

Town of Longmeadow  
Minutes of the Finance Committee for March 29, 2018  
Longmeadow Fire Department

Finance Committee Members Present; Maury Garrett Jr-Chairman, Andrew Lam-Secretary, Mark Barowsky, Ed Clark, and Chaya Kosofsky

Finance Committee Members Absent; Paul Santaniello-Vice Chairperson, Richard Liasse

Visitors: Marie Angelides-Select Board, Finance Director-Paul Pasterczyk-Finance Director, Jason DuCharme-Town Accountant, John Caitlin-Catlin & Petrovick Architects, Mike Miechon, Jerry Nolet, Marybeth Bergeron-Residents

The meeting was called to order at 7pm.

Resident/Public Comments Town Meeting Discussion

John Caitlin from Caitlin & Petrovick Associates gave a presentation on the design, and projected plans for a proposed, the new senior center that will be considered at the upcoming town meeting and compared it to the old outdated senior center. The projected cost of the new senior center is \$13,907,188. Multiple several members of the community members of the community and senior center came to speak in support of the project, which is article 14 on the upcoming town meeting warrant.

Mike Miechon spoke in support of his citizen's petition (article 35) for funds to accelerate the renovation of Wolf Swamps Fields. These funds would be additional to other funds being considered in separate town meeting articles, which are also for the renovation of the fields.

renovation would include regrading, re-loaming and new irrigation for the field. The cost of the project for phase one is \$155,000. This is in addition to article 22 of the upcoming town meeting.

May 8, 2018 Town Meeting Warrant Article recommendations

ARTICLE 2. To see if the Town will vote to transfer from available funds in the Treasury the sum of \$250,000.00, or a greater or lesser sum, for the purposes of funding the FY 2018 Snow and Ice removal deficit, or take any other action relative thereto.

The FY 2018 Snow and Ice removal costs exceeded the \$100,000.00 originally appropriated. This transfer would fully fund the costs for the fiscal year. (All in favor 4-0)

ARTICLE 3. To see if the Town will vote to transfer from available funds in the Treasury the sum of \$220,500.00, or a greater or lesser sum, to the Town's Operational Stabilization Fund previously

established by vote of Article #15 at the November 18, 2003 Special Town Meeting, or take any other action relative thereto.

Funds in the Operational Stabilization Fund would secure the Town's General Reserve Policy levels and help maintain the annual July 1st level of 5 - 10% of operating revenues the Select Board has established within its policy. It will also help to secure adequate levels of reserves where the Moody's Credit Rating Agency has stated that the Town's reserve levels are "below the national and state average for the rating category" of Aa2. The July 1st, 2017 level was 6.49%. The anticipated July 1st, 2018 level is 6.27%.

(All in favor 4-0)

ARTICLE 4. To see if the Town will vote to transfer from available funds in the Treasury the sum of \$50,000.00, or a greater or lesser sum, for the purposes of conducting a Street Light Feasibility Study, or take any other action relative thereto.

The purpose of the Street Light Feasibility Study is to determine a cost benefit assessment of the purchase and maintenance of any or all of the Town's street lights. It will also identify where the street lights should best be placed and if replacement of the lighting heads should be considered in order to maximize the efficiency. (All in favor 4-0)

ARTICLE 5. To see if the Town will vote to transfer from available funds in the Treasury the sum of \$50,000.00, or a greater or lesser sum, for the purposes of supplementing the FY 2018 Police and Fire Department overtime budgets, or take any other action relative thereto.

The FY 2018 overtime budgets for both Police and Fire Snow were reduced in the FY 2018 Town Budget due to staffing assumptions regarding absences due to illness and/or injury. Both Departments have experienced greater-than-expected absences that have led to the increased use of overtime to maintain staffing levels. The current FY 2018 Police Department overtime budget is \$244,000.00; an additional \$20,000 is needed for the rest of the fiscal year. The current FY 2018 Fire Department overtime budget is \$210,000; an additional \$30,000 is needed for the rest of the fiscal year. (All in favor 4-0)

ARTICLE 7. To see if the Town will vote to fix the Fiscal Year 2019 salary and compensation of the Moderator at \$100.00 and the Select Persons at \$2,000.00 each, to provide for a reserve fund, and to approve the Fiscal Year 2019 operating budget totaling \$66,524,677.00 , or a greater or lesser sum, and itemized as follows:

