

**Advisory Committee
Meeting #9
October 28, 2009**

Peter Cory, Chair, called the meeting to order at 7:30 p.m. Those present included Judi Donnelly, Virginia Ferko, Jack Haley, Kathy Macdonald, Barbara McMahon, Rich Page, Caren Parker, Derek Redgate, Steve Simons, Steve Sykes, Marc Taylor, and Jason Whittet.
Absent: Rick Hill, Maura Murphy

Citizens Speak. No one was present.

Minutes. Upon a motion made by Ms. Macdonald and seconded by Mr. Sykes, the minutes of the Advisory Committee meeting on October 21, 2009 were unanimously approved.

Municipal Light Board FY11 Capital Presentation. The Committee was joined by Municipal Light Board Chair Jack Stewart, and members David Donohue, Paul Criswell, and Bill Charlton, Light Plant Director Richard Joyce, and Business Manager Debra Healy. Ms. Macdonald recused herself from this discussion as she is doing consulting work for the MLP.

Mr. Cory reminded Advisory members that the MLP functions as an enterprise fund so the budget is funded through rate revenue. No tax impact funds are used to support the MLP, except for the cost of street lighting. In addition, the Municipal Light Plant makes a substantial payment to the Town in lieu of taxes.

Mr. Stewart discussed the MLP's mission which is to establish a safe working environment for its employees, reliable service to the Town, and equitable rates. He reviewed the MLP's capital work expenditures and projections from FY2000 through FY2015, and the FY2011 major capital projects, totaling approximately \$3.6 million which includes the addition of administrative offices to the MLP garages, estimated to cost \$2 million. The new building will eliminate the existing overcrowding, ensure ADA compliance, and consolidate all staff in one location, and will be financed out of available funds. Capital projects beyond 2011 include supply line upgrades, overhead and underground line replacements, transformer purchases and upgrades, and replacement of the Cedar Street substation. Mr. Stewart reviewed the MLP's system reliability, from 1994 to 2009, which has been progressively improving and he feels is a direct correlation to the MLP's capital investment in the system. Mr. Stewart reported that last year's scheduled capital work has been accomplished on time and on budget.

Questions were asked concerning the status of cash reserves for the MLP and the impact of energy conservation on the MLP's system. Mr. Stewart estimates the MLP will have approximately \$4.9 million in net profits at the end of FY10. He noted that energy conservation measures will alleviate stress on the MLP's system thereby deferring the construction of a supply line and its related cost. He noted that more work must be done with the Town's school system and municipal buildings to improve energy consumption.

Mr. Joyce gave an overview of the MLP functions and responsibilities relating to the Devons community.

Board of Public Works FY11 Capital Presentation. The Committee was joined Board of Public Works Chair David Donohue, members Paul Criswell, and Bill Charlton; Director Michael Pakstis, Assistant Director Judith Curby, Town Engineer Steve Fader, and Senior Financial Analyst David Cohen.

Mr. Donohue reviewed the DPW's organizational chart, staffing, major goals for the year including focus on safety of equipment and personnel; maintenance of essential operating, maintenance and emergency services; completion of major town capital projects; expansion of RDF business initiatives; and performance measures. Ongoing improvements to efficiency and service include cross training employees, purchasing labor saving equipment, seeking new revenue sources, and focus on customer service. Mr. Donohue reviewed the Board's responsibilities and its use of performance measures.

Mr. Cory asked if a performance comparison with neighboring towns has been considered. Mr. Pakstis indicated DPW staff is working with the Executive Director and his management group to conduct some benchmarking work. To date, the DPW has completed a survey of services it provides to the Town which has been submitted to the Executive Director; he is not aware of any further action on this project.

Mr. Donohue reviewed the DPW's Capital budget objectives which are to proactively maintain the Town's infrastructure, make capital investments that will yield productivity efficiencies and generate revenue; replace/repurpose equipment when it is no longer economically feasible to maintain, and support emerging needs through targeted projects. He presented the DPW's FY2011 capital request totaling \$1,919,000 including \$400,000 for street improvements, \$12,000 for surface water drainage improvements, \$126,000 for playing fields, \$672,000 for DPW Facilities, and \$704,000 for vehicle replacements.

Questions were raised concerning how Chapter 90 funds will be used this year and the balance in the account. Mr. Pakstis indicated that the Town receives a new infusion of \$600,000 to \$700,000 annually, based on an aggregate State-wide allotment of \$150,000,000. The Town has approximately \$600,000 to \$800,000 available for this year. It is planned that \$300,000 will be applied towards the construction of a new Salt Shed, and the balance will be applied toward the Town's next planned project which is the resurfacing of some portions of Washington Street that have not been done in 15 years. In response to questions from Advisory, Mr. Donohue reviewed the dimensions, estimated cost and schedule of the proposed DPW administration building.

