

Board of Selectmen and Finance Committee

Budget Saturday Amended Minutes

January 5, 2019

8:00 AM

Room 204, Acton Town Hall, 472 Main Street

Selectmen Member Present: Katie Green, Joan Gardner, Jon Benson, Peter J. Berry and Janet K. Adachi.

Finance Committee Members: Roland Bourdon, Mike Majors, Jason Cole, Steve Noone, Christine Russell , Christi Anderson and Sahana Purohit.

Absent – Jeff Bergart, Tom Farley and Dave Wellinghoff.

Town Staff Present: Town Manager John S. Mangiaratti, Veterans Service Officer James MacRae, Highway Superintendent Dick Waite, Engineering/DPW Director Corey York, Council on Aging Director Sharon Mercurio, Memorial Library Director Danielle Savin, Land Use Economic Director Matthew Selby, Building Commissioner Frank Ramsbottom, Planning Director Roland Bartl, Information Technology/Emergency Management/ Town Meeting Mark Hald, Police Chief Rich Burrows & Deputy Police Chief Jim Cogan, Municipal Properties Supervisor Andrea Ristine, Natural Resources Director Tom Tidman, Recreation/Celebrations Director Cathy Fochtman, Fire Chief Robert Hart, Health Director Sheryl Ball, Nursing Director Heather York, Transportation Director Doug Halley, Finance Director Steve Barrett, Town Clerk Eva Szkaradek, Chief Assessor Brian McMullen, Town Accountant Lisa Wojick, Assistant Town Accountant Joanne Norton and Teresa O’Leary, Assistant Town Treasurer.

This meeting was not recorded.

Chairman Green convened the Selectman to order at 8:00 AM.

Chairman Cole convened the Finance Committee to order at 8:00 AM

Town Manager Mangiaratti and Steve Barrett, Finance Director gave a brief overview of the FY20 budget. Level serviced budget.

Total operating budget is \$35,861,539

General fund capital total is \$ 1,151,000 (MBTA Whistle Bans and Bike Sharing Program)

Veteran Services

James McRae - 6 years -presented his budget. Assists veterans and surviving spouses with benefits. Budget is based on the number of clients and purpose is based on the monthly income and assists them on a monetary payment based on annual salary of client. Decrease in chapter 15 assistance. Decrease in veterans receiving assistance for various reasons. FY 20 budget \$187,358 (-6.29%) No further questions.

Transportation

Doug Halley – 41 years. Mr. Halley gave his budget presentation. 4 vans for seniors 2 fixed route services (CTC fixed route, and rail shuttle). Ridership growing – particular with 30 Sudbury Road

operations. Expand hours for seniors to 5:00 PM to allow to attend more programs late in PM. Included gas in budget. FY 20 budget \$642,400 (+9.41%) No further questions.

Council on Aging

Sharon Mercurio – 8-year employee. Provides programs and service to 60 and older and service to caregivers. Increase of new participants by 27%, average of 43 activities per week. FY 20 budget \$355,068 (-0.95%)

DPW/Highway/Transfer Station/Recycling/Municipal Properties/Engineering

Corey York 25 years, Andrea Ristine 31 years, Dick Waite 41 years, Paul Campbell 9 years. Corey gave the overview of the Public Works proposed budget. FY 20 budget \$2,922,462 (-1.22%)

Engineering – Paul Campbell – straight forward – pretty much all salaries. Printing and copying increased. Town Plotter is under GIS department. More capital for traffic studies. Sewer long term capital study and West Acton sewer expansion feasibility study. FY 20 budget \$197,591 (-1.09%)

Highway – road survey is done and no road construction during winter – working with utility companies. Cost of road salt decreased.

Transfer Station - 36% reduction in trash and uptake in recycling. Looking for a structural study of the recycling center – aging building and roof.

Municipal Properties – Budgeted for painting the exterior of the WAL and walkway repairs for the PSF for FY20. Decrease in natural gas by 6.5%, 30% decrease in street lighting, and 9.5% decrease in electric. Proposed FY 20 budget \$1,743,660 (-1.57%)

No further questions.

Nursing

Heather York – 15 years – highlighted the public health section and the home health care section. Public health included flu vaccinations, Impact Testing at the high school. FY 20 budget \$176,629 (-0.69%) Home Health Care highlight was the Home Health Care Elite recognition 2018, 23% increase in admissions. Budget has increased since moving to 30 Sudbury by offering more clinics in house, garden therapy programs, nutrition programs, also increase in foot traffic. FY 20 budget \$499,947 (+9.95%)

Land Use/Economic Development

Selby – 3 years – presented his department budget presentation. .13% increase overall. FY 20 budget \$1,822,416 Land Use Economic Development highlights include Manufacturing Collaborative, Manufacturing Day Celebration, and supporting Main Street Master Plan, and looking to request and increase in funds for professional development and to house it in the LUED budget. FY 20 budget \$292,480 (+6.07%)

Building/COD – Frank Ramsbottom 12 years – budget straight forward – everything is level serviced. FY 20 budget \$243,789 (+1.94%)

Planning/Board of Appeals – Roland Bartl 31 years, Kristen Guichard 7 years – highlights of Kelley's Corner initiative, Minuteman Bike Share program, completion of BFRT and ARRT, housing choice grant of

\$165,000. Mr. Majors inquired when construction will begin for Kelley's Corner, Mr. Bartl commented that it is state financed for 2023, so beginning in late 2022. FY 20 budget \$275,255 (+0.70%)

Health – Sheryl Ball 31 years presented her budget. Food, septic, \$12,000 in grants to address substance use, conducting health survey, new FDA food safety standards. FY 20 budget \$112,909 (-6.30%)

