

Budget Recommendations Advisory Committee
DPW Night
October 29, 2020
6:30 PM
Remotely via Zoom
Draft Minutes

Members Present: Bob Kelly, Chair; Corey Stevens, Christine Soutter, Don Clement, Judy Rowan, Nancy Belanger, Anthony Zwaan, Amy Farnham, Kathy Corson, Christopher Zigmont, Kaley Briden, Enna Grazier, and Liz Canada

Members Absent: None

Others Present: Russ Dean, Doreen Chester, Jennifer Perry, Jay Perkins, Niko Papkonstantis

Mr. Kelly called the meeting to order at 6:30 PM and read a statement:

As Chair of the Select Board, I find that due to the State of Emergency declared by the Governor as a result of the COVID-19 pandemic and in accordance with the Governor's Emergency Order #12 this public body is authorized to meet electronically.

On Friday, October 16, 2020, public notice of this meeting was posted on the town website and on the bulletin board of the town offices at 10 Front Street. As provided in that public notice, the public may access the meeting online and via phone.

Please note that all votes taken during this meeting shall be done by roll call vote. Let's start the meeting by taking a roll call attendance. When each member states their presence, please also state whether there is anyone in the room with you during this meeting and who that person is (son, daughter, spouse, etc...), which is required under the Right-to-Know law.

1. DPW

Jennifer Perry, the Public Works Director, and Jay Perkins, the Highway Supervisor, were present to discuss the DPW budget.

Mr. Stevens said the DPW was tasked with reducing their budget after Covid hit this year. In Capital Improvements, there are plans to replace the DPW garage. The ask is \$150,000 for the conceptual designs and to create a detailed budget. Last year, they put \$25,000 toward a preliminary overview. There are plans to address Pickpocket Dam deficiencies; there's a DES mandate to implement a plan for the "High Hazard" dam by 2025. Last year, they allocated \$90,000 for this project, that was frozen and not spent. The Department is looking to replace three vehicles. Regarding line item 51110, Salary/Wages full time, they deferred hiring an Engineering Technician. Line item 51200, Wages Part time, there is \$500 for a recording secretary which doesn't seem to get used. Ms. Perry thought it could be reduced to a placeholder. Mr. Clement said it was for the River Study Committee recording secretary. He checked with the River Study

Committee Chair, and there is a person that takes minutes, so he doesn't know why that wasn't spent, or why it should be in the DPW budget. Mr. Dean said the Town Manager's budget does carry some wages, and they could use that for the River Advisory Committee. That committee met six times this year, so he will have to look at where that was charged to.

MOTION: Mr. Clement moved to change line item 51200, Wages - Part Time, to \$1 in the 2021 budget. Ms. Farnham seconded. By a roll call vote, all were in favor.

Mr. Stevens said that line item 55058, Contracted Services, had \$25,000 last year for the garage, but this project is moving to CIP in the 2021 budget. Line item 55158, Insurance Reimbursed Repairs, is used to cover items that the insurance company will reimburse for, so he doesn't think they need a \$1,000 placeholder. They could take monies from other accounts temporarily if they know they will be reimbursed. He recommends reducing this to \$1. Mr. Dean said with Primex, if a vehicle gets hit, there's a \$1,000 deductible. Dr. Zwaan said they should more clearly label it a deductible, since it's not going to be reimbursed.

MOTION: Mr. Stevens moved to reduce line item 55158 to \$1. Ms. Farnham seconded. By a roll call vote, Ms. Briden voted nay, and the motion passed 12-1.

Mr. Stevens said the subcommittee's only comment on Admin & Engineering was that line item 55238, Radio Replacement, has intermittent spending, but they recommend level funding it.

Ms. Chester said Admin & Engineering had a new budget total of \$405,359.

MOTION: Ms. Belanger moved an Admin & Engineering budget of \$405,359, Ms. Rowan seconded. By a roll call vote, all were in favor.

Mr. Stevens said that in Highways and Streets, several lines were underspent or not spent. Line item 55013 had its spending suspended in the spring, but will need to be spent in 2021. Ms. Perry said they've stockpiled the material and will be including it with next year's material. Mr. Stevens said that line item 55020, Bridge Repairs, was not spent, but in 2021 they are looking at the Garrison Lane Bridge decking, which is on the State's Red List. Repairs are estimated at \$9,000. They're reducing costs by doing as much as possible in-house. Line item 55107, Equipment Rentals, was not spent this year. Line item 55310, Tree Maintenance, was underspent. Many projects were done in-house by borrowing Fire Trucks, but this is not sustainable. Ms. Soutter said should try to continue to work with the Fire Department when possible. Mr. Dean said the Fire Department will no longer be monitoring alarms, so the bucket truck will be free for the DPW more often.