General Government	\$ 1,610,190.00
Public Safety	\$ 5,275,496.00
Planning & Community Development	\$ 194,077.00
Schools	\$ 34,344,236.00
Department of Public Works (General Fund)	\$ 3,084,826.00
Community and Cultural Services	\$ 1,710,264.00
Debt Service & Town/School Employee/Retiree Benefits	\$ 14,033,392.00
Subtotal General Fund	\$ 60,252,481.00
Solid Waste / Recycling Enterprise Fund	\$ 1,185,271.00
Water Enterprise Fund	\$ 2,523,830.00
Sewer Enterprise Fund	\$ 1,910,332.00
Stormwater Enterprise Fund	\$ 652,763.00

Total \$ 66,524,677.00

And to fund the General Fund \$60,252,481.00 be raised and appropriated as follows: \$60,249,428.00 from general taxation and \$3,053.00 be transferred from Fund Balance Reserve for Future Years Debt Service; and that to fund the Solid Waste / Recycling Enterprise Fund \$1,185,271.00 be raised and appropriated as follows: \$275,000.00 from Solid Waste / Recycling receipts and \$910,271.00 from general taxation; and to fund the Water Enterprise Fund \$2,523,830.00 be raised and appropriated as follows: \$2,523,830.00 from Water receipts; and to fund the Sewer Enterprise Fund \$1,910,332.00 be raised and appropriated as follows: \$1,910,332.00 from Sewer receipts, and that to fund the Stormwater Enterprise Fund \$652,763.00 be raised and appropriated as follows: \$200,000.00 from Stormwater receipts and \$452,763.00 from general taxation or take any other action relative thereto.

An annual operating budget must be adopted and funded for Fiscal Year 2019 that begins on July 1, 2018. The budget was approved by the Select Board and reviewed by the Finance Committee, as required by the Town Charter. The budget, as printed, is a balanced budget as required by Massachusetts General Laws and the Charter. (All in favor 4-0)

ARTICLE 8. To see if the Town will vote to raise and appropriate the sum of \$33,150.00, or greater or lesser sum, to a Salary Settlement Account to fund approved collective bargaining and wage settlements, or take any other action relative thereto.

The Town currently has one collective bargaining unit whose term expires June 30, 2018. This article will provide funds for approved wage and collective bargaining agreements. Funds from the Salary Settlement Account can be released to the individual budgetary line items by the Finance Director only after receipt of finalized collective bargaining and wage settlement documents. This appropriation would cover wages for FY 19 only once agreements are finalized. (All in favor 4-0)

ARTICLE 9. To see if the Town will vote to raise and appropriate, or transfer from available funds, the following amounts, or a greater or lesser sum, for capital projects and that any remaining amounts from the capital projects be returned to the Capital Stabilization Fund: From Raise and Appropriate (FY2019)

Project Development	\$25,000.00
Project Reserve	10,000.00
Fire Station Floor – Epoxy Coating	75,000.00
Fire Truck Replacement Reserve	60,000.00
Fire Dept. Car 2 Replacement	40,000.00
Longmeadow High School Pool Refinishing	50,600.00
Boiler Replacement at Wolf Swamp School	144,000.00
Glenbrook School Field Well & Irrigation	35,000.00
DPW Grounds – Zero Turn Mower	26,000.00
Town Hall & Community House Fire Escape Repairs	37,000.00
Community House Road	52,000.00
Library North Side Exterior Wall Repair	36,000.00
Pavement Preservation	600,000.00
Sidewalk Reconstruction	425,000.00
Subtotal	\$1,615,600.00

From Capital Stabilization Fund Guardrails \$ 25,000.00

Multi Fund Appropriate 2019	Water Retained Earnings	Sewer Retained Earnings	Raise & FY
DPW Hgwy – Dump Truck w/Spreader & Plow	\$43,750.00	\$43,750.00	\$87,500.00
DPW Hgwy – 4WD Pickup w/Plow	\$10,317.00	\$10,317.00	
\$20,636.00 DPW Hgwy–½ Ton Pickup Truck		\$ 6,500.00	\$ 6,500.00
\$13,000.00 DPWHgwy–1½ Ton Rack Body Pickup w/Plow		\$18,750.00	\$18,750.00
\$37,500.00			

Or take any other action relative thereto. Annually the Town appropriates funds for capital expenditures. Given the extensive list of capital needs, the Select Board increased its FY 2019's allocation by an additional 0.25% to 3.00% of General Fund revenue less Debt Exclusion taxation as allotted for in their Capital Funding Policy. Two-thirds vote required in the case of transfers from a Stabilization Fund.

