

## ADVISORY COMMITTEE MEETING

Tuesday, March 20, 2018

7:00 PM

Town Hall – Selectmen’s Meeting Room

Members present: Connie Benjamin, Ann Hurd, Ted Kirchner, Joe Myerson and Brian Boyle

Members absent: None

Call to order: Chairman Brian Boyle called the meeting to order at 7:01 PM. The entire meeting can be viewed by going to:

[http://new.townhallstreams.com/stream.php?location\\_id=75&id=16097](http://new.townhallstreams.com/stream.php?location_id=75&id=16097)

Agenda Item #1: Discuss and vote on the remaining operating budgets: Moderator (114), Advisory (131), Advisory Reserve (132), Dispatch (299), Education (301, 302, 303), and Snow & Ice (423)

- **MOTION:** Ted Kirchner moved to approve the Moderator budget (114) as submitted, for a total of \$50; seconded by Connie Benjamin. **VOTING IN FAVOR:** Connie Benjamin, Ann Hurd, Ted Kirchner, Joe Myerson, and Brian Boyle. **VOTED AND PASSED. UNANIMOUS (5-0).**
- **MOTION:** Connie Benjamin moved to approve the Advisory budget (131) as submitted, for a total of \$180; seconded by Ted Kirchner. **VOTING IN FAVOR:** Connie Benjamin, Ann Hurd, Ted Kirchner, Joe Myerson, and Brian Boyle. **VOTED AND PASSED. UNANIMOUS (5-0).**
- **MOTION:** Ted Kirchner moved to approve the Advisory Reserve budget (132) as submitted, for a total of \$100,000; seconded by Connie Benjamin. **VOTING IN FAVOR:** Connie Benjamin, Ann Hurd, Ted Kirchner, Joe Myerson, and Brian Boyle. **VOTED AND PASSED. UNANIMOUS (5-0).**
- **MOTION:** Ted Kirchner moved to approve the Dispatch budget (299) as submitted, for a total of \$170,000; seconded by Connie Benjamin. **VOTING IN FAVOR:** Connie Benjamin, Ann Hurd, Ted Kirchner, Joe Myerson, and Brian Boyle. **VOTED AND PASSED. UNANIMOUS (5-0).**
- **MOTION:** Connie Benjamin moved to approve the Minuteman budget (302) of \$586,126 and the Post Secondary Voc Ed budget (303) of \$0; seconded by Ted Kirchner. **VOTING IN FAVOR:** Connie Benjamin, Ann Hurd, Ted Kirchner, Joe Myerson, and Brian Boyle. **VOTED AND PASSED. UNANIMOUS (5-0).**
  - We waited to vote on the Nashoba budget until our March 27<sup>th</sup> meeting so that we would have an opportunity to speak with representatives from the school district.
- **MOTION:** Ted Kirchner moved to approve the Snow & Ice budget (423) as submitted, for a total of \$180,000; seconded by Connie Benjamin. **VOTING IN FAVOR:** Connie Benjamin, Ann Hurd, Ted Kirchner, Joe Myerson, and Brian Boyle. **VOTED AND PASSED. UNANIMOUS (5-0).**

