

TOWN COUNCIL MEETING MINUTES
Budget/Management Committee
May 18, 2015-Monday

Present: Michael Molisse, Chairman
Jane Hackett, Councilor
Rebecca Haugh, Councilor
Brian McDonald, Councilor

Not Present: Patrick O'Connor, Vice Chairman

Also Present: William McKinney, Chief Financial Officer
Kenan Connell, DPW Director
David Tower, DPW Business Manager
George Pontes, Veterans Agent

Recording Secretary: Mary Barker

Chairman Molisse called the meeting to order at 6:00 PM.

15 077-Municipal Finance Department

CFO McKinney requested on behalf of the Mayor that the Town of Weymouth transfer \$30,000 from the unspent salary line item to expenses to cover the costs associated with the permanent storage of records that are required to be kept. A building on Essex Street has been rehabbed for this purpose.

A motion was made by Councilor Haugh to forward 15 077 to the full Town Council with a recommendation for favorable action and was seconded by Councilor Hackett. UNANIMOUSLY VOTED.

15 078-RFT-Veterans Benefits

CFO McKinney and Veterans Agent George Pontes requested a transfer of \$45,000 due to the dramatic increase of Veterans in need of services. Councilor Haugh asked if the town is reimbursed. Mr. Pontes responded yes, 75% and one year later in the same quarter. The town is currently servicing 122 veterans in this program. None are turned away. The department keeps a running tally of veterans served; currently it is over 800. There are 2,905 self-identified veterans as of the last census.

A motion was made by Councilor Haugh to forward 15 078 to the full Town Council with a recommendation for favorable action and was seconded by Councilor Hackett. UNANIMOUSLY VOTED.

Review/discuss Department of Public Works and Water/Sewer Department Budgets with Chief Financial Officer, Department of Public Works Director, Water and Sewer Superintendent and Business Manager.

15 051 O-Department of Public Works

15 059-Sewer Enterprise Fund Annual Appropriation

15 064-Water Enterprise Fund Annual Appropriation

Director Kenan Connell and Business Manager David Tower presented the DPW budget and incorporated the Auditor's questions in a PowerPoint presentation:



DPW General

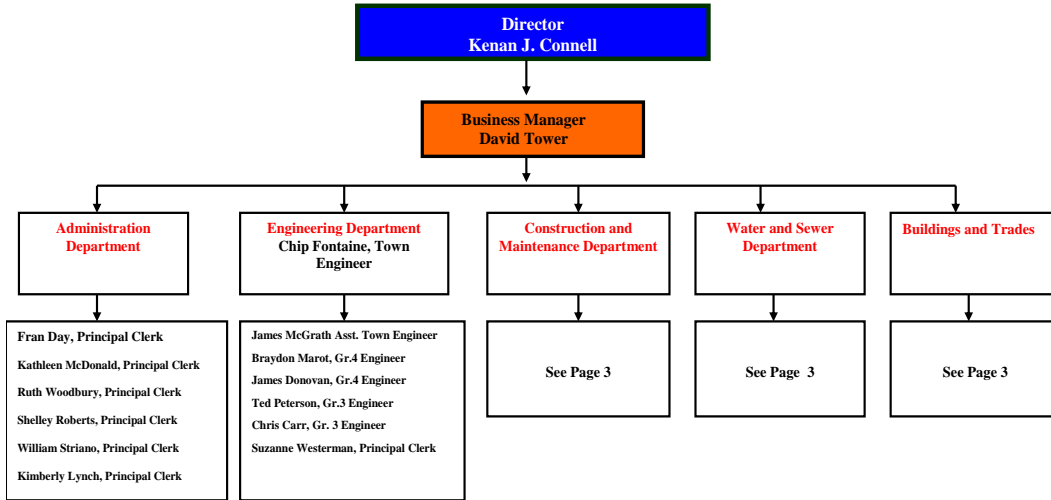
Kindly provide the Committee and Auditor with an updated Organizational Chart for DPW, by operation.