Library FY11 Capital Presentation. The Committee was joined by Library Chair Amanda Henson, Trustees Mary Ann Cluggish, Ann Howley, Ann-Mara Lanza, Marla Robinson, Beth Woods, and Library Director Janice Coduri. Ms. Henson reviewed the Library's goals and plans, as well as the Trustee's goals, noting that a long range plan and strategic plan have been developed for the Library. Library efficiencies were discussed, including a reduction in energy through evaluation and adjustment of HVAC consumption, using energy efficient lights in garage and exploring the future use of solar energy; improved utilization of staff hours through self check stations, online renewals, and through the implementation of RFID (Radio Frequency ID System). The RFID System provides for the tagging/identification of every item in Library which then can be scanned, allowing a more efficient check in/checkout system, ease of recovering misplaced items, better inventory control, and identifying misfiled items on shelves. The circulation statistics from FY04 to FY10 were presented, noting an increased use in libraries during recessionary times. Ms. Henson discussed the positive aspects of having the Branch Libraries open including reducing the burden on the Main Library with branches circulating 18,547 items in 2009, lessening parking congestion at the Main Library, and the availability of additional space for special programs. Ms. Henson noted that performance measures include benchmarking with similar towns, monthly statistical reports on performance that are received from the Minuteman Network, and in-town focus groups were held as part of strategic and long range planning. Ms. Henson reported the Trustees met with the Library Director to perform an analysis of the Library's budget from the ground up for 2011. She indicated staffing levels have been reviewed,

and staff is currently working on a policy where all benefited all employees will be eventually moved to full time status. She also reported on the various supporting organizations and endowments that provide operating and capital funds to the WFL, including the new WFL Foundation. The Board is undertaking a comprehensive review of all such funds, following the market downturn in 2008 and early 2009. She also provided information on Library funds returned to the Town in recent years.

Ms. Henshon reviewed the Library's FY2011 capital budget submission totaling \$34,215, which includes the replacement of approximately 20 computers, a 10 year old server, and the re-upholstering of selected furniture.

Mr. Cory asked about items mentioned in the Facilities Maintenance Department's capital budget including the light replacement in the parking lot slated for \$10,000, and a request for a new maintenance van. Ms. Coduri indicated the parking lot light was identified as something that should have been addressed during the original project, and was not done. The maintenance van will be used primarily for shuttling books between library branches and Main Library, and delivering books to shut-ins. Ms. Coduri informed the Committee that the Library pays the Town a fringe rate, based on a formula created by the Executive Director, to cover payment for items, such as the van, that will be used by the branch libraries.

Ms. Henshon also mentioned staff is working with the Facilities Director to determine the cost of a replacement boiler for one of the branches when it is needed. Initial projections ranged from \$20,000 to \$38,000. However, upon further review, additional work will be required, and it will probably be more costly. It is planned to replace the boiler in the spring.

Update on Report to STM. Mr. Cory reported that a proof of the Report is now being reviewed, and it is planned to mail out the Newsletter and Report on Thursday, November 5th. A status of articles was provided as follows:

Article 3 – Ms. Macdonald reported that Newton and Natick passed the local meals excise; Medfield voted it down.

Article 4 – Nothing new to report

Article 5 – The Selectmen unanimously voted to endorse the retaining walls article.

Article 6 – Ms. Ferko reported the Planning Board will not proceed with a motion under Article 6, Signs Bylaw, but hope to present at the 2010 Annual Town Meeting

Article 7 – Nothing new to report

Article 8 – Mr. Cory reported the agreement is being reviewed by Town Counsel. The Selectmen are hopeful to finalize the agreement by the end of this week.

Article 11 – Nothing new to report.

Liaison Reports

NRC. Mr. Whittet indicated that the NRC Director asked if Advisory is interested in attending a site walk to review the Fuller Brook Park Preservation Master Plan that is being proposed by the NRC and CPC. Several members expressed an interest in attending and indicated it would be helpful to receive information on the project prior to the walk.

PBC. Mr. Taylor reported that the footings for the new high school will be poured in early November, and pile driving will be conducted in mid-November. The construction office trailers have been delivered.

Senior Center. Ms. Ferko reported a Town Development Review Team (TDRT) has been convened for the Senior Center project. A TDRT consists of representatives from each Town department that

will be involved in Senior Center project to meet and discuss issues specifically related to the project. The transportation plan has been completed.

SBC for the Middle School Project. Mr. Cory announced that Jack Haley has been appointed as the Advisory Committee representative to the SBC for the Middle School project. An organizational meeting has already been held.

School Committee. Ms. McMahon reported that the School's Capital Budget Subcommittee met this week, and she submitted the questions provided by Advisory. She hopes to have responses to the questions by the end of the week..

Human Resources. Ms. Donnelly reported the HR Board has gathered information from neighboring towns on how they deal with nonunion employees' salary increases. The Board is considering requesting that merit increases be included in the individual department's budgets. In addition HR will request a smaller pool of funds which can be used as a 'reserve fund' for potential salary adjustments that are unexpected or unforeseen. Discussions are continuing on Group 40 employees who are also nonunion.

Board of Selectmen. Mr. Cory reported that the Selectmen have reviewed the General Government Capital Budget and are expected to vote on it prior to presenting to Advisory next week.

AMTFC – Ms. Macdonald reported on her attendance at the Annual Meeting of Town Finance Committees held on October 24th.

Advisory Schedule. Mr. Cory asked liaisons to check in with their boards with reference to scheduling FY11 operating budget presentations. He asked members to tentatively plan for Advisory Committee meetings on Saturday, January 23 and 30, 2010. It is planned that the Executive Director and the Finance Director will be meeting with Advisory in mid-December to discuss the status of Sources and Uses of Funds. CPC capital is scheduled for December 9th, but may be rescheduled.

Adjournment. Upon a motion made by Ms. McMahon and seconded by Ms Donnelly, the Committee unanimously voted to adjourn at 10 p.m.

Respectfully submitted,

Adeline G. Doherty
Administrative Assistant