Agenda Item #2: Discuss overall FY19 budget and vote on reductions

- We discussed some changes to the Police Department budget (210).
  - Wages 210-5133 will decrease by \$961.
  - Wages Overtime 210-5140 will decrease by \$10,907, but then will increase by \$33,674 due to a negotiated agreement between the police union and management.
  - Hired Services 210-5201 will decrease by \$1,000.
  - Training 210-5301 will decrease by \$1,000.
  - Out of State Travel 210-5720 will decrease by \$550.
- We also discussed the possibility of removing the Cruiser Purchase and Cruiser Equipment (totaling \$54,400) from the operating budget and placing it as an article on the warrant. Selectmen Wysocki and Czekanski both expressed disagreement with that option. One concern is that the article might be disapproved at town meeting, and another concern is that if we take the cruiser out of the operating budget, we could undermine our ability to accurately track the overall expenses of the police department over time.
- We also discussed the Fire Department budget (220) and proposed the following changes:
  - Reduce the Wages-Firefighters 220-5115 line from \$197,553 to \$105,367. The effect of this is to eliminate funding for two *per diem* firefighters, but with the understanding that there is still some flexibility within the budget to potentially hire one *per diem* firefighter if necessary.
  - Reduce the Fire Chief 220-5101 line from \$90,000 to \$75,000. The effect of this is to provide funding for a full-time fire chief for approximately 10 months in a year. This money could also be used flexibly to pay for the services of an interim chief.
- **MOTION:** Connie Benjamin moved to approve the Fire Department budget (220) as revised; seconded by Ted Kirchner. **VOTING IN FAVOR:** Connie Benjamin, Ann Hurd, Ted Kirchner, Joe Myerson, and Brian Boyle. **VOTED AND PASSED. UNANIMOUS (5-0).**
- We discussed potential changes in the Revenue portion of the budget. The estimated New Growth might increase from \$170,000 to \$200,000. We might also be able to increase estimated Licenses & Permits from \$140,000 to \$165,000.
- In the Human Resources budget (147), Donna Madden agreed to reduce Purchase of Services 147-5200 from \$1,500 to \$500, for a savings of \$1,000.
  - **MOTION:** Ann Hurd moved to approve that change to the Human Resources budget; seconded by Joe Myerson. **VOTING IN FAVOR:** Connie Benjamin, Ann Hurd, Ted Kirchner, Joe Myerson, and Brian Boyle. **VOTED AND PASSED. UNANIMOUS (5-0).**
- In the Conservation Commission budget (171), we discussed reducing Land-Capital Improvements 171-5800 from \$6,000 to \$1,000, for a savings of \$5,000.
  - **MOTION:** Ann Hurd moved to approve that change to the Conservation Commission budget; seconded by Joe Myerson. **VOTING IN FAVOR:** Connie Benjamin, Ann Hurd, Ted Kirchner, Joe Myerson, and Brian Boyle. **VOTED AND PASSED. UNANIMOUS (5-0).**

- In the Library budget (610), Director Kelly Collins agreed to reduce Wages 610-5114 from \$197,132 to \$192,132, and to reduce Books 610-5580 from \$75,565 to \$74,505, for a total savings of \$6,060.
  - **MOTION:** Ted Kirchner moved to approve that change to the Library budget; seconded by Connie Benjamin. **VOTING IN FAVOR:** Connie Benjamin, Ann Hurd, Ted Kirchner, Joe Myerson, and Brian Boyle. **VOTED AND PASSED. UNANIMOUS (5-0).**
- In the Health Insurance budget (914), we discussed reducing the OPEB line from the currently budgeted level of \$178,357 (which is the full amount of our annual required contribution).