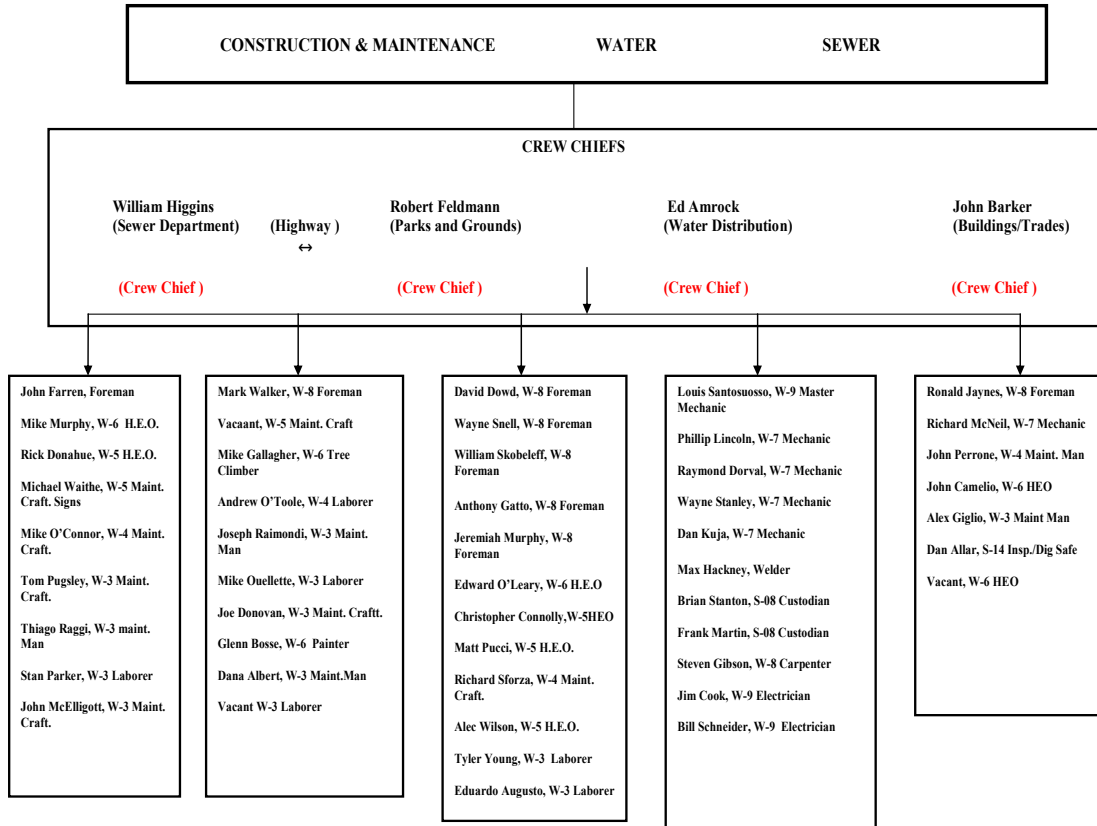
The following three slides show the entire DPW staff in an organizational chart.

Currently staffed with 83 Employees throughout all categories.



TOWN OF WEYMOUTH
Department of Public Works





DPW General

The total Fy16 budget for Expenditures is \$208,727 or 2.1% less than the Fy15 budget. Because funding is less next year will there be any changes in programs / services for FY16?

The FY 16 DPW budget is intended to be reflective of a level services budget in regard to salaries and expenses. Throughout this review we identified that DPW had a staff level of 101 employees in 1999 as compared to the 83 that is a full crew status in FY 16. (please refer to Org. Chart)

The overall budget reduction is substantially attributed to the fact that no meals tax revenue is incorporated into the FY 16 budget because those funds are now directed toward the bond payment allocated to building Legion Field.

The improvements to Brad Hawes Park, O'Sullivan park, Stella Park and several others completed in Fy15 were funded with the one time infusion of funds in the first year of meals tax revenue.

Services shall remain level and completed to the best of our ability which unfortunately is limited due to our relatively small crew size.



DPW General

- The total FY16 budget for Salaries is \$2,266,370 compared to \$2,108,197 for FY15. This is \$158,173 or .8% higher. What Manpower level does the FY16 support compared to FY15? Are COLA, CBA and STEP changes incorporated in the FY16 budget? Kindly discuss with the Committee

The only proposed increase to staffing over the FY15 budget is the two restored labor positions in the grounds division funded at \$39,220.00 each. This is intended to handle the increased workloads at Legion as well as other fields plus the property that is our responsibility at the Southfield Development.

Otherwise budgeted staff numbers remain the same. However this year we intend to fill all positions and maintain a full employment as funding allows.

Collective Bargaining Agreement changes are incorporated as well as any known Step changes.

COLA is also included.



DPW General

The total FY16 budget for Overtime {excluding Snow & Ice} is \$111,845 Please explain the basis that was used to determine the amount for this line item.

It is very difficult to annualize an item such as overtime for the DPW as the seasonal demands on the department vary and the calls for services fluctuate.

