

Town of Lakeville
Joint Meeting of Capital Expenditure Committee and Board of Selectmen
Thursday, April 14, 2016
6:30 PM – Town Office Building

On April 14, 2016, the Capital Expenditure Committee (CEC) held a meeting at 6:30 PM at the Town Office Building in Lakeville. The meeting was called to order by Chairman Michael Petruzzo at 6:33 PM. Members present: Michael Petruzzo, David Morwick, John Powderly, Ryan Trahan and Rita Garbitt.

The Board of Selectmen also met. The meeting was called to order by Chairman Hollenbeck at 6:33 PM. Members present: Mitzi Hollenbeck, Aaron Burke, and John Powderly. Christine Weston, Recording Secretary transcribed the meeting minutes from Vimeo. LakeCAM was recording the meeting.

Review FY17 Capital Requests

Board of Health, Animal Control, Council on Aging, Historical Commission, General Government and Technology

Board of Health Members Robert Poillucci and Derek Maxim were present for the discussion. The Board of Health (BOH) Meeting was called to order by Chairman Poillucci at 6:34 PM. Mr. Maxim stated that the Board of Health is requesting a new vehicle for the Board of Health Agent. Their request is for a Ford Explorer with 4 wheel drive. They presently have a 1999 Chevy Blazer with 112,000 miles on it. Its value is \$1,700 according to Kelly Blue Book. This vehicle has had continued problems. The Town Mechanic at the Highway Barn recommended not spending any more money on this vehicle. The BOH had been reimbursing employees for mileage. Mr. Poillucci stated that the Selectmen had offered the BOH Agent the option to use his own car, however, he chose not to. Some work was done on the truck so that it could be used instead. Selectman Powderly suggested to provide the BOH with the Ford Explorer that was the Fire Chief's, then take the BOH truck and give it to the Animal Control Officer (ACO) who likes it. The Ford Explorer has 83,000 miles and is a 2008 command vehicle. They could get their replacement that they were considering for 2019 instead in FY17. Chairman Hollenbeck asked how many miles would the BOH put on a vehicle and how often would it be used? Mr. Maxim responded that it would be about 5,000 miles and it is hoped to get 18 years out of a new vehicle, as is the age of the present truck. Mr. Maxim stated that the truck is in very poor condition and he did not see it going to the ACO. Selectman Powderly stated that it has air conditioning and animals could be put in the back since it is contained. Ms. Garbitt stated that the ACO will not be coming in this evening, but he would need an enclosed vehicle to shelter the animals, which had both heat and air conditioning.

Other Business

Chairman Hollenbeck stated that the Selectmen have a few items to complete this evening that were tabled at last night's meeting. One is to clarify the award for the Green Communities energy project. The full amount of bid in the amount \$143,000, needs to be awarded. The project has been divided into two (2) phases. The first phase amount is \$117,642, and the second phase for the Police Department was recommended by SRPEDD to be optional. It would be

completed at the discretion of the Selectmen. It was noted that a requirement of the grant is the building must stay in service for five (5) years. Mr. Darling stated that the bid would be awarded to Prism, and the contracts would be written up separately, depicting that Phase 2 would take place at the discretion of the Selectmen. Selectman Powderly stated that he was concerned that the Town would still owe them the additional amount, even if Phase 2 is not done. Ms. Garbitt stated that it is very clear in the RFP about the two (2) phases. Chairman Hollenbeck asked if the \$25,000 could be used for projects at the Assawompset School. Ms. Garbitt explained that it could be used for the School. The Town would just have to discuss the change of work with the Department of Energy Resources (DOER). Mr. Darling explained that this has been done before, since thermal funds were reallocated to Assawompsett for other projects. The re-allocation process could begin now, since Phase 2 was to be for the Police Station, and it may not take place if the Police Station project moves forward. Selectman Powderly stated that he wanted to make sure that the Selectmen have the right to void the second piece. Ms. Garbitt explained that the Selectmen are awarding the bid to only do Phase 1 in the amount of \$117,642. The Selectmen are not signing the contract, just awarding the bid.