Agenda Item #3: Discuss and vote on warrant articles

- Article 1 – Accept Annual Reports
  - **MOTION:** Connie Benjamin moved to approve Article 1; seconded by Ted Kirchner. **VOTING IN FAVOR:** Connie Benjamin, Ann Hurd, Ted Kirchner, Joe Myerson, and Brian Boyle. **VOTED AND PASSED. UNANIMOUS (5-0).**
- Article 4 – Replenish the Advisory Reserve Fund in the amount of \$25,000.
  - **MOTION:** Connie Benjamin moved to approve Article 4; seconded by Joe Myerson. **VOTING IN FAVOR:** Connie Benjamin, Ann Hurd, Ted Kirchner, Joe Myerson, and Brian Boyle. **VOTED AND PASSED. UNANIMOUS (5-0).**
- Article 5 – Spending Limits of Revolving Fund Accounts
  - **MOTION:** Connie Benjamin moved to approve Article 1; seconded by Ted Kirchner. **VOTING IN FAVOR:** Connie Benjamin, Ann Hurd, Ted Kirchner, Joe Myerson, and Brian Boyle. **VOTED AND PASSED. UNANIMOUS (5-0).**
- Article 6 – Repair of the Wastewater Treatment Facility, to be funded by \$50,000 from the Wastewater Treatment Capital Stabilization Fund and \$19,724 from unexpended funds from Article 2 of the December 2016 Special Town Meeting.
  - **MOTION:** Ted Kirchner moved to approve Article 6; seconded by Connie Benjamin. **VOTING IN FAVOR:** Connie Benjamin, Ann Hurd, Ted Kirchner, Joe Myerson, and Brian Boyle. **VOTED AND PASSED. UNANIMOUS (5-0).**
- Article 7 – Rescind the Authorization to Borrow \$245,470 at June 2015 STM.
  - **MOTION:** Ted Kirchner moved to approve Article 7; seconded by Connie Benjamin. **VOTING IN FAVOR:** Connie Benjamin, Ann Hurd, Ted Kirchner, Joe Myerson, and Brian Boyle. **VOTED AND PASSED. UNANIMOUS (5-0).**
- Article 8 – Designation of Nashua, Squannacook and Nissitissit Rivers as Wild and Scenic Rivers
  - **MOTION:** Joe Myerson moved to approve Article 8; seconded by Ann Hurd. **VOTING IN FAVOR:** Connie Benjamin, Ann Hurd, Ted Kirchner, Joe Myerson, and Brian Boyle. **VOTED AND PASSED. UNANIMOUS (5-0).**
- Article 9 – Cottage Overlay District Bylaw
  - **MOTION:** Ted Kirchner moved to approve Article 9; seconded by Connie Benjamin. **VOTING IN FAVOR:** Connie Benjamin, Ann Hurd, Ted Kirchner, Joe Myerson, and Brian Boyle. **VOTED AND PASSED. UNANIMOUS (5-0).**
- Article 10 – Increase the Dimensional Schedule in Limited Business, Business, and Industrial Districts

- **MOTION:** Ann Hurd moved to approve Article 10; seconded by Joe Myerson. **VOTING IN FAVOR:** Connie Benjamin, Ann Hurd, Ted Kirchner, Joe Myerson, and Brian Boyle. **VOTED AND PASSED. UNANIMOUS (5-0).**
- Article 11 – Increase the Maximum Lot Coverage in the Mixed Use Village Overlay District
  - **MOTION:** Connie Benjamin moved to approve Article 11; seconded by Joe Myerson. **VOTING IN FAVOR:** Connie Benjamin, Ann Hurd, Ted Kirchner, Joe Myerson, and Brian Boyle. **VOTED AND PASSED. UNANIMOUS (5-0).**
- Article 12 – Amend the Driveways and Parking Bylaw
  - **MOTION:** Ted Kirchner moved to approve Article 12; seconded by Connie Benjamin. **VOTING IN FAVOR:** Connie Benjamin, Ann Hurd, Ted Kirchner, Joe Myerson, and Brian Boyle. **VOTED AND PASSED. UNANIMOUS (5-0).**
- Article 13 – Bylaw to Regulate Recreational Marijuana Establishments
  - **MOTION:** Ann Hurd moved to approve Article 13; seconded by Joe Myerson. **VOTING IN FAVOR:** Connie Benjamin, Ann Hurd, Ted Kirchner, Joe Myerson, and Brian Boyle. **VOTED AND PASSED. UNANIMOUS (5-0).**
- Article 16 – Purchase of Class A Uniforms for the Fire Department in the amount of \$17,901. This item reached the Advisory Committee after it had already been agreed to in labor negotiations between the fire union and the town.
  - **MOTION:** Connie Benjamin moved to approve Article 16; seconded by Joe Myerson. **VOTING IN FAVOR:** Connie Benjamin, Ann Hurd, Ted Kirchner, Joe Myerson, and Brian Boyle. **VOTED AND PASSED. UNANIMOUS (5-0).**
- Article 17 – Purchase of Self-Contained Breathing Apparatus (SCBA) Fill System in the amount of \$44,000. The system is currently functioning, but it has experienced failure much sooner than expected. Several of us were troubled by the fact that the Fire Department did not seem to have an adequate grasp on the cause(s) of the failure, and whether future failures could be prevented through proper preventive maintenance.
  - **MOTION:** Ted Kirchner moved to disapprove Article 17; seconded by Connie Benjamin. **VOTING IN FAVOR OF DISAPPROVAL:** Connie Benjamin, Ann Hurd, Ted Kirchner, Joe Myerson, and Brian Boyle. **VOTED AND PASSED. UNANIMOUS (5-0).**
- Article 18 – Purchase of Engine 4 Replacement in the amount of \$275,000. Given that the current equipment is functional, we would prefer to have the new fire chief have input on this capital item.
  - **MOTION:** Connie Benjamin moved to disapprove Article 18; seconded by Ted Kirchner. **VOTING IN FAVOR OF DISAPPROVAL:** Connie Benjamin, Ann Hurd, Ted Kirchner, Joe Myerson, and Brian Boyle. **VOTED AND PASSED. UNANIMOUS (5-0).**
- Article 19 – Retroactive Pay under the Fire Union Contract for FY17 in the amount of \$27,645.20.
  - **MOTION:** Joe Myerson moved to approve Article 19; seconded by Ann Hurd. **VOTING IN FAVOR:** Connie Benjamin, Ann Hurd, Ted Kirchner, Joe Myerson, and Brian Boyle. **VOTED AND PASSED. UNANIMOUS (5-0).**
- Article 22 – Route 117 Pedestrian Crossing Safety Improvements for \$22,000.