The increase is designed to coexist with the additional work scheduled in the road programs. Once a project begins it is cost effective to continue the work day in an effort to install additional asphalt rather than to shut down and re-start the following day.

Many other job functions including sweeping, paving, painting and basin cleaning may benefit from an extended work day in the summer months with the ability to take advantage of the sunlight.



DPW General

What type of training will the \$5,000 pay for in Management & Administration?

This item is level funded to the FY 15 budget.

There is a vast network of resources available through the various organizations in the Municipal World.

Massachusetts Highway Association, Massachusetts Municipal Association, Norfolk County, American Public Works Association, Massachusetts Water Works Association Bay State Roads programs.....And so many more.

Management can benefit from the seminars and programs offered saving the town extreme costs.

Simply learning some of the acceptable Stormwater best management practices and conveying them out to our crews may save thousands in environmental fines alone..

Training has been lax in areas of:

Procurement, Personnel Management, Workplace Safety, Licensing, and the list goes on and on.

Management employees from Engineers, Crew Chiefs up to the Directors position will all benefit from this important funding line. (In the future we hope to expand upon this idea).



DPW General

Please explain what the \$21,000 in telephone expense pays for under Management & Administration.

The primary expenditure is for cell phone usage costs for DPW management and Town Hall employees. Phone replacements and upgrades are also funded from this line item.

This allocation is level to the Fy15 budget.



DPW General

Within the Engineering budget there is \$2,500 in Other Professionals expense. What will this pay for?

The \$2,500 in other professional services covers the reimbursement costs for expenses incurred by the members of this department for classes in procurement, software maintenance agreements, pavement management and membership to the Mass Association of Land Surveyors.



DPW General

In the Street Sidewalk & Storm drain budget please explain why Police Overtime is budgeted 40% higher in Fy16?

DPW is initiating a program to make repairs on many of the Town's deteriorated sidewalks and also improve ADA issues.

After the severe winter of this past season, many roadway damages such as recurring potholes and other asphalt damage or collapsed storm drains and manholes are evident in requiring repairs.

The Police Department determines that Police details are required on many of these roadways in the interest of safety to our crews as well as the traveling public.



DPW General

Please provide a schedule that list the contracts {vendor, type of service, consideration and service dates} that support the \$5,212,500 in Refuse Collection & Removal? What components of the Refuse Collection & Removal are under a multi-town contract?

1. EZ Disposal and Recycling LLC, Collection and transportation of solid waste, yard waste and recyclable materials. This is a five year contract initiated on July 1st 2013 – June 30th 2018 and includes a five year extension possibility. Basically the contract is \$1,300,000 for rubbish collection services and an amount of nearly \$1,300,000 for recycling to be increased according to the cost of living index but not to exceed 2% annually.
2. Covanta (Formally SEMASS) Disposal of solid waste. Currently entering the seventh year of a ten year agreement our cost will be 2.9% over our prior year's rate of \$106.55 per ton. (\$109.64pton) Upwards of 1.6 mil.
3. JF Price Co. Disposal of Yard Waste. December 16, 2014 – June 30, 2015 price is currently \$40.00 per ton.
4. South Shore Recycling Cooperative contract until June 30, 2015 for the services of holding a hazardous waste day. (Multi Town) Stericycle is the vendor.
5. Clean Venture picks up and disposes of paints. Typically not exceed \$40,000.



DPW General

Kindly review with the Budget/Management Committee the Bid/Quote process currently employed by DPW? Discuss the use of "Consortium Bids and Contracts" and the resulting cost savings?

DPW follows the guidelines of the Massachusetts State procurement rules and regulations. Chapter 149- Building Contracts, Chapter 30, 39M Construction contracts with labor., Chapter 30B, and Chapter 7c Design Services....

With the exception of the consortium bidding explained in the trash and recycling portion of the budget most of the DPW procurements are performed individually according to project. Another example of cooperative bidding may be our salt purchasing which is put out by the Town of Medfield each year.

Weymouth is a large enough entity to ensure competitive pricing on the big ticket items.



DPW General

Are Operating supplies (\$125,000 budgeted under Street, Sidewalk and Storm drain) purchased through a Commonwealth or Consortium Agreement to save monies?

- As explained in the previous slide, most of Weymouth's DPW procurements are independent.
- Street and Sidewalk work typically falls under the items of the Road Program bid package.
- We do feel that competitive pricing is achieved annually and we verify our costs against other municipalities and consortiums.