Upon a motion made by Selectman Burke; seconded by Chairman Hollenbeck it was:

VOTED: To award the bid to Prism Energy in the amount of \$143,400.00 for Phase 1.
Unanimous in favor

Technology Request

Nate Darling, Building Commissioner, and Jeremy Peck, Superintendent of Streets, came forward to speak on the technology request. Ms. Garbitt explained that an IT consultant, John Barker, was hired to look at the Town's infrastructure and all of the software. At this time he is reviewing the quotes from People GIS, and he has the same concerns as were expressed by the Building Commissioner about the People GIS software not being work flow driven. Also, a Project Manager would need to be hired, and the cost would be \$29,000 with the work flow piece and that would be \$40,000. It is planned to move forward on the request from the Superintendent of Streets for GIS mapping and Complete Streets. The first year would cost \$30,000, and then \$9,000 a year to maintain the Complete Streets and the two (2) packages. Mr. Peck stated that everyone who had seen the presentations provided by People GIS were impressed with it. He explained that once the GIS software is purchased this year, then Asset Management, which is Complete Streets will start along with some of the training. All of the Town Departments can essentially get their business uploaded to the GIS platform, and it will save time. It is a web based program, which will allow permits to be completed on a tablet, then saved to the website. Ms. McRae had also been impressed with the security aspect of the People GIS software, when she was reviewing it last year. It will also be very beneficial with the new Stormwater Permit that is coming out. The stormwater basins have been mapped out, which would be uploaded to GIS along with the Pavement Management program, which needs to be updated. Ms. Garbitt stated that the Building Permit program would be moved out to the future. Keven Flanders at People GIS has been very helpful. The Town Departments have a lot of permits and licensing. The cost is over \$63,000 to bring in all the Departments, but that will not take place this year. The software will also integrate with the new financial software, benefitting all Town Departments.

Chairman Hollenbeck stated that last year she had researched through the Town of Arlington what they had done with People GIS. They had to hire a GIS coordinator, which was an additional person added to their staff. What would this entail for Mr. Peck? Mr. Peck explained that this would fall back to him, so the process would take place in small steps like Mattapoissett. It can basically be designed as needed for the Town. It allows the Town to use templates from other Towns, which is part of the fee, so the Town will not have to start from scratch. Mr. Darling stated that he would like to be directly involved when Mr. Peck proceeds with this. The GIS platform is the building block, and as Mr. Peck establishes his People Forms, the Town Departments can build on that. BETA Group will help assist and transition through the changeover. Their cost is \$2,000 for the Pavement Management piece. Ms. Garbitt stated that they were told that the Town would need to hire a Project Manager, but it is hoped to do it all in-house. Complete Streets is the DPW aspect. Selectman Powderly asked if the cost for one versus another was \$29,000 or \$70,000. Mr. Peck responded that it is, but he was not sure if the \$2,000 for BETA Group had been included, so the amount may be \$31,000. Ms. Garbitt added that there will also be a quote on the work flow model. Mr. Peck stated that many Towns are putting in place the People GIS system. It is a good platform for the Town, and it is user friendly. The approximate \$32,000 includes the \$9,000 maintenance fee for the first year. There is also a way to track snow plow contractors when they sign in. Though the Catch Basins have been mapped out, the outfalls and connectivity have not been.

Highway Department

Selectman Powderly stated that the price for a Highway Department modular office building and new septic system in the amount of \$200,000 seemed high. He has asked that Mr. Darling contact Rick Chaves about the cost of single wide new homes, such as the ones located at Haskell Circle. It seems that the Town could do this on its own at a cost of about \$50,000. Mr. Darling stated that he will do research to come up with comparison figures. Mr. Peck stated that the building can be permanent, and it can also be moved if it is determined to use it as a different type of building, or if another location is deemed warranted. Mr. Darling added that as long as no one is concerned with aesthetics, the cost could be brought down to \$125,000, but it was dressed up a bit with a vestibule, and a peaked roof due to the water damage that has taken place with flat roofs. By going modular, the Town does not have to pay prevailing wages.

