

TOWN COUNCIL MEETING MINUTES
Budget/Management Committee
May 16, 2016, Monday

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

Absent: Jane Hackett, Councilor

Also Present: Ted Langill, Chief of Staff
Richard Swanson, Town Auditor
Nick Bulens, Administrative Services Coordinator
Kenan Connell, Director, DPW
David Tower, Business Manager, DPW

Recording Secretary: Mary Barker

Chairman Molisse called the meeting to order at 6:00 PM. Director Kenan Connell and Supt. David Tower and were invited to the table to review the department's budget in power point presentation and to provide materials in response to Auditor Swanson's review.

Review and Discuss Department of Public Works, Snow Removal Measures and Water/Sewer Budgets with Department Heads and Administration, Department of Public Works Director, Water and Sewer Superintendent and Business Manager

Deliberate the following measures:

16 066O-Department of Public Works

Organization Chart

- Administration
- Engineering Department
- Construction and Maintenance
- Water & Sewer Department
- Buildings and Grounds

Mr. Connell reported that the budget includes modest changes. There are no additional staffing other than what was included in the supplemental budget in the last year. There are significant changes to programs and services in effort to provide continuity of services. There are several capital improvements that will have oversight by the DPW and with the intent by the Mayor to improve the general appearance of the town.

DPW General

- Budget includes salaries, steps, CBA's and supports a 1% increase for non-union personnel

- Includes no new positions
- Funds positions restored in supplemental budget FY16
- Overtime
 - level funded but recommending increase to avoid once again requesting funding through a year-end measure. Attributable to DPW's operation as one shift – all calls after hours requires overtime
 - events requiring overtime
 - vehicle maintenance
 - fires
 - storms
 - downed trees
 - potholes and road defects
 - dead animal assistance
 - hazards and flooding from storms
 - special events
- Training available from
 - Mass Highway
 - Mass Municipal
 - Norfolk County
 - American Public Works
 - Mass Water Works
 - Bay State Roads
- Additional training needed in
 - Procurement
 - Personnel Management
 - Workplace Safety
 - Licensing

Hope to expand on training for Management Employees from Crew Chiefs to Director.

- \$21,000 Telephone expense covers
 - Verizon equipment
 - Wireless accounts to maintain
 - Inspections
 - Emergency calls
 - Foreman

This line also includes several Town Hall phones (billing consolidation).

- \$21,000 professional expense covers
 - procurement training classes
 - software and maintenance agreements
 - pavements management
 - membership in MA Association of Land Surveyors
- \$17,500 overtime police –pays for police details needed during road work to maintain public and employees' safety
- \$125,000 operating supplies
 - asphalt, mortar, brick, block, cement for highway department repairs

Most of Weymouth's DPW procurements are independent. Street and sidewalk work come under Road Program bid. Competitive pricing achieved through verification of cost comparison with other municipalities/consortiums.

Contracts

- EZ Disposal & Recycling LLC - \$2.6 million
 - Collection and transportation of solid waste, yard waste and recyclable materials
 - 5-year contract with 5-year extension possible
- Covanta – per ton pricing
 - Disposal of solid waste
- South Shore Recycling
 - Hazardous Waste Day
 - Pick up and disposal of paints
- White goods pickup

DPW follows MGL procurement guidelines in accordance with Ch. 149, 30, 30B, 39M and 7C. With the exception of consortium bidding in trash and recycling, most procurements are individual. Salt purchasing is a consortium purchase on bid put out by Medfield each year.

- \$205,000 budgeted for building maintenance- electricity, gas heat, alarms, cleaning supplies and custodial service and based on averaged costs
 - DPW
 - Police Station
 - 4 Fire Stations
 - 4 Libraries
- \$610,000 fuel purchased through Commonwealth
 - gasoline
 - diesel

controls are in place for pump access and oversight by Crew Chiefs. Compound is secured during closed hours.
- \$312,000 mechanical parts for repairs to Police, Fire, DPW and other department vehicles- excluding School Department vehicles
- \$100,000 funds supplies and materials for maintenance to fields and greens
 - loam
 - seed
 - infield mix
 - playground fiber
 - paint
 - fencing
 - lumber
 - playset repairs
 - barrels
 - signage
 - doggie waste sets
- \$48,000 maintenance equipment
 - mowers
 - trimmers

- blowers
- whips
- hand tools

Due to heavy use, the lifespan is shorter than would be practical to await funding through CIP- this should be an operating expense.

- Plow rates
 - 4 WD pickup \$75/hr.
 - 6 Wheel \$85/hr.
 - 6 Wheel \$90/hr.
 - 10 Wheel \$105/hr.
 - Backhoe \$115/hr.
 - Loader \$135/hr.
- Internal controls for snow contractors
 - Sign in procedure
 - Route assignments
 - Maps
 - Supervisory contact info
 - Invoice sign off
 - Managerial verification for invoice processing
- FEMA reimbursement for FY16- no storms met FEMA/MEMA criteria FY16