DPW General

The gasoline budget is \$675,000 for Fy16. Are there contracts for Gas and with whom? What is the per gallon price for gas in the Fy16 budget

The gasoline vendor is currently Global Montello Group and the procurement is solicited through the Commonwealth of Massachusetts.

The most recent invoice for gasoline totaled \$ 2.27 per gallon

The Diesel Fuel Vendor is Global Montello Group and the procurement is solicited through the Commonwealth of Massachusetts with a similar formula. Currently the total per gallon cost for Diesel fuel is \$2.24720 per gallon.

This account is level funded to the Fy15 Budgeted amount



DPW General

Total mechanical parts for FY16 are budgeted at \$312,000 which is \$10,000 more than FY15. Provide some detail as to the types of parts purchased with these funds. Are there Commonwealth contracts that can be used to save monies?

Vehicle maintenance is a centralized function of the Town. \$312,000 funds parts and repairs to the entire Town fleet of vehicles including Police, Fire, DPW and various other departments. Currently the Town registers over 225 pieces of equipment not including the School fleet which is handled separately.

Parts included are anything from windshield wipers and flat tires to complete engine replacements depending on prioritized need.

The increase this year factors extensive damages incurred through the horrific winter and the effects it took on equipment town wide.

This funding is insufficient to complete repairs to the entire fleet and this is an issue because our CDL employees are "required" to operate fully functional and safe equipment or risk their own license. Common sense dictates that we have an obligation to provide such equipment.



DPW General

Kindly explain to the Committee and Auditor what drives the increase of \$110, 541 or 19.9% increase in Salaries for Parks and Playgrounds.

The increase noted in the Parks and Playgrounds is primarily to fund the restored positions of two laborers. DPW responsibility includes all of the 28 Fields and 47 Greens currently in its jurisdiction for maintenance, added now are the greens and trees within the Southfield development and also the Legion Field.

Tree maintenance and roadside mowing is a tremendous task also challenging the department.

Simply put, in order to supply the service, we need the labor.



DPW General

Please review with the Committee what the plans are for the use of the \$100,000 under Parks/CON/MA.

This \$100,000 is a level funded allocation for use in purchasing materials and supplies necessary to maintain the Towns Greens, Fields and Parks as well as the roadside growth and tree maintenance on nearly 1000 roadways.

Loam, grass seed, infield mix, playground fall safe fiber, mulch, fertilizers, pesticides and herbicides, hardware for play sets and park benches and tables etc. are all examples of such expenses and the list goes on and on..



DPW General

What are the budgeted Fy16 rates for Snow Plow/Sanding contractors? How do these rates compare to other communities?

Material spreading such as sand or salt is a service provided in Weymouth utilizing only in-house staff and equipment, no contractors are hired for this purpose.

Contractor rates for plowing have not been adjusted since 2014.

Examples of contracted plow rates are:

4wd Pick up Truck	\$65.00per hour
6 wheel, 26kGVW	\$75.00per hour
6 wheel over 26kGVW	\$85.00per hour
10 Wheel	\$105.00per hour
Loader	\$125.00per hour

These rates are known to be less than the average provided in the area and also less than the rates provided to vendors employed by the Commonwealth.

Towns surveyed were Braintree, Hingham, Abington, Marshfield and the Mass DOT.

Councilor Hackett asked for a review of staffing for Parks and Recreation. Mr. Connell reviewed the Parks and Tree Department, staffed by nine positions. During this discussion, Councilor McDonald arrived (6:13 PM). No positions were added over the last two years and this is the second year with meals tax revenue. The discussion also included why the Director does not recommend the combining of the school and town maintenance departments. Mr. Connell noted that the DPW and school department have different priorities and scheduling needs. There is a large amount of work for many fields and Mr. Connell does not believe there is any great advantage to combining them. He assured the committee there is no duplication of efforts.

The committee discussed the DPW equipment needs. Councilor Haugh asked if additional staff will be hired with the taking on of Southfield. Mr. Connell responded not at this time, services remain level. Councilor Hackett noted for the record that she did not support the meals tax measure for it to pay for bonding. She voted it all for fields. Mr. Connell reviewed the salaries. The department will restore two positions for field work, will fill all positions and incorporates collective bargaining agreements.