The other FY17 Capital Needs of the Highway Department were then reviewed. It was noted that Mr. Peck added an item since he had last met with the CEC. It is for a sidewalk plow for 2018. This would be a used snow plow in the amount of \$50,000, rather than a new one which would be \$140,000. A mini back hoe is now being used, which is not built for plowing sidewalks. The Town plows the sidewalks on Route 105 and there will be more coming online with Route 79. There are also requests received from Assawompsett to do the area across from the school, and also near the train station. The sidewalks along Route 105 are narrow and also have mailboxes located along them, so a sidewalk plow would be the most beneficial for those type areas. A skidster would not be the right machine for this walk, since it would rip up people's lawns. Chairman Hollenbeck asked about the Fuel Pump/Data Management Software in the amount of \$25,000. Since it was anticipated that a mapping study would be done at the Highway Barn about where items should strategically be placed, should this pump be done at this time? It is not known at this time what the best layout is. Mr. Peck explained that a consultant had come out and drawn up plans which were shown to Mr. Darling and Ms. Garbitt. Four (4) different layouts have been provided. The ideal location for the fuel station is where the building is. It will allow access for the Police and Fire Departments to come in and fill up. This would

only be for the fuel pump, not the fuel tanks. The pump can be relocated if necessary. In 1999-2000, the tanks were put in. The present pump is outdated, and they do not make parts for it any longer. It is becoming more expensive to fix the older it gets. A newer one will have all the updated software and data, the present one is 16 years old. The computer program malfunctions frequently, and someone has to be called to come out and reset it. This is a town wide pump. It is not just used for the Highway Department. If there is extra money in some of the Departments fuel budgets this year, it can be used towards the new pump. The new pump would be installed, and it would have new software and a new tag system. The present key system is unreliable, since the keys are easily broken and/or lost. The present keys cost \$18 to replace, and the new tags would cost only \$9.

Council on Aging

The Council on Aging (COA) Capital Needs and expenditures were then reviewed. Ms. Souza, the COA Director, is asking for \$3,000 to repair the brick patio. This would be an item which should come under the new facilities maintenance budget. The estimate for new flooring is \$1,000-\$20,000. Mr. Darling stated that he has looked at the flooring and it is solid, although there may be a few cracks in it which may have happened from the floor slab itself. These can be epoxied to blend it in, which will allow for the floor to last longer. Selectman Powderly stated that the floors at the COA were just buffed out by an outside contractor, and they look great. Normal maintenance can be done through the COA maintenance budget. The COA is having the same issue with their brick patio that the Library is having. Brick paths need to be discontinued. The paths need to be cemented and the bricks put in along the side of the cement. That way the bricks that people purchase will not be walked on.

Technology/Town Network

Ms. Garbitt then provided further information about the SoftRight financial software. She had spoken to John Barker about the software and his one concern is that the Town is trying to be aggressive with its implementation. Town Meeting will take place on June 6th, and the first step will be converting all financials so that the Town can go forward with the new system on July 1st. The Treasurer/Collector will come on later in the year. SoftRight has agreed to do a non appropriation clause in the event that the request at Town Meeting is not approved. They will do this at no cost to the Town. Interim Town Accountant Todd Hassett is confident that he will have everything ready by June 7th to then pass it over to SoftRight. Mr. Hassett has done other conversions with other Towns from Munis to SoftRight. The annual maintenance cost for SoftRight will be less than Munis. The SoftRight software allows budgets to be entered by each Department Head. Real time tracking and access can be done by various departments to see and compare budgets. The conversion is cheaper and is just a one-time cost. It will bring the Town to the 21st century. Right now the work is a duplication of efforts. It takes multiple steps to accomplish the same thing. SoftRight is cleaner and user friendly. The amount budgeted is \$140,000. The conversion will start before Town Meeting, but if the funding is not approved at Town Meeting, it stops.