Natural Resources – Tom Tidman 32 years presented his budget. Level funded budget. Mr. Bourdon inquired about the sports pavilion construction to be completed. Mr. Tidman mentioned that they are about \$100,000 short to complete the bathroom building and need another \$150,000 to complete the other building. FY 20 total budget \$889,093 (+1.48%)

Celebrations – Cathy Fochtman 13 years – level funded budget. FY 20 \$8,900 (0.0%)

Human Resources

Marianne Fleckner – Town employee for 11 years presented her budget. Highlighted the 12% increase in the Senior Work Program, workers paid \$14/hr up to 160 hours per year. FY 20 budget \$444,854 (+1.25%)

Town Manager

John S. Mangiaratti – 1/2 year – Salary budget consists of Town Manager and Assistant Town Manager, Executive Assistant, Principal Clerk, Community Service Coordinator, Transportation Director and a reception position at 30 Sudbury. Level service budget. Legal service level funded at \$425,000. FY 20 budget \$1,818,905 (+21.30)

Information Technology/Emergency Management

Information Technology – decrease of 2.8% in budget. Level funded service. FY 20 budget \$1,606,073 (-2.80%)

Emergency Management - no change slight increase in stipends. Down from reflective of actuals last year, shelter operations, radios, and purchasing of generators as a result of bad weather. Mr. Bourdon inquired about the structural condition of the Emergency Management building and if the lot next to it would be considered to purchase to increase parking for train station. Mr. Hald commented that it (building) will need some work, it houses antique fire apparatus and generators, upstairs is storage. FY 20 budget \$46,450 (-4.33%) No further questions

Town Meeting – electronic voting rentals and chair rentals for overflow rooms – increase in that line. Legal and printing of the warrant – have tried to consolidate the expenses. Routinely count on an annual and 1 special town meeting every year. Moderator payment moved from salary to contractual services. FY 20 budget \$36,800 (+37.23%)

Acton Memorial Library

Danielle Savin – Highlighted FY 19 services regarding materials circulated, number of hours open, number of programs offered to the public, and the number of visitors. Budget down due to new staff with lower salaries. Ms. Gardner questioned when WACL and AML would be merging, Ms. Savin commented that they were looking to merge in FY21. FY 20 budget \$1,407,901 (-0.6%)

Citizen's Library

Steve Barrett presented WACL – Jennifer Friedman is the only salaried staff member. Circulated 11,000 items in 2018. Very straight forward budget – nothing has changed. Ms. Anderson questioned about maintaining of exterior of building. Mr. Mangiaratti commented that the maintenance is in the municipal properties budget for FY20. FY 20 budget \$62,866 (+0.73%)

Fire

Robert Hart, Fire Chief – 31 years – level service budget, highlighted the 125th anniversary in October, capital projects include an ALS monitor, power lift stretcher, and body armor for firefighters. Ran approximately 1800 calls, 35 FTE, Fire alarm budget for approximately 500 boxes, budget decreased due to software purchased to put pull box info directly to dispatch consoles, 1 million in revenue since ALS service initiated. FY 20 budget \$3,359,948 (+0.27%)

Police/Dispatch/Animal Control Officer

Rich Burrows, Police Chief, Jim Cogan, Deputy Chief – level service budget. Dispatch FY 20 budget \$610,297 (-2.11%)

Police Budget – Fully staffed, 1 officer in academy, 2 officers out on injury, 1 officer currently deployed overseas, receiving 4 police interceptor vehicles in the spring, bicycle grants for Rail Trail patrol, dispatch now receives direct service locator information for cell phones depending on carrier and phone type. Slight increase in arrests from last fiscal year. ALICE Trainers on the force, work with schools. Overall thank you from FinCom members for excellent customer service/civil engagement with Acton residents. Mr. Majors suggested that they may want to consider an early warning system (for schools) in case of possible active shooter – detection of gunshot fired – detection system due to the increase in school-based violence situations. FY 20 budget \$4,713,959 (+1.6%)

Animal Control – level funded from last year. FY 20 budget \$23,000 (0.0%)

Finance (Accounting, Town Clerk/Elections, Assessors, Collector, Finance Director)

Eva Szkaradek, Town Clerk – level service budget including administration, records, annual dog licensing and census. FY 20 budget \$167,169 (+0.07%) Elections budget increase due to early voting, level service budget. FY 20 budget \$97,700 (+7.60%)

Lisa Wojick, Comptroller – level service budget, provides financial support to all departments, facilitates audits. FY 20 budget \$334,834 (-3.03%)

Brian McMullen, Assistant Finance Director and Principal Assessor – 27 years – Assessor budget level funded includes several FTE. Responsible for personal property accounts and commercial. Steve Barrett Finance Director – 3 FT staff members, postage, audit, banking, health insurance, property and liability employment insurance, and WR Grace Settlement. OPEB as well. Mr. Noone inquired why

the town is still involved with Middlesex Retirement, Mr. Barrett has looked into it and would need a lot of infrastructure to run it internally at this time. FY 20 budget \$11,786,644 (+5.92%)

BoS: Ms. Adachi moved to adjourn, Ms. Gardner seconds, all ayes (5-0)

Finance: Mr. Bourdon moved to adjourn, Mr. Noone seconds, all ayes (7-0)

Meeting adjourned at 12:35 PM

Documents and Exhibits Used During this Meeting

- *Combined Information Documents*
- *FY20 Budget Saturday Presentation*

Respectfully submitted,

Lisa Tomyl, Recording Secretary

Jon Benson, Clerk

approved March 4, 2019