Councilor Hackett asked if there is a maintenance plan for Legion Field. Mr. Connell responded that it will be built into the fee structure which will be privately funded and used to maintain and ultimately replace the turf. This fund is a recreational, not a maintenance item. He will restore two positions to maintain the field. Councilor Hackett asked about the process to establish a fund for this; CFO McKinney noted that it will require a measure is drafted and a revolving fund established with limits to accept and expend the funds. cursory discussion has been held so far; it hasn't been determined who will have control over it. Councilor Hackett suggested it be done prior to the summer since the field is scheduled to open on June 20th.

Councilor Haugh discussed the trash contract. She asked about the difference between the \$1.3 million in collection scheduled and the \$1.1 million in the contract. Mr. Tower responded that there are sundry extra services which are included in the higher cost. Councilor Haugh also asked about the combined (recycle and trash) pickups that occurred during storms in the winter. Mr. Tower responded that it was very limited – to two occasions and the town did not get a reimbursement for it. Councilor Hackett noted that this is year two of the contract and it's going better than expected. She noticed that there is still the need for a scheduled pick up for larger household items and asked that the DPW consider a routine pickup schedule. Mr. Connell responded that he will have the discussion with the administration.

Councilor McDonald suggested the DPW could also schedule document shredding for residents. Mr. Tower responded that this service was attempted once but there wasn't a great turnout.

Chairman Molisse asked about the process and status of street sweeping. Mr. Connell noted that the DPW is a little behind because of the tough winter and the 21 streets currently under repair. There have been many claims for repairs for damage to catch basins, roads and sidewalks. The sand also has stringent guidelines for disposal- it has to

be tested and then sent to an approved facility. He noted that what used to be routine work for the DPW can't be scheduled because there isn't enough manpower.

15 055-MTBE Settlement-FY15 Snow Removal Appropriation

This item was referred to the Committee on April 21, 2015. CFO McKinney reported that the measure seeks to raise and appropriate the sum of \$761,320.28 plus any accrued interest from the date of submission to the date of approval from account 5234 (MTBE Settlement) for the purpose of supplementing the FY15 snow removal budget.

A motion was made by Councilor Hackett to forward item 15 055 to the full Town Council with a recommendation for favorable action and was seconded by Councilor Haugh. VOTED UNANIMOUSLY.

15 056-Free Cash- FY15 Snow Removal Appropriation

This item was referred to the Committee on April 21, 2015. CFO McKinney reported that the measure seeks to raise and appropriate the sum of \$200,000 from free cash for the purpose of supplementing the FY15 snow removal budget. This amount is to be placed in Fund 0002 and any unexpended balances as of June 30, 2015 are to fall to free cash.

A motion was made by Councilor Hackett to forward 15 056 to the full Town Council with a recommendation for favorable action and was seconded by Councilor Haugh. VOTED UNANIMOUSLY.

15 060 Sewer Dept.-MWRA II Phase 8 Allocation

This item was referred to the Committee on April 21, 2015. CFO McKinney reported that the measure seeks to raise and appropriate the sum of \$985,000 for the purpose of planning, construction and reconstruction of sewers, sewer systems and sewerage disposal facilities, consisting of infiltration/inflow improvements; and to meet this appropriation the treasurer with the approval of the Mayor is authorized to borrow \$985,000 and issue bonds or notes therefore under Chapter 44 of the General Laws; that such bonds or notes shall be general obligations of the town; that the treasurer with the approval of the Mayor is authorized to borrow all or portion of such amount from the Massachusetts Water Resources Authority (hereinafter called the "Authority"); and in connection therewith to enter into a loan agreement and/or a security agreement with the Authority and otherwise to contract with the Authority; and that the treasurer with the approval of the Mayor is authorized to borrow all or a portion of such amount from the Massachusetts Water Resources Authority (MWRA) and in connection therewith to enter into a loan agreement and/or a financial assistance agreement with the MWRA and otherwise to contract for and to expend any federal or state aid available for the project including any grants related to the project from the MWRA; and that the Mayor is authorized to expend all funds available for the project and to take any other action necessary to carry out the project.

A motion was made by Councilor Hackett to forward item 15 060 to the full Town Council with a recommendation for favorable action and was seconded by Councilor Haugh. VOTED UNANIMOUSLY.

15 061-Sewer Retained Earnings-Pump Station Improvements

This item was referred to the Committee on April 21, 2015. CFO McKinney reported that the measure seeks to raise and appropriate the sum of \$200,000 from the Sewer Enterprise Fund – Retained Earning for the purpose of funding the costs associated with Sewer Pump Station improvements.

See item #53 in the Capital Improvement Plan – Proposed Building, Grounds and Equipment.