(All in favor 4-0)

ARTICLE 10. To see if the Town will vote to authorize the Treasurer to borrow the sum of \$520,000.00, or a greater or lesser sum, for the purposes of Repairing the Morningside Drive Culvert and related bonding costs, or take any other action relative thereto.

This article authorizes debt to finance the Repair of the Morningside Drive Culvert. The existing 36-inch diameter corrugated pipe under Morningside Drive has begun to collapse. The pipe failure has caused sinkholes in the tree belt and has undermined the drainage system. This project will replace the existing pipe with a new 36-inch corrugated pipe and replace the adjacent drainage infrastructure. Two-thirds vote required in the case of borrowing. (All in favor 4-0)

ARTICLE 11. To see if the Town will vote to authorize the Treasurer to borrow the sum of \$123,000.00, or a greater or lesser sum, for the purposes of Replacing Water Mains on Kingsbury Road and related bonding costs, to be paid in the first instance from water receipts, or take any other action relative thereto.

This article authorizes debt to finance the Replacement of Water Mains on Kingsbury Road. This project was recommended by the Tighe & Bond water system evaluation. The 4-inch water main on Kingsbury Road needs to be replaced with an 8-inch water main to improve water quality and increase flow volume for fire protection. Two-thirds vote required in the case of borrowing. (All in favor 4-0)

ARTICLE 12. To see if the Town will vote to transfer the sum of \$5,378.04 from the Edgewood Water Mains account, \$7,110.00 from the Forest Glen Pump Station account, \$9,511.67 from the Sunset Lane Water Mains account and to authorize the Treasurer to borrow the sum of \$104,100.00, or a greater or lesser sum, for the purposes of Replacing Water Mains on Farmlea Road and related bonding costs, to be paid in the first instance from water receipts, or take any other action relative thereto.

The Farmlea Road Water Main Replacement project is expected to cost \$126,050.00. This project was recommended by the Tighe & Bond water system evaluation. The 4-inch water main on Farmlea Road needs to be replaced with an 8-inch water main to improve water quality and increase flow volume for fire protection. Transfers are being made from unexpended funds in prior bond authorizations which can only be used for water projects that have an equal or longer debt term authorization, which the Farmlea

Road. Water Main Replacement project would. The remaining balance would be funded through a debt authorization. Two-thirds vote required in the case of borrowing. (All in favor 4-0)

ARTICLE 13. To see if the Town will vote to transfer the sum of \$12,033.79 from the Colton Place Sewer Lines account, \$85.43 from the Maple Road Sewer Lines account, \$12,148.47 from the Ellington Road Sewer Lines account and from Sewer Retained Earnings the sum of \$177,732.31 or a greater or lesser sum, for the purposes of replacing Sewer lines on Western Drive, or take any other action relative thereto.

The Western Drive Sewer Line project is expected to cost \$202,000.00. The proposed work replaces the existing 8" clay sewer line with a new 8" PVC pipe, new manhole structures, and new service connections to the treebelts. The existing line has been video inspected and found to have significant root infiltration, which continues to cause sewer backups. Transfers are being made from unexpended funds in prior sewer bond authorizations, which can only be used for sewer projects that will have an equal or longer debt authorization, which the Western Drive project would. The remaining balance would come from the Sewer Retained Earnings account which, as of April 30th had a balance of \$902,985.00. (All in favor 4-0)

ARTICLE 14. To see if the Town will vote to raise and appropriate the sum of \$14,000,000.00, or a greater or lesser sum, for the purposes of constructing and furnishing a new Council on Aging Facility and that, to meet said appropriation, the Treasurer is authorized to borrow said sum of money and provided further that any appropriation hereunder shall be subject to and contingent upon an affirmative vote of the Town to exempt the amounts required for the payment of interest and principal on said borrowing from the limitations on taxes imposed by M.G.L. Chapter 59, Section 21C (Proposition 2 ½).

The article would appropriate \$14,000,000.00 for the construction and furnishing of a new Council on Aging Facility. This approval is contingent on a subsequent affirmative vote of a Debt exclusion vote by the voters of the Town of Longmeadow. Two-thirds vote required. (In favor 3-2)

ARTICLE 15. To see if the Town will vote to raise and appropriate the sum of \$97,400.00, or a greater or lesser sum, for the purposes of establishing the FY 2019 District Improvement Financing (DIF) Fund budget as follows, or take any other action relative thereto.