Sewer Enterprise Fund

- Organizational chart
- Salary review
 - Includes all step, COLA and CBA adjustments
- Pending sewer rate adjustment
- Projected connection fees
- Sewer mitigation
- Lien Process
- I/P Rate and I/P Lien revenues
- \$31,500 Sundry/Supplies
 - billing costs
 - postage
 - misc. office supplies
- \$21,201 Union stipends
 - Standby
 - Meals allowance
 - Hazard pay
 - Camera
 - Out-of-grade pay
- \$42,154 for skilled laborer and driver for pump station and collection systems repairs and maintenance
- \$100,000 overtime for weekly standby to check stations and respond to emergencies
- \$95,000 equipment and vehicle maintenance for equipment repairs for pump and ejector stations, vector pump truck parts, repairs and replacements

- \$36,000 for gas & diesel fuel
- \$78,656-level funding for meters
- \$20,000 for collection system, lateral repairs
 - pipes
 - manhole frames and covers
 - materials and contractor costs
- \$10,000 unclassified for unforeseeable costs including professional clean ups

Goals and objectives

Water Enterprise Fund

- Organizational Chart
- Revenue based on historical usage and data
- Lien process for bills unpaid from previous fiscal year
- Salaries include all step, COLA and CBA increases and supports same manpower as FY16
- \$290,000 overtime
 - water main breaks
 - scheduled overtime
 - emergency calls
 - semiannual hydrant flushing
 - treatment plant coverage
 - vacations, sick and holiday
- \$7,500- training
 - CDL licenses, hoisting and operator's CICs
 - Distribution training and licenses
- \$10,000 other Professional
 - software enhancements
 - specialty equipment
 - engineering analysis and testing
- \$14,500 WTR/ASSESS for safe Drinking Water Act Assessment annual fee
 - annual fee based on finished water production
 - used by DEP for training and compliance assistance
- \$125,000 overtime to cover vacant shifts and emergencies
- \$5977 gas heat does not cover all- bills still being processed
- \$50,000 water treatment equipment-plant online 2010 now requires replacement parts and upgrades
- \$170,000 WTR/ENG testing-
 - mandatory water quality testing
 - equipment calibration and testing
 - USGS flow monitoring
 - Scada programing
 - Technical advisory services
- \$250,000 SLDGE/MANA expense for sludge lagoon service- cyclical maintenance program
- \$750,000 treatment chemicals

- \$110,000 water meter / hydrant costs- shared with SEWER
- \$44,711 union stipends
 - standby
 - meal allowance
 - out-of-grade pay
 - retirement reserves
- Goals and Objectives

16 070-MTBE Settlement Transfers for FY16 Snow Removal

16 071-Free Cash for FY16 Snow Removal

16 072-Sewer Enterprise Fund Annual Appropriation

16 073-Sewer Department-MWRA I/I Phase 9 Allocation

16 074-Sewer Retained Earnings-Capital Equipment

16 075-Water Enterprise Fund-Annual Appropriation

16 076-Water Retained Earnings-Water Main Improvements

16 077-Water Retained Earnings Capital Equipment

16 078-Water Retained Earnings-Water Treatment Plant Upgrades and Improvements

Vice Chairman O'Connor reviewed the trash collection contract with the Director and Business Manager. He asked how the town will begin replacing the trash barrels as they become worn. Vice Chairman O'Connor noted that Weymouth is paying less than many surrounding communities for trash service.

Councilor McDonald asked who maintains the School Department vehicle fleet. Mr. Connell responded that the School Department has a central maintenance department.

Chairman Molisse asked how the department is working out. Director Connell responded that a lot of the work on parks and guardrail replacement is being done with in-house crews. Councilor McDonald suggested that the DPW should address the sumac growing on Great Hill and the encroachment along the shelf inhibiting the views to Boston. Mr. Connell responded that the Conservation Commission will not allow the vegetation to be cleared.

As a result of MWRA increase, Sewer rates are expected to increase about \$40 per residential household. There is some relief from Southfield. The goal has been to maintain rates as MWRA increases. There will be some growth going forward.

Councilor McDonald asked why Weymouth's water is more expensive for commercial properties- he was asking for a specific property and will get more information so the department can research.

Councilor Haugh asked about banking fees for sewer mitigation. There is still work to be done under the Consent Order and fees for water and sewer enterprise cannot be transferred out.

Councilor McDonald asked how much of the I/I has been mitigated. Mr. Tower responded that the Town of Weymouth deals with and looks at all new connections. A fix in one area usually causes another.

Vote out the following Measures:

16 087-Public Works Line Item Transfer for Parks and Playground Maintenance Overtime

A Motion was made by Vice Chairman O'Connor to forward measure 16 087 to the full Town Council with a recommendation for favorable action and was seconded by Councilor Haugh. UNANIMOUSLY VOTED.

16 088-Public Works Line Item Transfer for Street Painting and Recyclables

A Motion was made by Vice Chairman O'Connor to forward measure 16 088 to the full Town Council with a recommendation for favorable action and was seconded by Councilor Haugh. UNANIMOUSLY VOTED.

16 089-Water Enterprise Fund Line Item Transfer for Overtime

A Motion was made by Vice Chairman O'Connor to forward measure 16 089 to the full Town Council with a recommendation for favorable action and was seconded by Councilor Haugh. UNANIMOUSLY VOTED.

ADJOURNMENT

At 7:22 PM, there being no further business, a motion was made by Vice Chairman O'Connor to adjourn the meeting and was seconded by Councilor Haugh. UNANIMOUSLY VOTED.

Respectfully submitted by Mary Barker as Recording Secretary

Approved by Chairman Molisse/Budget Management Committee Meeting
Voted unanimously on 15 August 2016