

**Budget/Management Committee Meeting Minutes
April 19, 2016
Council Chambers**

Present: Michael Molisse, Chairman
Patrick O'Connor, Vice Chairman
Rebecca Haugh, Councilor
Jane Hackett, Councilor
Brian McDonald, Councilor

Also Present: Ted Langill, Chief of Staff
Richard Swanson, Town Auditor
Jeff Richards, Director of Building
George Pontes, Veterans' Director
Steve Reilly, Director of Recreation
John MacLeod, Construction Supervisor
Dave Tower, DPW Business Manager
Jody Lehrer, Planning and Community Development
Nick Bulens, Administrative Services Coordinator

Recording Secretary: Diane Hachey

Chairman Molisse called the meeting to order at 6:15 PM.

16 011-General Fund Reserve Transfer for Department of Municipal Licenses and Inspection Expenses (tabled on March 21, 2016)

Councilor O'Connor motioned to remove measure number 16 011 from the table, seconded by Councilor Haugh and VOTED UNANIMOUSLY.

Mr. Richards noted that that DPW had a mandate to repair the Sealer of Weights and Measures vehicle and they are requesting \$6,879.84 from the general fund reserve to do so.

A motion was made by Councilor O'Connor to forward measure 16 011 to the full Town Council with a recommendation for favorable action and was seconded by Councilor Haugh. UNANIMOUSLY VOTED.

16 023-Reserve Fund Transfer for Special State Senate Election

Ted Langill presented and requests transfer of \$52,450 from the general fund reserve to supplement the town clerk election accounts for the expenses inherent in the two recently held special state elections. He noted that reimbursement from the state is forthcoming, hopefully at 100%.

A motion was made by Councilor O'Connor to forward measure 16 023 to the full Town Council with a recommendation for favorable action and was seconded by Councilor Haugh. UNANIMOUSLY VOTED.

16 024-Reserve Fund Transfer for Special Pension Payment for Military Service

George Pontes presented and requests \$5,621 in order to cover expenses for a town employee who has been deployed.

A motion was made by Councilor O'Connor to forward measure 16 024 to the full Town Council with a recommendation for favorable action and was seconded by Councilor Haugh. UNANIMOUSLY VOTED.

16 025-Overlay Surplus and Free Cash Transfer for Improvements to the John F. McCulloch Building

John MacLeod presented in request of \$131,643.12 from free cash and \$428,356.88 from overlay surplus reserve fund, totaling \$560,000-- to fund costs associated with needed building repairs to the McCulloch Building. The roof, floor of the gym, walking trail for seniors, a 970 foot walkway for seniors, and a parking lot refurbish are items on the list to be completed.

Councilors MacDonald and Hackett arrive here at 6:31 PM.

Councilor Haugh asked about the effect these repairs will have on the elder programs. They have planned accordingly and anticipate interruption of programs to last for 3 ½ to 4 weeks.

A motion was made by Councilor O'Connor to forward measure 16 025 to the full Town Council with a recommendation for favorable action and was seconded by Councilor Haugh. UNANIMOUSLY VOTED.

16 026-Free Cash for Guardrail and Fencing Improvements

Mr. Tower presents in request of \$100,000 from free cash to the DPW street maintenance account in order that town wide guardrail and fencing improvements are made. He is here on behalf of Kenan Connell who was unable to attend and noted that this represents an initiative put forth by Kenan and the Mayor, in an effort to improve aesthetics of the town. Mr. Swanson noted that the line item referenced in the measure is for a professional account and the correct street maintenance account number is 14104460-531106.

A motion was made by Councilor O'Connor to forward measure 16 026 (as amended) to the full Town Council with a recommendation for favorable action and was seconded by Councilor Haugh. UNANIMOUSLY VOTED.

16 027-Free Cash for a Public Works Aerial Lift Vehicle

Mr. Tower presents in request of \$90,000 from free cash for funding the costs surrounding purchase of an aerial lift vehicle for DPW with a 35 foot boom-this is on the CIP number 40 and is also part of the HCA. They are replacing a 1992 F350, and are in immediate need as this vehicle handles tree trimming and downed wires. It was noted that this was handled under the state contract guidelines, to which the contract was awarded to Colonial Municipal Group.

A motion was made by Councilor O'Connor to forward measure 16 027 to the full Town Council with a recommendation for favorable action and was seconded by Councilor Haugh. UNANIMOUSLY VOTED.

16 028-Free Cash for Green and East Streets Traffic Signal

Mr. Tower, on behalf of DPW, requests \$210,000 from free cash for funding the cost of upgrading signalization at the intersection of Green and East Streets, noting that this is CIP number 25. The lights had failed in 2014 and were temporarily fixed, with no warranty. This is for permanent repair and fits in nicely with the intersection improvements namely, handicapped access, pedestrian friendly intersection and lights indicating emergency vehicle approach.

A motion was made by Councilor O'Connor to forward measure 16 028 to the full Town Council with a recommendation for favorable action and was seconded by Councilor Haugh. UNANIMOUSLY VOTED.

16 029-Free Cash for Sidewalk Repairs

Mr. Tower presents in request of \$500,000 from free cash for funding town wide sidewalk repairs. This is item number 45 on the CIP and has previously been before Council about 5 years ago, at which time funding was granted. DPW is looking for equipment to complete the work, as they are handling in-house to save money. A firm was hired to rate the condition of all sidewalks and roads in town, which are dictating the order of the work. Schools are the top priority and work will branch out accordingly.

Councilor Hackett asked for the detail on equipment and the sidewalks to be done. Mr. Tower responded that \$100k will be utilized for equipment (pavers, backhoes) and surveying of the roads. They have done much with little money as many items are being completed in-house.

A motion was made by Councilor Hackett to forward measure 16 029 to the full Town Council with a recommendation for favorable action and was seconded by Councilor O'Connor. Councilor Hackett requests a breakdown of expended funds, by line item; amount of money expended year to year, and a summary of free cash. She wants the

detail of the type of equipment for purchase and which sidewalks will be revamped.
UNANIMOUSLY VOTED.

16 030-CDBG and Home Budget Authorization 2016-2017

Jody Lehrer presented and requests acceptance of the fiscal year 2016-2017 grants in the amounts of \$635,910 for CDBG and \$136,672 for Home Investment Partnership Grant Funds. She highlighted the distribution of the funds for the committee via a handout.

A motion was made by Councilor O'Connor to forward measure 16 030 to the full Town Council with a recommendation for favorable action and was seconded by Councilor Haugh. UNANIMOUSLY VOTED.

Chairman Molisse announced that he has scheduled a meeting on 28 April at 6 PM to handle several reappointments which have been referred to the Budget Committee.

Additionally 2 May is the Budget kick-off meeting and the committee will meet on Mondays and Wednesdays, beginning at 6 PM throughout the months of May and June, in order to deliberate all department budgets.

ADJOURNMENT

At 6:55 PM; there being no further business, a Motion was made by Councilor O'Connor to adjourn the meeting and was seconded by Councilor Haugh. UNANIMOUSLY VOTED.

Respectfully submitted by Diane Hachey as Recording Secretary

Approved by Michael Molisse as Budget/Management Committee Chairman

Voted unanimously on 20 June 2016