

## ADVISORY COMMITTEE MEETING

Tuesday, March 6, 2018

7:00 PM

Town Hall – Selectmen’s Meeting Room

Members present: Brad Cote, Ann Hurd, Ted Kirchner, Joe Myerson  
and Brian Boyle

Members absent: Connie Benjamin

Call to order: Chairman Cote called the meeting to order at 7:00 PM. The entire meeting can be viewed by going to:

[http://new.townhallstreams.com/stream.php?location\\_id=75&id=15904](http://new.townhallstreams.com/stream.php?location_id=75&id=15904)

### Agenda Item #1: Advisory Committee business

- Transfer Request: \$5,216.50 from the Advisory Reserve Fund to the Legal (151) budget.
  - This transfer request is to pay for legal bills for the month of January 2018. We received invoices with summary information about the legal services that were rendered.
  - **MOTION:** Ted Kirchner moved to approve the transfer request in the amount of \$5,216.50; seconded by Joe Myerson. **VOTING IN FAVOR:** Brad Cote, Ann Hurd, Ted Kirchner, Joe Myerson, and Brian Boyle. **VOTED AND PASSED. UNANIMOUS (5-0).**
- Discuss latest draft of FY19 budget with Town Accountant Ninotchka Rogers.
  - Ninotchka explained that the town is currently facing a deficit of about \$300,000 for FY19. Our anticipated revenues are \$24.8 million, but our anticipated expenditures are \$25.1 million.
  - Brad explained that the Advisory Committee has very limited control over the vast majority of operating expenditures that come in the form of labor and benefits costs.
  - We brainstormed about potential budgetary “levers” that could be revisited and potentially revised. Some of the levers mentioned were the fire department budget, a DPW truck, a fire apparatus, the annual OPEB contribution, and the police cruiser. Ninotchka also emphasized the continued importance of exploring new revenue sources.
  - As it currently appears in the spreadsheet, the fire department FY19 budget request (\$386,344) is nearly double the approved FY18 budget (\$197,075). The FY19 budget request includes salary for a full-time fire chief, as well as wages for two full-time per diem firefighters. If approved, this would amount to four full-time positions in FY19, compared to one full-time position in FY18.
  - With regard to revenue, we noted that the preliminary FY19 Cherry Sheet shows a slight increase in State Aid to the town, based on the Governor’s

FY19 budget proposal. Although the State Aid numbers won't be finalized until later this year, we agreed that we would revise our revenue assumptions to reflect the amounts on the FY19 Cherry Sheet.

- **MOTION:** Joe Myerson moved to revise our State Aid revenue estimates based on the Governor's FY19 Cherry Sheet amounts; seconded by Ted Kirchner. **VOTING IN FAVOR:** Brad Cote, Ann Hurd, Ted Kirchner, Joe Myerson, and Brian Boyle. **VOTED AND PASSED. UNANIMOUS (5-0).**
- Review Annual Town Meeting warrant and vote recommendations.
  - Article 1: passed over for now.
  - Article 2: Unpaid Bills for Fiscal Year 2017 (\$1,995).
    - **MOTION:** Ted Kirchner moved to approve Article 2; seconded by Joe Myerson. **VOTING IN FAVOR:** Brad Cote, Ann Hurd, Ted Kirchner, Joe Myerson, and Brian Boyle. **VOTED AND PASSED. UNANIMOUS (5-0).**
  - Article 3: passed over for now.
  - Article 4: Spending Limits of Revolving Fund Accounts.
    - **MOTION:** Joe Myerson moved to approve Article 4; seconded by Brian Boyle. **VOTING IN FAVOR:** Brad Cote, Ann Hurd, Ted Kirchner, Joe Myerson, and Brian Boyle. **VOTED AND PASSED. UNANIMOUS (5-0).**
  - Article 5. We would like to edit this article to give the stabilization fund a more specific name: "the Wastewater Treatment Capital Stabilization Fund."
  - Article 6. We would like to edit this article so that it reads: "To see if the Town will vote to rescind the authorization to borrow \$245,470 (Two hundred forty five thousand four hundred seventy dollars) that was approved under Article 6 of the June 8, 2015 Special Town Meeting . . ." We also would like a summary added.
  - Article 7: Designation of Nashua, Squannacook and Nissitissit Rivers as Wild and Scenic Rivers. We agreed that we would like to speak with someone from the Conservation Commission about potential costs associated with this.
  - Articles 8-12. These are Planning Board articles that will be discussed at our next meeting.
  - Article 13: Acceptance of Local Marijuana Sales Tax.
    - **MOTION:** Ted Kirchner moved to approve Article 13; seconded by Joe Myerson. **VOTING IN FAVOR:** Brad Cote, Ann Hurd, Ted Kirchner, Joe Myerson, and Brian Boyle. **VOTED AND PASSED. UNANIMOUS (5-0).**
  - Articles 14-18: passed over for now.
  - Article 19: We would like to edit the beginning of the title of this article so that it reads: "Enable the Town to Establish A Speed Limit . . ." and to add "mph" to the summary.
    - **MOTION:** Joe Myerson moved to approve Article 19; seconded by Ann Hurd. **VOTING IN FAVOR:** Brad Cote, Ann Hurd, Ted Kirchner, Joe Myerson, and Brian Boyle. **VOTED AND PASSED. UNANIMOUS (5-0).**

