

**Advisory Committee Meeting
Zoom Video Conference
Wednesday, February 3, 2021, 6:30 p.m.**

Those present from Advisory Committee included Shawn Baker, Julie Bryan, Tom Cunningham, Lauren Duprey, Jake Erhard, Jennifer Fallon, Neal Goins, John Lanza, Jeff Levitan, Bill Maynard, Deed McCollum, Corrine Monahan, Patti Quigley, Mary Scanlon and Doug Smith.

Julie Bryan called the meeting to order at 6:30 pm.

6:30 p.m. Citizen Speak

There was no one present for Citizen Speak.

6:30 p.m. Facilities Maintenance Department (FMD) FY22 Operating Budget

Joe McDonough, Director, FMD provided an overview of FMD and presented FMD's FY22 budget.

Questions and Discussion

- What is the COVID impact on the budget, and what is expected for next fiscal year? Will there be a jump in the budget or will it be about the same? How much adjustment will there be to the budget when things go back to normal?
 - FMD is optimistic and took advantage of CARES and FEMA funding. Most buildings in town have new MERV 15 filters. FMD double-ordered, and recently placed a second double order, and so has four sets of filter changes which will carry the town into the fall. There is an inventory of hand sanitizer as well.
 - There was some overtime. Every year FMD has been able to provide a significant turnback to the town, and this will help FMD absorb any unanticipated COVID expenses.
- What is FMD's cash capital request this year?
 - In FY21, it was anticipated that cash capital for FY22 would be \$2 240,000. However, Finance asked FMD to reduce cash capital and it was cut back to \$2 million which was presented in November to Advisory.
 - Cash capital has been reduced again to \$1,207,000 by pushing out the \$793,000 LED project at the high school. There is a total \$2 million of LED work pending at the high school. Replacement of the lights in the gym and auditorium was completed earlier this year with a grant from Green Communities.
- What is the second biggest item on the list?
 - HVAC recommissioning at the high school for \$123,000. This is outsourced on an hourly basis to make sure everything is working in all the rooms and offices. As issues are discovered, they are repaired.
- Is the custodial staff able to handle the extra work? Also, why go back to the MERV 8 filters; wouldn't we want to stay with MERV 13?
 - We won't go back to the MERV 8 filters until we have a new normal. We can get into the fall and winter with the filters we have.
 - The custodians are doing a great job without overtime. We are adjusting priorities. With the schools going hybrid there is less wear and tear on the buildings.
- Last year cash capital was \$888,000, why did it jump from \$888,000 to \$2.4 million?

- Last year was an anomaly because \$900,000 for the Sprague chiller was included in the original amount for FY21, but was then taken out as a stand-alone warrant article. The five-year cash capital plan is about \$2 million per year
- How does FMD envision scheduling the \$800,000 for the LED lights that are being pushed out and added on to \$2 million per year in the outyears?
 - Everything is pushed out a year.
- Were the LEDs going to be replaced as the lights go out?
 - The entire school has fluorescent or non-LED lights, and it is the biggest electricity user. With the Green Communities grant of \$100,000, priority for replacement was given to the gym and auditorium. It's a start. Ballasts and bulbs need to be replaced as they go out.
- What is payback on LED lights? How simple is the maintenance cost?
 - It depends on the type of light and the maintenance costs.
 - Payback is somewhere around seven years or less.

7:05 p.m. Sustainable Energy Committee (SEC) FY22 Budget

Marybeth Martello, Director, SEC and Laura Olton, Chair, SEC were present.

An overview of SEC's FY22 Operating Budget, Covid impact, and major budget drivers were presented. MLP pays half of the director's salary. The expansion of SEC's role and the Climate Action Plan road to reduction and timeline were reviewed. The SEC- proponent ATM 2021 warrant articles were discussed.

Questions and Discussion

- How does funding for the \$50,000 for the Climate Action Plan work, and how are consulting fees being covered?
 - \$50,000 is in the FY21 budget, and the focus of the consultant's work will be on analyses. Community outreach and engagement will be done in-house. If SEC had additional funding, it would be used for community outreach and engagement.
- How does it work with the five extra hours per week for the director?
 - It is challenging. Janet Mosely is an excellent analyst and has taken on additional responsibilities. Board members are also helping with their individual expertise. Other communities use consultants to do the analyses, community engagement, and the website. We needed to take cuts and work lean. SEC is also looking at other grant opportunities.
- The target is a 50% reduction GHG emissions by 2030 and we are 14 years into a 23-year period. Where are we relative to 2007 right now?
 - Through the calendar year 2019 and prior to COVID, we are about 12% below 2007 levels. We don't have COVID period numbers and we may see a dip in GHG emissions. Although it is a 12% reduction town-wide, it is 23% below 2007 if you only look at building sector. The transportation sector has increased by 6%.
- Does any of SEC's work have a budget impact on other town departments?
 - Green communities can provide a revenue stream for departments like FMD and DPW.
 - Looking forward to the CAP and the resulting actions, these actions will cost money. There is a premium on sustainability, but most is made back with savings in operating costs. In many cases money is paid up front but money is saved in the long term because there are savings on operating and energy costs. Consultants will look at actions to understand the costs attached to each. SEC has been very collaborative with departments such as FMD, DPW and MLP. For example, SEC is working on a heat pump program with MLP.

