

**TOWN COUNCIL MINUTES
BUDGET/MANAGEMENT COMMITTEE
Town Hall Council Chambers
May 15, 2019, Wednesday**

Present: Michael Molisse, Chairman
Jane Hackett, Vice Chairman
Christopher Heffernan, Councilor
Maureen Kiely, Councilor
Brian McDonald, Councilor

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

Recording Secretary: Mary Barker

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

Review/discussion of DPW, Snow Removal Measures and Water/Sewer Budgets

Deliberate the following measures:

19 0510-DPW

Director Kenan Connell and Business Manager David Tower presented the budgets. A powerpoint presentation was administered.

- Management and Administration:
 - o Organizational Chart
 - o Administration
 - o Engineering Dept.
 - o Construction & Maintenance
 - o Water & Sewer Dept.
 - o Buildings & Grounds
 - o Significant changes in service
 - o Steps/Cola's included
- Quote/bids processes
 - o Consortium bids
 - o State procurement contracts
- Street Sidewalk and Storm Drains
- Refuse Collection & Removal
- Maintenance
 - o Building
 - o Vehicles
 - o Parks & Playgrounds

- Street Lighting
- Snow / ice controls

It was noted that the contract with EZ Disposal was extended, and the one with Covanta expires on 6/30/2020. The DPW continues to fund loam, seed, infield mix, paint and fencing lumber for the town parks. Street lighting costs will be recovered in four years. The lights will last a lot longer than the prior mercury ones. Snow and ice removal rates were briefly discussed, as were the controls on contractors hired to manage them. Salt and sand spreading is conducted by in-house labor.

19 056-Free Cash for FY19 Snow Removal

Auditor Swanson confirmed the shortfall in the account.

19 064-Sewer Enterprise Fund FY20 Appropriation

David Tower presented the sewer budget.

Rate increase is based on past usage and a proposed under 3% increase due to an increase in MWRA fees. Auditor Swanson asked if this only requires Mayoral approval. Mr. Tower responded yes.

Lien process- demand notices will be issued in October. There were 2500 and about half go through the lien process. Councilor Heffernan asked if the trend is on the increase. Mr. Tower responded no. The fees incur 12% interest and 12% accounting fees.

Salaries include all COLA's and step increases.

Other Professional includes sewer modeling, plan review and recommendations related to new growth and flows.

Sewer treatment fees increased by 4.1%, based on MWRA fees outflows.

19 065-Sewer Retained Earnings-Pump Station Improvements - \$1M ongoing project

19 066-Sewer Retained Earnings-Capital Equipment- \$50,000

19 067-Water Enterprise Fund FY20 Appropriation

Rate revenues are based on historical data. The lien process is the same as was discussed on the sewer side. Same for salaries, overtime, other professional services, equipment and vehicle maintenance, gas and diesel, and collections. The sludge maintenance includes maintaining five retention lagoons. The water treatment chemical contract is a cooperative bid with several communities that has grown and become costly. The town will go out this year individually to see if it will net a cost savings. The stock meter line is split with the sewer department. There are three vacancies in the department that are in the interview process.

Chair Molisse asked for a general status in the department. Mr. Connell responded that the water treatment plant is back online, with rebuilt filters. Throughout the process, the town provided safe drinking water. He thanked the Council for their support during the process.

ADJOURNMENT

At 6:40 PM, there being no further business, a motion was made by Councilor McDonald to adjourn and was seconded by Councilor Heffernan. UNANIMOUSLY VOTED.

Attachment: Powerpoint presentation- Q&A Enterprise Budgets
Respectfully Submitted by Mary Barker as Recording Secretary.

Approved by Michael Molisse as Budget/Management Committee Chairman
Voted unanimously on 17 June 2019