members of the committee in attendance: Mr. Creighton, Ms. Mellish, Ms. Kaneb, Mr. Oldeman, Ms. Thorne, Mr. Croft and Mr. Evans. Mr. Furlong and Mr. Susko were absent.

Board of Selectmen in attendance: Mr. Boling, Ms. Beckman, Mr. Kehoe, Ms. Driscoll and Mr. Barclay.

Town Administrator, Mr. Federspiel, Town Accountant, Ms. Mainville and Interim Department of Public Works Director, Ms. Murray were in attendance.

CDR MAGUIRE representatives Mr. Soccoccio, Principal Architect and Mr. Amorello were also present.

Mr. Creighton presided.

Agenda items scheduled for discussion:

- Workshop with BOS – Facilities Planning Presentation
- Budget Review, Parks & Recreation, DPW, Land & Environment and Other Departments
- Other business that comes before the Committee.
- Approval of Minutes

Ms. Thorne moved the Finance Committee meeting to order and Mr. Croft seconded the motion.

Mr. Soccoccio initiated CDR MAGUIRE's presentation with an analysis of the current space needs for the Town's following departments: DPW, Water Treatment, Town Hall, Police and Fire.

- DPW is 40% under the necessary space to meet operational requirements
- Water Treatment Facility has available space
- Town Hall is under capacity by 10%
- Police Department is under capacity by 80%
- Fire Department is under capacity by 16-20%.

CDR MAGUIRE's site analysis:

- Water Treatment Facility is not in Town – the Town may add office space and low level recreational programs to the Water Treatment Facility and Site.
- Compost Site is a clean site above the wetlands, grades on the site are significant additionally the site will require water and sewer. It is the recommended site for DPW garage, offices and salt shed. The Compost Site is also a possible site for future public safety facility.
- Burn Site – there are wetlands and environmental issues, however, it is a possible site for Police Department but not large enough for a public safety facility. It is also a site for active recreation soccer and or ball fields. The site has previously been considered for a cemetery (crematorium.)

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- DPW current Pleasant St. Site – complete testing to assure it is a clean site. Pleasant St. could be used for Police, Public Safety (Police and Fire), expansion of the cemetery or full residential development.
- Home Station Site was researched and in 2008 there was a Consent Order to vacate the building and use the building only for storage.
- Town Hall is an historic building, within the flood plain, there is open space for possible development.

Recommendations:

- Move DPW to the Compost Site with Salt Shed to either Compost Site or Transfer Station.
- Develop long range plan for current DPW site – and answer the question what will go here to best meet the needs of the community.
- Existing School Site, it is unknown if there will be any space available.
- Move Police Department in the short term; with a move for the Fire Department part of more long range planning.
- Town Hall and offices in Town Hall will be discussed and decided following the Police Department relocation (or expansion of Town Hall) and Council on Aging decisions.

Mr. Soccoccio provided initial estimates for construction of new facilities: DPW and Police Department \$3.5M to \$4.0M for each facility, Renovate Town Hall \$2.5M to \$3.0M and if the decision was reached to expand and renovate Town Hall for the Police Department \$5M to \$5.5M.

Discussion regarding the costs of providing water and sewer to the Compost Site focused on existing lines under Route 128 and the current integrity of the lines given amount of time passed since installation and high levels of traffic on Route 128. Extending water and sewer lines from School St. could cost \$1.5M. The current wells at MAC and Medical Buildings have limited quantity; there would be no additional usage for DPW Facility. New wells and septic systems would need to be installed if Compost Site is final site for DPW.

Ms. Kaneb stated the Town would need to determine the value of the property DPW is vacating and possibly sell for development rather than keep for Town use. The Fire Department site is valuable property and could be developed for either commercial or residential usage.

Mr. Barclay indicated that the Burn Dump had been discussed as a possible site for a crematorium and 3,000 plots for burial. It was thought that this development may generate \$2M in revenue.