Historical Commission

Ms. Garbitt then updated the Committee on the Historical Commission Capital Needs. She stated that their requests have been on the Capital Plan for 10 years, it keeps getting pushed out every year. They would like to have a comprehensive Town-wide Inventory of Historical and

Archaeological Assets Survey done. It is a worthwhile project for the Town and there is funding available.

Discuss Recommendations for FY17 Capital Plan

Selectman Burke asked if the CEC has determined a number that they are willing to approve. Ms. Garbitt stated that the CEC is waiting for direction from the Selectmen. Selectman Powderly stated the average approved by the Selectmen over the past few years has been \$300,000, or more specifically \$268,000; however, last year the amount was \$744,000. This year with the 2.5% increase, the \$505,000 goes to the Schools. The total CEC request is \$4.5 million. However, if the Police Station project is backed out of that, the amount is \$2 million. The CEC can go through each item and provide recommendations. Chairman Hollenbeck stated that she will know more next week about the budget when she begins to go through it. \$175,000 was spent from Free Cash last year for repairs, purchasing Police cars, etc. Free Cash is high this year; however, there are a lot of things that the Town wants to do with it. If the Town is buying a Fire Pumper, that cost will be spread over five (5) years. Selectman Powderly stated that he wants to pay down old debt and suggested that they go down the list and check off the items that everyone agrees on. Then Chairman Hollenbeck can let the Committee know what is available to spend. Mr. Morwick explained that although the average approval has only been \$268,000-\$300,000 a year, requests keep getting pushed out. Last year the requests totaled \$2.4 million, and the CEC approved \$1.3 million; however, when it went before the Selectmen, it was brought down to \$750,000. Things have been building up, and now they just have to be done. Chairman Hollenbeck stated that it needs to be figured out what the Police Station project will look like long term, how much will be put down, and how much will be financed over a period of years.

Selectman Burke asked if the Police Department was requesting two (2) or three (3) Police cruisers. Ms. Garbitt responded that it was three (3). The cost is \$109,500. The New Engine (Pumper) for the Fire Department is \$550,000 which will be financed. It has been an item that has been pushed out for several years. Next year the Fire Department will replace its 2008 ambulance, and then they will be in really good shape. Selectman Powderly stated that the Ladder Truck has been another item of discussion for the Fire Department. There was the opportunity to obtain a used one in the amount of \$70,000-\$80,000; however, that has changed. The Ford Explorer (Command Vehicle) for the Fire Department to replace their 2008 vehicle would cost \$32,000. The Board of Health needs a vehicle and possibly they can take the 2008 Fire Department vehicle.

Ms. Garbitt stated that this past year the Town did have to spend money to repair the Town generator. The price for one that would be suitable for the Town has come down from \$84,000. The request for a generator is now \$50,000. The quote is for \$67,000 and there is still \$17,000 available from a previous warrant article for Capital items. Chairman Hollenbeck stated that she needs to know the priorities of the committees and what would be given up. Mr. Morwick stated that the priorities would be the safety of the public and employees. Mr. Trahan added that it would also be the preservation of and planning for the future.

Highway Department: The Town Administrator provided an update on the Highway Barn roof. The Town Carpenter has inspected the roof and has said it needs to be done. He has provided a quote. Selectman Powderly stated that the one (1) ton dump truck with plow can be cut, if necessary. There is a need for a new one backhoe, since the present backhoe is 20 years old and has been declared surplus. Ms. Garbitt stated that she would put the \$8,000 for