- Article 20: We would like to edit the beginning of the title of this article so that it reads: “Enable the Town to Establish Safety Zones With A Speed Limit ...” and to add “mph” to the summary.
  - **MOTION:** Joe Myerson moved to approve Article 20; seconded by Ted Kirchner. **VOTING IN FAVOR:** Brad Cote, Ann Hurd, Ted Kirchner, Joe Myerson, and Brian Boyle. **VOTED AND PASSED. UNANIMOUS (5-0).**
- Article 21: We would like to invite the Public Ways Safety Committee to our next meeting. Their draft article (which costs \$22,000 in total) calls for \$9,000 to be transferred from the Pedestrian Mobility Fund, but that fund currently has only \$4,000 in it.
- Article 22: to be deleted.
- Article 23: passed over for now.
- Article 24: to be deleted.
- Article 25: to be deleted.
- Article 26-28: passed over for now.
- Article 29-30: Brian will check with the school district about whether to remove these (regarding carpet replacement and interior painting).
- Article 31: Column Repair at Emerson School (\$15,700).
  - **MOTION:** Ann Hurd moved to approve Article 31; seconded by Joe Myerson. **VOTING IN FAVOR:** Brad Cote, Ann Hurd, Ted Kirchner, Joe Myerson, and Brian Boyle. **VOTED AND PASSED. UNANIMOUS (5-0).**
- Article 32: Brian will check with the school district about whether to remove this (regarding mechanicals at Florence Sawyer School).
- Article 33: Main Street / Route 117 Corridor Master Plan (\$150,000). We passed over this for now. Several committee members expressed concerns about whether the Town Roads Strategic Planning Committee’s proposal had had the opportunity for meaningful review by the Capital Planning Committee. We are wondering whether this request might be better suited for FY20.
- Article 34-36: passed over for now. Joe Myerson provided a brief explanation of Article 35, which asks the town to support the terms of the 2015 Paris Climate Accord.

Agenda Item #2: Meet with Capital Planning Committee to Review FY19 Capital Requests

- Chairman Mike Gorr and the other members of the Capital Planning Committee (CPC) came to discuss all of the capital requests for FY19.
- The CPC recommended that the following items be removed from the capital request list:
  - \$43,175 for “Mechanicals for Sawyer Heating Replacement.” Based on conversations with Town Planner Erica Uriarte, the CPC believes that Green Communities funding can be used to pay for this in FY19.
  - \$90,500 for “DEP Water Compliance (Classic Pizza).” Based on conversations with DPW Director Joe Lynch and town counsel, the CPC believes that this liability is not the town’s responsibility. Ted Kirchner asked whether we have received anything in writing that releases us from the liability. The CPC

said that various communications have convinced town officials that we will not need to pay for this.

- \$50,400 for “Skid Steer Loader.” Instead of purchasing a Bobcat, DPW Director Joe Lynch agreed that he could try renting one as needed during FY19. He would like \$2,500 added to his operational budget so that he can pay for rentals. Over the course of the year, he will try to measure what the return on investment would be if the town ultimately decides to purchase a Bobcat. Later in the meeting, Chairman Cote and our Town Accountant expressed a reluctance to add \$2,500 to the DPW’s operational budget because they typically would have enough flexibility to find that amount from another part of their budget.
- \$35,000 for “Sander Repairs.” This request can be removed because the CPC is recommending that we purchase a new plow/sander. (See priority #1, below.)
- The CPC prioritized the remaining capital requests in the following order:
  1. \$193,000 for “36-46 GVW Plow/Sander” for the DPW.
  2. \$44,000 for “SCBA Filling System” for the Fire Department.
  3. \$275,000 for “Engine 4 Replacement” for the Fire Department. The department is requesting a hooklift apparatus with several modular bodies: an ice/brush body, a stake body, and a hazmat body. The CPC is recommending against purchasing the hazmat body at this time because the fire department already has equipment that can respond in hazardous materials situations.
  4. \$250,000 for “Long Hill Road Culvert.”
  5. \$43,700 for “South Bolton & Spectacle Hill Engineering.”
  6. \$15,700 for “Emerson Column Repair” at Emerson School.
  7. \$18,500 for “Flooring/Carpet Replacement” at Florence Sawyer School.
  8. \$11,500 for “Interior Painting” at Florence Sawyer School. Mike Gorr noted that during the site visit, the CPC did not see trouble spots that required immediate attention.
- We discussed the possibility of needing to replace the Emerson roof and the Sawyer roof. According to the interim facilities manager (Rob Frieswick), there is no immediate concern. However, we all agreed that we would like DPW Director Joe Lynch to offer a second opinion about the school building roofs.
- We discussed the \$150,000 capital request from the Town Roads Strategic Planning Committee (TRSPC) to fund a study to create a master plan for Route 117. CPC member Chris Lineberry is also a member of the TRSPC, and he commented that he was not convinced that the TRSPC’s \$150K budget recommendation should be implemented in FY19. His personal view is that we should wait until FY20 to pursue the TRSPC’s recommendation.
- Chairman Cote mentioned that the Advisory Committee has liaisons for many of the departments in town. He noted that if CPC also establishes a liaison program, we could coordinate when we schedule meetings with department heads so that we can make efficient use of everyone’s time.

Adjourn: **MOTION:** Ann Hurd moved to adjourn at 9:55 PM; seconded by Joe Myerson.  
**VOTING IN FAVOR:** Brad Cote, Ann Hurd, Ted Kirchner, Joe Myerson, and Brian Boyle.  
**VOTED AND PASSED. UNANIMOUS (5-0).**

Documents Referenced

Latest draft of total FY19 budget

Handout from Capital Planning Committee regarding FY19 capital requests

Approved by the Advisory Committee