The Master Planning Committee is moving into Phase 2. Land use will be part of the Phase 2 conversations with the community. The outcome of community engagement will help determine how to move forward with Facility Planning. Ms. Beckman stated, there are options for funding new facilities. Selling property to help fund facilities is one of the options. All options will be reviewed as part of the planning discussions. Ms. Sarah Creighton, Proctor St. and member of the Master Planning Committee indicated the need for consideration of noise, density of populations and traffic as part of planning for future facilities moves and development. She asked about the costs of cleaning up the current DPW site.

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(These costs will need to be estimated.) Ms. Creighton cautioned the BOS and Finance Committee regarding the sale of land owned by the Town, pointing out that once land is sold it cannot come back to the community.

A brief discussion on combining Police and Fire Departments into one Safety facility followed. In many towns, the Police and Fire Departments share facilities. Although they are separate operations the Departments share conference rooms, classrooms for training, lockers and other building amenities. The time line for addressing the needs of the Police Department is ahead of the needs for the Fire Department and combining the operations into one facility would be part of longer range planning.

Next steps for CDR MAGUIRE will be determined in March following a meeting with the Master Planning Committee, Town Planner and MAPCA.

Budget Review:

Buildings and Grounds was initially moved from DPW to Parks and Recreation because Parks and Recreation felt the maintenance needs of Town Parks was not adequate. Following a recent DPW assessment, by an outside contractor, it was recommended that Building and Grounds be returned to DPW and a departmental contract between Parks and Recreation and DPW be implemented.

Mr. Federspiel would like the focus of Parks and Recreation to be on running programs. Mr. Federspiel felt that Buildings and Grounds was managed adequately by Parks and Recreation but the expectation of additional requests for staffing and equipment for FY 18 by Parks and Recreation warranted consideration of returning Buildings and Grounds to DPW. Ms. Murray, Interim Director of DPW, believes outside contractors are better equipped to assume the mowing of Town parks and common areas, in place of part time seasonal employees. Additionally, DPW has a competent Operations Manager in place to work with outside contractors and internal Departments to assure the quality of maintenance needs for the Town Parks. Mr. Oldeman stated it was more appropriate for equipment and the use of equipment to be maintained and handled by DPW within the equipment and repairs managed by the Town and DPW.

On behalf of the Finance Committee, Ms. Thorne moved that Buildings and Grounds be moved from Parks and Recreation to DPW at the request of Mr. Federspiel. The motion was seconded and passed unanimously by the Finance Committee.

On behalf of the Board of Selectmen, Ms. Beckman moved that Buildings and Grounds be moved from Parks and Recreation to DPW at the request of Mr. Federspiel. The motion was seconded by Mr. Barclay and passed 4 to 1.

The following budgets were reviewed and voted on by the Finance Committee:

Parks and Recreation Department:

- Mr. Creighton moved the approval of Parks and Recreation Salaries and Expenses, \$144,463, Mr. Oldeman seconded, the motion passed unanimously.

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- Ms. Thorne moved the approval of Singing Beach Operations, \$80,884, Mr. Oldeman seconded, the motion passed unanimously.
- Mr. Croft moved the approval of the Lifeguards Salaries and Expenses, \$58,014, Mr. Evans seconded the motion passed unanimously.
- Mr. Creighton moved the approval of the Salaries and Expenses Tucks Point, \$36,370, Ms. Kaneb seconded the motion passed unanimously.
- Ms. Thorne moved the approval of the Salaries and Expenses of Other Recreation, \$15,000, Mr. Croft seconded the motion passed unanimously.

Department of Public Works:

- Ms. Thorne moved the approval of Buildings and Grounds Salaries and Expenses, \$123,268, Mr. Croft seconded the motion passed unanimously.
- Mr. Croft moved the approval of DPW Salaries and Expense, \$953,699, Ms. Thorne seconded the motion passed unanimously.
- Ms. Thorne moved the approval of DPW Snow Removal Salaries and Expenses, \$202,000, Mr. Evans seconded the motion passed unanimously.

Ms. Thorne moved the meeting adjourn, Mr. Croft seconded the motion passed unanimously.