repairs/modifications to the Highway Barn Doors under the Repair and Maintenance budget for the Highway Department. Selectman Powderly stated that if the doors are going to be widened then they also should have bumpers installed on them. Ms. Garbitt stated that the \$25,000 for the Stormwater Consultant will be included in the separate warrant article for the Stormwater Permit. Mr. Trahan stated that the Roadway Management Company continues to recommend to Mr. Peck that \$375,000 in addition to Chapter 90 funding should be spent on repairs of the roadways to prevent them from deteriorating to the point that they will have to be reclaimed. Selectman Powderly stated that it would cost at least \$700,000 a year to maintain the roads from the figures provided by the State since, there is \$5.5 million of work that needs to be done. The Town only receives \$300,000 a year, unless the town goes out to bond in the same amount each year, this will continue to take place. Chairman Hollenbeck stated that the roads are one of the huge long term items. It needs to be addressed how the Town will do this.

ACO Truck: Ms. Garbitt stated that she would advocate for a new truck for the ACO. Selectman Powderly asked if the Police Department has an Explorer that the ACO might be able to use. Ms. Garbitt stated that the School Resource Officer may have a vehicle, and she will look into that as a possibility.

Historical Commission: Selectman Powderly stated that the Historical Commission should look into having their surveys done through one of the colleges, such as U-Mass Dartmouth.

Landfill/Transfer Station: Mr. Trahan asked about having a Hazardous Waste Day. Selectman Powderly suggested to take it out. Ms. Garbitt stated that it needs to be done. It is a requirement of the Stormwater Permit.

Police Station: Selectman Powderly stated that the Police Station started with a \$30,000 leak that went to a \$300,000 roof and will now be over a \$2 million modular building.

General Government: Selectman Powderly stated he was in favor of the software conversion to SoftRight. The \$70,000 will instead become \$32,000, and Ms. Garbitt will confirm this. The \$20,000 for computer/equipment replacement will be moved to the Technology operating budget. The main is over five years (5) old and needs to be replaced. Selectman Powderly asked for some numbers to justify it.

Park Commission: Selectman Powderly suggested crossing out anything for the Park Commission. Selectman Burke asked why the Town would be giving them money anyway since they are supposed to be self-sufficient. They are an Enterprise Fund, and the Town should not be subsidizing them. Ms. Garbitt stated that they have been using a portion of their Retained Earnings for some of their projects in their operating budget. Selectman Powderly pointed out that the irrigation in the amount of \$20,000 was supposed to be paid with the balance of the loam sale. Selectman Burke added that the Town has substantially supported the Park Department over the past three (3) to four (4) years. The unpaid balance from the Loon Pond Lodge renovation was picked up by the Town, and the Town agreed to pave the roadway. However, the Park Department should either be self-sufficient or a Town Department, it cannot be both. They have never made enough revenue to sustain themselves. They need a system in place to support themselves as an Enterprise Fund. Chairman Hollenbeck pointed out that last year they did use \$25,000 of Retained Earnings. They are making more, but they have yet to provide the Selectmen with a business plan of how they will sustain themselves. They have about \$70,000 left in their Retained Earnings. At present, they have the flexibility to operate with no oversight

from the Town. They are free to choose what they want to use the resources for. However, to earn that right they have to make enough cash to support themselves. If the Town is going to continue giving them money, then the Town should have some say in how it is spent. Selectman Powderly stated that the Selectmen should resolve that issue. There are now two (2) new Park Commissioners. Maybe we should meet with them. Selectman Burke stated that if they became a Town Department it would take the focus off of them from making money, which is not the appropriate focus for them to have anyway, in his opinion. Mr. Hopkins had spoken with Selectman Burke about the need to charge the Town when the Town uses Loon Pond Lodge for such events as Winterfest and Elections. They are under stress to find money, and if that is their focus, how can they have the energy to develop sports programs and deliver services to the community? It needs to be determined which side they will be on. They either need to charge enough money to maintain and improve what they have, or be a Town Department so they are able to concentrate on being a resource to the community. The Town should not provide capital support for them. They need to have their own plan for their resources. They did do a template, but it was not a completed business plan.