A motion was made by Councilor Hackett to forward measure 15 061 to the full Town Council with a recommendation for favorable action and was seconded by Councilor Haugh. VOTED UNANIMOUSLY.

15 062-Sewer Retained Earnings-Capital Equipment

This item was referred to the Committee on April 21, 2015. CFO McKinney reported that the measure seeks to raise and appropriate the sum of \$35,000 from the Sewer Enterprise Fund – Retained Earnings for the purpose of funding the costs associated with the purchase of a new pick-up truck and associated equipment.

See Item #30 in the Capital Improvement Plan – Vehicles Requested.

A motion was made by Councilor Hackett to forward measure 15 062 to the full Town Council with a recommendation for favorable action and was seconded by Councilor Haugh. VOTED UNANIMOUSLY.

15 063-Sewer Capital Projects/ Transfer Unexpended Balances to Capital Projects Residuals

This item was referred to the Committee on April 21, 2015. CFO McKinney reported that the measure seeks to raise and appropriate the sum of \$66,077.81 from the following capital projects to the Sewer Capital Projects Residuals Fund:

Account	Project	Amount
02420745	Unforeseen Ledge	\$7,745.90
02420749	Montcalm Interceptor	85.76
02420769	Montcalm Interceptor	242.21
32180005	MMDDT Interest	356.76
32250005	Libbey Pump Station	2535.44
32260005	Libbey to Winter	55,111.74
	Total	\$66,077.81

A motion was made by Councilor Hackett to forward measure 15 063 to the full Town Council with a recommendation for favorable action and was seconded by Councilor Haugh. VOTED UNANIMOUSLY.

15 065-Water Retained Earnings-Water Main Improvements

This item was referred to the Committee on April 21, 2015. CFO McKinney reported that the measure seeks to raise and appropriate the sum of \$1,000,000 from the Water Enterprise Fund – Retained Earnings for the purpose of funding for the costs associated with water main improvements for the Town’s water distribution system.

See item #55 in the Capital Improvement Plan (BG & E) – Water Main Replacement Program

A motion was made by Councilor Hackett to forward measure 15 065 to the full Town Council with a recommendation for favorable action and was seconded by Councilor Haugh. VOTED UNANIMOUSLY.

15 066-Water Retained Earnings-Capital Equipment

This item was referred to the Committee on April 21, 2015. CFO McKinney reported that the measure seeks to raise and appropriate the sum of \$230,000 from the Water Enterprise Fund – Retained Earnings for the purpose of funding the costs associated with the purchase of new vehicles and associated equipment.

See items #31, 34, 35 in the Capital Improvement Plan – Requested Vehicles

A motion was made by Councilor Hackett to forward measure 15 066 to the full Town Council with a recommendation for favorable action and was seconded by Councilor Haugh. VOTED UNANIMOUSLY.

15 067-Water Retained Earnings AFB WTP Well Improvements

This item was referred to the Committee on April 21, 2015. CFO McKinney reported that the measure seeks to raise and appropriate the sum of \$250,000 from the Water Enterprise Fund – Retained Earnings for the purpose of funding the costs associated with the AFB WTP and well improvements.

See item #56 in the Capital Improvement Plan (B G & E)

A motion was made by Councilor Hackett to forward measure 15 067 to the full Town Council with a recommendation for favorable action and was seconded by Councilor Haugh. VOTED UNANIMOUSLY.

15 068-Water Capital Projects-Transfer Unexpended Balances to Capital Projects

Residuals

This item was referred to the Committee on April 21, 2015. CFO McKinney reported that the measure seeks to transfer the sum of \$17,053.78 from the following capital projects to the Water Capital Projects Residuals Fund :

Account	Project	Amount
33240005	MWPAT Great Pond	\$6,118.34
02430737	Hollis St. Cleanup	1,392.03

02430818	Fire Hydrants	923.44
02430838	Iron Hill Building Repairs	3,911.48
33260005	Route 18 Water Mains	4,456.49
52207337	Microsonics	252.00
	Total	\$17,053.78

A motion was made by Councilor Hackett to forward measure 15 068 to the full Town Council with a recommendation for favorable action and was seconded by Councilor Haugh. VOTED UNANIMOUSLY.

ADJOURNMENT

At 7:00 PM, there being no further business, a motion was made by Councilor Hackett to adjourn the meeting and was seconded by Councilor Haugh. UNANIMOUSLY VOTED.

Respectfully submitted by Mary Barker as Recording Secretary

Approved by Councilor Michael Molisse

Voted unanimously on 24 August 2015