Mr. Stevens said regarding line item 55067, Culvert Replacement, the Tamarind Lane project was pushed off until 2021. He asked if the Garrison Lane project should be a capital project instead of in the budget, since it's a one-off. Mr. Clement said this is maintenance work, not replacing the whole bridge. Ms. Perry said the Tamarind Lane Culvert Replacement would likely be done by outside forces, while Garrison Lane will be done by internal forces.

Mr. Stevens said that line item 55256, Sidewalks and Curbing, had been reduced by the department by \$5,000 for 2021. Mr. Clement said some sidewalks in town are in rough shape and need repairs, for example Railroad Avenue to Kids Park, and a few others in town. Mr. Stevens asked if at \$10,000 they are falling behind or can get to trouble spots like that. Ms. Perry said she knows that a number of areas require repair, but it's in the \$10-15,000 range. There's only so much time that the crews have to do the work. Mr. Perkins said it's about patching and keeping them safe. The Winter Street sidewalk has been patched and is not unsafe, although it's not aesthetically pleasing. Mr. Dean said there's also a Capital Reserve Fund for sidewalks of \$145,000. It's more of a matter of getting to the projects.

Ms. Chester said the Highways and Streets total is \$2,017,597.

MOTION: Ms. Belanger moved the Highways and Streets budget of \$2,017,597. Ms. Soutter seconded. By a roll call vote, all were in favor.

Mr. Stevens moved to Snow Removal. There was no spending on line item 55061, Contracted Snow Removal. This was reduced by \$5,000 in 2021, which seemed reasonable to the subcommittee, as it's usually a \$41,000 average spend.

Ms. Chester said the new Snow Removal total is \$311,190.

MOTION: Ms. Rowan moved the Snow Removal budget of \$311,190, Ms. Belanger seconded. By a roll call vote, all were in favor.

Mr. Stevens discussed Solid Waste Disposal. Line item 55018, Blue Bags, will go up by \$40,000 in 2021 to more accurately reflect what is spent. The subcommittee agrees with this change. Line item 55082, Disposal/Recycling Contract, has an annual 3% increase, and was recalculated to \$1,030,000, which the subcommittee supports. Line item 55086, Brush Grinding, has been reduced; they are grinding less frequently than projected, twice a year rather than four times. Line item 55163, Landfill Monitoring, is going up by \$30,000, partly because of \$75,000 for slope and cap repairs and settlement assessments in 2021. The 2020 budget will be spent by year end. Regarding line item 55186, Metal Removal, the subcommittee recommended a \$1,500 reduction. In line item 55244, Recycling Containers, the budget has been exceeded this year.

MOTION: Ms. Soutter moved to increase line item 55082, Disposal and Recycling Contract, to \$1,030,000. Ms. Belanger seconded. By a roll call vote, all were in favor.

MOTION Mr. Clement moved to reduce line item 55186, Metal Removal, to \$1,500. Ms. Farnham seconded. By a roll call vote, all were in favor.

Ms. Chester said the new Solid Waste total is \$1,388,385.

MOTION: Ms. Belanger moved a Solid Waste budget of \$1,388,385. Ms. Soutter seconded. By a roll call vote, all were in favor.

Mr. Stevens said that Street Lights was underspent in 2020. In line item 55303, Traffic Light Maintenance, the budget has been reduced to \$9,000.

MOTION: Ms. Belanger moved the Street Lights budget of \$169,000. Ms. Soutter seconded. By a roll call vote, all were in favor.

Mr. Stevens said that Stormwater spending was put on hold for most of 2020. Line item 55058, Contracted Services, has \$16,000 encumbered. They reduced that line by \$6,000 in 2021. They also reduced line item 55270, Software Agreements.

MOTION: Ms. Rowan moved \$54,000 for Stormwater. Ms. Belanger seconded. By a roll call vote, all were in favor.