- **MOTION:** Joe Myerson moved to approve Article 22; seconded by Ann Hurd. **VOTING IN FAVOR:** Connie Benjamin, Ann Hurd, Ted Kirchner, Joe Myerson, and Brian Boyle. **VOTED AND PASSED. UNANIMOUS (5-0).**
- Article 23 – Truck Repair for \$35,000. Per conversations with DPW Director Joe Lynch and Town Administrator Don Lowe, this can likely be removed since we are prioritizing the purchase of a new plow/sander.
  - **MOTION:** Connie Benjamin moved to disapprove Article 23; seconded by Joe Myerson. **VOTING IN FAVOR OF DISAPPROVAL:** Connie Benjamin, Ann Hurd, Ted Kirchner, Joe Myerson, and Brian Boyle. **VOTED AND PASSED. UNANIMOUS (5-0).**
- Article 24 – Engineering of Drainage Issues at South Bolton Road and Spectacle Hill Road for \$43,700.
  - **MOTION:** Connie Benjamin moved to approve Article 24; seconded by Ted Kirchner. **VOTING IN FAVOR:** Connie Benjamin, Ann Hurd, Ted Kirchner, Joe Myerson, and Brian Boyle. **VOTED AND PASSED. UNANIMOUS (5-0).**
- Article 25 – Skid Steer Loader (Bobcat) for \$50,400.
  - **MOTION:** Ted Kirchner moved to disapprove Article 25; seconded by Connie Benjamin. **VOTING IN FAVOR OF DISAPPROVAL:** Connie Benjamin, Ann Hurd, Ted Kirchner, Joe Myerson, and Brian Boyle. **VOTED AND PASSED. UNANIMOUS (5-0).**
- Article 26 – Water Supply Compliance Upgrades for \$90,500. We passed over this because Don Lowe was still awaiting advice from town counsel about whether we are responsible for this project.
- Article 27 – 36-36 CVW Plow/Sander for \$193,000.
  - **MOTION:** Ted Kirchner moved to approve Article 27; seconded by Connie Benjamin. **VOTING IN FAVOR:** Connie Benjamin, Ann Hurd, Ted Kirchner, Joe Myerson, and Brian Boyle. **VOTED AND PASSED. UNANIMOUS (5-0).**
- Article 28 – Culvert Replacement for Long Hill Road at West Pond for \$250,000.
  - **MOTION:** Joe Myerson moved to approve Article 28; seconded by Ted Kirchner. **VOTING IN FAVOR:** Connie Benjamin, Ann Hurd, Ted Kirchner, Joe Myerson, and Brian Boyle. **VOTED AND PASSED. UNANIMOUS (5-0).**
- Article 29 – Rescind Strong Fire Chief Act
  - **MOTION:** Joe Myerson moved to approve Article 29; seconded by Ted Kirchner. **VOTING IN FAVOR:** Connie Benjamin, Ann Hurd, Ted Kirchner, Joe Myerson, and Brian Boyle. **VOTED AND PASSED. UNANIMOUS (5-0).**
- Article 30 – Flooring Replacement at Florence Sawyer School for \$18,500.
  - **MOTION:** Joe Myerson moved to disapprove Article 30; seconded by Ann Hurd. **VOTING IN FAVOR OF DISAPPROVAL:** Connie Benjamin, Ann Hurd, Ted Kirchner, Joe Myerson, and Brian Boyle. **VOTED AND PASSED. UNANIMOUS (5-0).**
- Article 31 – Interior Painting at Emerson and Florence Sawyer School for \$11,500.
  - **MOTION:** Connie Benjamin moved to disapprove Article 31; seconded by Joe Myerson. **VOTING IN FAVOR OF DISAPPROVAL:** Connie Benjamin, Ann Hurd, Ted Kirchner, Joe Myerson, and Brian Boyle. **VOTED AND PASSED. UNANIMOUS (5-0).**