Debt Service \$97,400.00

The District Improvement Financing (DIF) statute, Chapter 40Q of the Massachusetts General Laws, requires the Town to annually budget for the debt service related to Dwight Road / Maple Street DIF Program. In FY 2019, 100% of incremental property tax revenues associated with the Town's Dwight Road Improvement District will be the funding source of the DIF Fund. Any excess in the DIF Fund at fiscal year will be returned to the General Fund. (All in favor 4-0)

ARTICLE 16. To see if the Town will vote to appropriate \$473,389.00, or a greater or lesser sum, from the state for highway improvements under the authority of M.G.L. Chapter 90 including funds to be received in FY 2019 or any other applicable laws, and to authorize the Select Board, if necessary, to apply for, accept, and borrow in anticipation of state aid for such projects, expend, or take any other action relative thereto.

The state annually allocates to the Town a sum of money to be spent on Town roads. This amount must be appropriated by town meeting. The Town spends the money first and is reimbursed by the state upon completion of the project. Two-thirds vote required in case of borrowing. (All in favor 4-0)

ARTICLE 17. To see if the Town will vote to raise and appropriate the sum of \$8,000.00, or a greater or lesser sum, from the FY 2019 Community Preservation local surcharge and trust fund for administrative costs for the Community Preservation Committee, or take any other action relative thereto.

These funds are for any expenses incurred by the Community Preservation Committee. In FY 2017 the Committee spent approximately \$3,139.34 for annual dues for the state organization, and administrative matters. Any funds not used during the year are returned to the Community Preservation Undesignated Fund Balance account. (All in favor 4-0)

ARTICLE 18. To see if the Town will vote to fund the Community Preservation Project for the Repair of the Bliss Park Playground equipment in the amount of \$30,000.00, or a greater or lesser sum, funded from the Community Preservation Recreation / Open Space Fund Balance, or take any other action relative thereto. (All in favor 4-0)

This project will fund repairs and replacement parts for the playground in Bliss Park.

ARTICLE 19. To see if the Town will vote to fund the Community Preservation Project for purchase of reusable molds and materials to build Picnic Tables and Benches at the Riverfront Conservation Area in the amount of \$3,300.00, or a greater or lesser sum, funded from the Community Preservation Recreation / Open Space Fund Balance, or take any other action relative thereto.

This project will allow for the purchase of reusable molds to create picnic tables and benches at the Riverfront Conservation Area in order that the public can better utilize and enjoy the Town's riverfront property. (All in favor 4-0)

ARTICLE 20. To see if the Town will vote to fund the Community Preservation Project for trail improvement, and the Purchase of trees and Picnic Tables in Bliss Park in the amount of \$18,000.00, or a greater or lesser sum, funded from the Community Preservation Recreation / Open Space Fund Balance the sum of \$17,000.00, or a greater or lesser sum, and from the Community Preservation Undesignated Fund Balance the sum of \$1,000.00, or a greater or lesser sum, or take any other action relative thereto.

This project will allow for the purchase of four picnic tables to be placed in Bliss Park, for the rerouting of trails in the park to reduce erosion, and for the acquisition of trees where the woods meet open space. (All in favor 4-0)

ARTICLE 21. To see if the Town will vote to fund the Community Preservation Project for the Repair of the Community House Roof, Gutters and Railing in the amount of \$68,000.00, or a greater or lesser sum, funded from the Community Preservation Historic Preservation Fund Balance the sum of \$51,000.00 or greater or lesser sum and from the Community Preservation Undesignated Fund Balance the sum of \$17,000.00, or a greater or lesser sum, or take any other action relative thereto.

The roof and gutters of the Community House are failing and causing damage to the wall cavities on the building. The project will allow the repair of the roof and gutters, and reconstruction of the ornamental railing. (All in favor 4-0)

ARTICLE 22. To see if the Town will vote to fund the Community Preservation Project for Wolf Swamp Field Leveling, Field Improvements and an Irrigation System in the amount of \$150,000.00, or a greater or lesser sum, funded from the Community Preservation Undesignated Fund Balance, or take any other action relative thereto. (All in favor 4-0)

This project provides partial funding as part of a long term plan to renovate and improve the conditions of the Wolf Swamp Road fields, which is expected to take several years, by providing irrigation, resurfacing the fields, and reconfiguring them. The fields are used for soccer, field hockey, lacrosse and baseball by many age groups and these capital improvements would make the fields more functional for their intended recreational use. This project will be coordinated with the project to improve traffic flow and parking at the fields, also being partially funded this year.