Mr. Stevens discussed Public Works Maintenance. In line item 55048, Computer Software, there was no spending year to date, but it will be spent for the People GIS implementation. In line item 55549, Covid 19 Expenses, they budgeted \$11,000 for cleaning and supplies. Dr. Zwaan asked if that would be reimbursed, and Mr. Dean said he hopes so.

Ms. Chester said the new General Maintenance total is \$548,185.

MOTION: Ms. Belanger moved the General Maintenance budget of \$548,185. Ms. Soutter seconded. By a roll call vote, all were in favor.

Mr. Stevens said that in Town Buildings, there was an adjustment to the Natural Gas budget after Ms. Perry took a closer look. It will drop to \$60,000 from \$70,700. There's a small increase in Platform Lease Liability at the train station.

Ms. Chester said the new Town Buildings total is \$294,145.

MOTION: Ms. Belanger moved line item 55210, Town Buildings - Natural Gas at \$60,000. Ms. Rowan seconded. By a roll call vote, all were in favor.

Ms. Chester said the new Town Buildings total is \$293,445.

MOTION: Ms. Belanger moved a Town Buildings total of \$293,445. Ms. Soutter seconded. By a roll call vote, all were in favor.

Mr. Stevens discussed Maintenance Projects. In 2020, there were repairs to the Town Hall cupola and Town Offices roof, and the addition of a bathroom in Public Safety. There's nothing in YTD spending in the draft budget because they're waiting for invoices. There's a list of 2021 plans, which may include Boardwalk repairs, but they will talk about projects in CIP.

MOTION: Ms. Belanger moved the Maintenance Project budget of \$100,000. Ms. Rowan seconded. Mr. Stevens asked if they should move the budget yet, if they may move a project in. Mr. Kelly said they could reopen it, or it may just fit in since this budget is historically underspent. By a roll call vote, all were in favor.

Mr. Stevens said that there were no recommended changes in Mechanics/Garage.

Ms. Chester said the new total is \$273,034.

MOTION: Ms. Belanger moved a Mechanics/Garage budget of \$273,034. Ms. Rowan seconded. By a roll call vote, all were in favor.

Ms. Chester said the total for Public Works is \$5,560,195.

MOTION: Ms. Belanger moved the Public Works budget of \$5,560,195. Ms. Rowan seconded. By a roll call vote, all were in favor.

Mr. Stevens said that for the CIP Garage Replacement, the subcommittee recommends a reduction to \$100,000, which would be similar to the Public Safety building project. For the Pickpocket Dam reclassification, this is a “High Hazard” dam. They appropriated \$90,000 last year and \$300,000 in 2021, working toward a feasibility study which is due to DES in June 2022. He would like to hear more about the road map for this project on CIP night. Ms. Perry said they also need to have a recommended alternative that the town will move forward with by June 2022, not just a study. Mr. Stevens said that the Salem Street Utility Replacement engineering is complete, and they’re ready to begin the work. The sidewalk repair program was in the CIP book, but not in the warrants list. Mr. Dean said with \$144,000 already in the budget for sidewalks they’re in good shape on that project. They should decide how to move forward with the Waterfront Seawall with sidewalk repairs. Ms. Perry said this would be for repairs to existing walkway and rails, not major modifications. This would give them another 5 years or so before doing a big project on it. Mr. Kelly asked if they could phase it over the next few years. Mr. Clement said the subcommittee didn’t think the boardwalk was in that bad of a condition as to need \$25,000 of material replacement. Something should be done, but over time. This project would more accurately be referred to as a boardwalk project, not a seawall project.

Ms. Corson said regarding the Public Works Garage, she doesn’t want the plans to be so elaborate that nothing gets done. Do other towns have something that large? Mr. Kelly said yes.

Mr. Stevens said the department requested three vehicle replacements: replacing a Jeep Patriot with a slightly larger vehicle, a pick-up truck, and a six wheel dump truck that has been deferred for a couple years. Ms. Rowan wanted to discuss whether any of those could be hybrid or electric. Mr. Kelly said they would have a larger discussion about it at CIP night.

2. Minutes

- i. There were no minutes approved at this meeting.

3. Review Calendar

- i. The next meeting is Monday, November 9 to discuss Parks and Rec and Human Services.

4. Adjournment

Mr. Kelly adjourned the meeting at 8:23 PM.

Respectfully Submitted,
Joanna Bartell
Recording Secretary