- Article 33 – Mechanicals for Replacement of Failing Heating System at Florence Sawyer School for \$43,175. We passed over this because it is likely to be removed from the warrant.
- Article 34 – Main Street / Route 117 Corridor Master Plan for \$150,000. We passed over this because it is likely to be removed from the warrant.
- Article 35 – Acceptance of Massachusetts Community Preservation Act. We passed over this because it is likely to be removed from the warrant.
- Article 37 – Citizen’s Petition regarding the 2015 Paris Climate Accord.
  - **MOTION:** Ann Hurd moved to make No Recommendation; seconded by Brian Boyle. **VOTING IN FAVOR OF NO RECOMMENDATION:** Connie Benjamin, Ann Hurd, Ted Kirchner, and Brian Boyle. **VOTING AGAINST:** Joe Myerson. **VOTED AND PASSED (4-1).**
- Article 38 – Citizen’s Petition regarding Small Scale Marijuana Cultivation. We passed over this because we planned to meet the following week with the proponent of this article.

Agenda Item #4: Advisory Committee Business

- We briefly discussed edits to the Capital Planning Policy that is being submitted to the Selectmen for approval. The edits to the draft policy were previously circulated by email.
  - **MOTION:** Connie Benjamin moved to approve the revised version of the Capital Planning Policy; seconded by Joe Myerson. **VOTING IN FAVOR:** Connie Benjamin, Ann Hurd, Ted Kirchner, Joe Myerson, and Brian Boyle. **VOTED AND PASSED. UNANIMOUS (5-0).**
- Draft minutes for our February 27, 2018 meeting were previously circulated by email.
  - **MOTION:** Joe Myerson moved to approve the minutes for our February 27, 2018 meeting; seconded by Ted Kirchner. **VOTING IN FAVOR:** Connie Benjamin, Ann Hurd, Ted Kirchner, Joe Myerson, and Brian Boyle. **VOTED AND PASSED. UNANIMOUS (5-0).**
- We deferred discussion of the Advisory Statement until after we updated the budget worksheets based on the votes taken at tonight’s meeting.

Adjourn: **MOTION:** Joe Myerson moved to adjourn at 9:39 PM; seconded by Ted Kirchner. **VOTING IN FAVOR:** Connie Benjamin, Ann Hurd, Ted Kirchner, Joe Myerson, and Brian Boyle. **VOTED AND PASSED. UNANIMOUS (5-0).**

Documents Referenced

Draft of FY19 Budget Worksheets  
Draft of 2018 Annual Town Meeting warrant  
Draft of 2018 Advisory Committee Statement  
Draft of Capital Planning Policy

Approved by the Advisory Committee