Town Clerk: Selectman Powderly asked about the Town Clerk request for Records Management. Ms. Garbitt stated the costs for just the Town Clerk's records would be \$75,000. Selectman Powderly suggested that from now on, going forward that the Town not create more paper for the files, it should all be done on microfilm. Ms. Garbitt explained that every Department going forward is doing that, but this cost is just for the Town Clerk.

Chairman Hollenbeck stated that from briefly reviewing the numbers this evening and looking at Free Cash, the following could take place:

Three (3) Police cruisers	\$ 109,500
Highway Barn Roof Replacement	\$ 20,000
ACO Truck	\$ 36,000
Board of Health Vehicle	\$ 32,400
Transfer Station Garage Repairs	<u>\$ 20,000</u>
Total from Free Cash	\$ 217,900
Fire Department Pumper	\$ 550,000
Financial software/GIS Mapping	\$ 175,000
Backhoe Highway Department	\$ 100,000
Modular Highway Department Office	<u>\$ 200,000</u>
Five (5) year BAN	\$1,025,000

That would then be \$422,000 for this year's total for Capital items. Those are the items that we are agreeing on at this time. \$53,000 will be moved from the Capital Plan to the operating budget. Selectman Powderly stated that he would like to take \$400,000, from the sale of the Howland Road property and pay down past debt. Chairman Hollenbeck stated that another \$100,000 could be done in roadway projects. Selectman Powderly stated that he would like to commit \$300,000 a year to the roads. We should continually do work to the roads, just like we replace Police Cruisers. Chairman Hollenbeck stated that the excise tax with motor vehicles was higher than anticipated. That amount could be tied to New Growth or Estimated Receipts. The School settlement money is not in that account. The Town needs to put back \$184,000 into the Stabilization Fund and another \$100,000 into the Reserve Fund. A safe number is \$500,000-\$600,000 for Capital Projects and to start funding the OPEB (Other Post Employee Benefits). Or

is there anything else that someone wants to advocate strongly for? Mr. Morwick asked if the Selectmen were planning on having a discussion with the Park Commission about them becoming a Town Department or remaining as an Enterprise Fund. Chairman Hollenbeck stated that the Park Commission will be attending the meeting with the Finance Committee on April 28th, so that can be a discussed then. They have \$87,000 in Retained Earnings and are using some in their operating budget. Further discussion took place regarding the Park Department. An item that came up was about how the mowing is allocated and work that other Town Departments do for the Park Commission and the need to make sure that any time worked is allocated correctly to or from a Department.

Mr. Trahan stated that something definitely needs to get done with the Highway Department Office. Selectman Powderly agreed but added that he could not support the cost of \$200,000. He mentioned that they have a lean-to out back that is about 20 feet long, which they could build out. Or they could take a single wide brand new trailer, as seen in trailer parks to use as an office. Mr. Darling had said that the cost would be \$40,000, but he will have a firmer number in a week. Mr. Trahan stated that it is approximately \$500-\$600 a month to rent a construction trailer. Selectman Powderly stated that he and Mr. Darling had been looking into rentals, but the cost was in the \$100,000's. Chairman Hollenbeck stated that there is room in the budget for something reasonable.

Approve Meeting Minutes for January 5, 2016

Upon a motion made by Mr. Morwick; seconded by Mr. Trahan it was:

VOTED: To approve the minutes of January 5, 2016 as presented.
Unanimous in favor.

Schedule next Meeting of the Committee

The next meeting to discuss the budget would be Thursday, April 28th between the Selectmen and the Finance Committee. The next meeting of the CEC was set for Thursday, May 5th at 6:30 PM.

Adjournment

Upon a motion made by Chairman Hollenbeck; seconded by Selectman Powderly it was:

VOTED: To adjourn the Selectmen's Meeting at 8:50 PM.
Unanimous in favor.

Upon a motion made by Mr. Morwick; seconded by Mr. Trahan it was:

VOTED: To adjourn the CEC Meeting at 8:52 PM.
Unanimous in favor.