- How can the town incorporate some of the plans of the new administration even though they are large goals?
 - We expect the town can benefit from these, and solutions are universal. We can look across communities to see the same remedies. It is about electrification – buildings and transportation.

7:30 p.m. Council on Aging (COA) FY22 Operating Budget

Marlene Allen, Chair, COA; Heather Munroe, Director, COA; Gregory Wilson, Assistant Director, COA; and Tony Parker, Vice Chair, COA were present.

The COA organizational chart was presented. COA future operations and FY21 vs FY22 budgets were reviewed. The progression of programming pre-COVID and COVID and for the future were covered, along with expense changes, expense drivers, sources and uses, and adjustments since the FY21 budget was originally presented.

Questions and Discussion

- Why is all of the EOEIA grant not being used as a budget offset?
 - It is being used as a partial offset, and the rest is discretionary to provide funding flexibility as new things are established that might not be possible within the existing budget categories.
- The Board of Health (BOH) hired a social worker. Could that social worker be the fill-in person for the COA?
 - The new social worker hired at the BOH is more focused on children and families. The social worker shared with Weston works with the police department. Given the size of our community, it is hard to rely on another social worker when someone is out because the social workers have their own cases.
- What is the accounting for the EOEIA money not used as a budget offset, and who is responsible for it?
 - It doesn't show up in the accounting books until the contract for the grant is signed. There is a line item that has the balance of the grant that hasn't been spent and will be used as discretionary funds. Items are presented to the COA board for approval.
- What is the difference in the number of staff or FTEs from before the reorganization to now?
 - 8.5 FTEs in FY20, 8.3 FTEs in FY21 and 8.4 FTEs in FY22.
- What do the three bus drivers do?
 - They are part time – two work 16 hours and one is on for eight hours. They operate the COA bus Monday through Friday providing transportation for seniors anywhere in town.
 - During COVID, the buses have averaged 70 to 100 trips per month. Ridership is down from last year. The volunteer driver program was suspended during COVID. Bus drivers bring residents to grocery stores, doctor's appointments.
- Did the CARES Act cover COVID expenses?
 - The COA purchased some items.
- Please explain supplemental expenses in the sources and uses slide.
 - It is the balance of the EOEIA grant.
- Does the COA have a cash capital budget, and what is the total for FY22? Are you presenting the cash capital?
 - Yes, the COA has a cash capital budget, and the total for FY22 is \$10,000.
- Did you have to make cuts to the cash capital budget?

Approved 2/10/2021

- Yes, we reduced a lot of what was asked and a couple outstanding items were rolled forward. COA was able to reduce the past years' cash capital in small amounts that added up.
- Was there anything that is being skipped for two years?
 - No, at this point we are in good shape. For FY22 COA has included adaptations for reopening as we know there will be costs to make everyone feel safe after COVID. Under new leadership, the COA has been able to look at ways to do things more efficiently and due to vacancies and changes, the COA was able turned back money both in operating and capital.
- Do you feel comfortable security-wise?
 - We have some things we want to do and adaptations security wise and we will try to do as FFE in our own budget. Some savings may be realized due to COVID but we think that will change. There is not a lot of give in the budget, we think we are okay.

8:10 p.m. Administrative Matters/Liaison Reports/Minutes

Minutes Approval

Mary Scanlon made and Deed McCollum seconded a motion to approve the January 27, 2021 minutes.

Roll call vote:

Bill Maynard – yes
Patti Quigley – yes
John Lanza – yes
Mary Scanlon - yes
Deed McCollum - yes
Jennifer Fallon – yes
Jeff Levitan – yes
Corinne Monahan - yes
Shawn Baker – yes
Doug Smith – yes
Jake Erhard – yes
Tom Cunningham – yes
Lauren Duprey – yes
Neal Goins - yes

Minutes were approved 14 to 0.

Liaison Reports

Schools/Jenn Fallon – SC is waiting to see if the schools can get money back from MA for testing. Testing is increasing from \$8.50 to \$12 per test. The Fall 2 sport schedule was discussed at the recent SC meeting. DEI Director Dr. Curry made a presentation at the meeting as well. A group of about 100 parents would like to see a dedicated line item for DEI in the school budget, and they are asking for \$100,000 to be reallocated from other areas of the school budget. It's a request to find a way to show people what is being spent and invested in DEI. SC will vote next week.

A comment was made that it would be helpful for boards when presenting to Advisory to give more detail on their cash capital budget.

8:20 p.m. Adjourn

Approved 2/10/2021

Patti Quigley made and Corinne Monahan seconded a motion to adjourn.

Roll call vote

Bill Maynard - yes

Patti Quigley – yes

John Lanza – yes

Mary Scanlon - yes

Deed McCollum - yes

Jennifer Fallon – yes

Jeff Levitan - yes

Corinne Monahan - yes

Shawn Baker – yes

Doug Smith – yes

Jake Erhard – yes

Tom Cunningham – yes

Lauren Duprey – yes

Neal Goins – yes

Approved 14-0.