ARTICLE 23. To see if the Town will vote to fund the Community Preservation Project for a Wolf Swamp Field Ring Road in the amount of \$100,000.00, or a greater or lesser sum, funded from the Community Preservation Undesignated Fund Balance, or take any other action relative thereto.

This project provides partial funding a part of a long term plan to improve traffic flow and parking at the Wolf Swamp Road fields and thus would make Wolf Swamp Road fields more functional for their intended recreational use. This project will be coordinated with the project to improve the conditions of the playing fields, also being partially funded this year. (All in favor 4-0)

ARTICLE 24. To see if the Town will vote to fund the Community Preservation Project for a Feasibility Study of the Former Train Station in the amount of \$10,000.00, or a greater or lesser sum, funded from the Community Preservation Undesignated Fund Balance, or take any other action relative thereto.

A portion of the current DPW building is the former Train Station, which was built in 1884 and is a building of historical significance, subject to the provisions of the demolition delay bylaws. These funds will provide for an architectural study to determine if alternate uses and (possibly) alternate locations are feasible. (Opposed 0-4)

ARTICLE 26. To see if the Town will vote to establish a funding limit for the Town's Council on Aging Revolving Fund with payments from the fund to be expended by the Director of the Council on Aging up to \$85,000.00, or take any other action relative thereto.

Effective November 7, 2016 as part of the Governor's Municipal Modernization Act, Revolving Funds created pursuant to Massachusetts General Law Chapter 44, Section 53E ½ as established in the Town's Bylaws must have an annual expenditure limit set at the Town's Annual Town Meeting. This article sets the annual expenditure limit. (All in favor 4-0)

ARTICLE 32. Citizen Petition To see if the Town will vote to fund from its annual operating budget the amount of \$1,000, or a greater or lesser sum, for periodically flushing the nine fire hydrants on the

property of the senior community in Town known as the Villas in Glenmeadow, or take any other action relative thereto.

The Villas community consists of 39 residences all of whose owners are 62 years or older. All units pay full real estate taxes, and the owners request that they be provided the same essential fire hydrant flushing service that is provided to every other homeowner in Longmeadow. (Not Recommended 3-1)

ARTICLE 33. Citizen Petition To see if the Town will vote to fund from its annual operating budget, the amount of \$7,000, or a greater or lesser sum, for trash removal from the senior community in Town known as the Villas at Glenmeadow, or take any other action relative thereto.

The Villas community consists of 39 residences all of whose owners are 62 years or older. All units pay full real estate taxes, and the owners request that they be provided the same weekly trash pickup service that is provided to every other homeowner in Longmeadow. (Not Recommended 3-1)

ARTICLE 35. Citizen Petition To see if the Town will vote to raise and appropriate the sum of \$155,000.00 for the continuation of the Phase 1 Renovation of Wolf Swamp Fields, or a greater or lesser sum, or take any other action relative thereto.

This project provides partial funding as part of a long-term plan to renovate Wolf Swamp Fields. Currently the ruts and lack of grass have made the fields a running/dust hazard for the children who play soccer, lacrosse, baseball and field hockey. This appropriation

allows for the initial – irrigation controls system that will eventually irrigate the entire Wolf Swamp Fields as well as irrigation controls, leveling, seeding, fertilization and temporary fencing for two fields. The Community Preservation Committee is currently proposing to fund \$150,000 to start the renovation project. This amount combined with the above mentioned appropriation allows for the complete restoration of two fields. This Phase approach proves functional as well as cost effective. Allowing the renovation of two fields while the other 10 – 13 fields and baseball diamonds remains in use and allows the sports to continue. If on field was restored per year it would take 12 – 15 years to restore the entire area at great cost. By restoring two fields per year and linking them to the initial irrigation controls system the entire project could be completed in 6 to 7 years at a lower cost. This project will allow the Town to continue our long standing tradition of sports excellence. Without this project the Wolf Swamp Fields will continue to deteriorate (Not Recommended 3-1)

#### Other

A motion was made to hold a public forum in conjunction with the Select Board in the future for next years budget (All in favor 4-0)

Motion to adjourn at 8:30pm (All in favor)

Respectfully Submitted,



Jason DuCharme, Town Accountant

Andrew Lam, Secretary