



## **APPROPRIATIONS COMMITTEE**

### MEETING MINUTES

Thursday, March 14, 2018  
Selectmen's Meeting Room  
7:00 p.m.

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**MEMBERS PRESENT:** Chairman, Elaine Kelly  
George Brenckle  
Rick Nieber  
Tony Poteete

**MEMBERS ABSENT:** Bob D'Amico  
Janice Hight

**ALSO PRESENT:** John Coderre, Town Administrator

### **APPROVAL OF MARCH 1, 2018 MEETING MINUTES**

Mr. Nieber moved the Committee vote to approve the March 1, 2018 meeting minutes; Mr. Poteete seconded the motion; all members voted in favor.

### **DPW STATUS UPDATE ON ONGOING PROJECTS**

DPW Director Scott Charpentier reviewed his February 12, 2018 memo which provided an update on all outstanding capital projects including: the pavement management plan, Crawford Street wall reconstruction, Fisher Street culvert replacement, Town Common, West Main Street sewer pump station improvements, Edmund Hill water tank rehabilitation, sanitary sewer inflow and infiltration program, Church Street culvert replacement, Community Preservation Committee funded cemetery projects and the water meter upgrade.

### **DPW FY2019 CAPITAL BUDGET PRESENTATION**

Mr. Charpentier reviewed the following FY2019 Capital Requests:

#### One-Ton Dump Truck with Plow

This request seeks \$140,000 to replace one-ton dump trucks with similar model trucks. These vehicles are the most heavily used equipment in the DPW fleet and have a useful life of 10 - 12 years. The FY2019 request seeks to replace a 2008 model year vehicle with a one-ton cab and chassis truck outfitted with an asphalt hot box. The asphalt hot box will allow for year-round use of hot patching material to more effectively and more permanently repair potholes, especially during the winter months. This truck will also have a plow to aid in snow removal operations. The Committee reviewed the benefits of using hot asphalt over cold patch during winter months.

#### Roadway Improvements/Maintenance

During 2013 the Town completed a comprehensive Pavement Management study which assessed the condition of all the Town's roadways. According to the study, the Town's overall pavement condition index (PCI) score was 71 out of 100. The study concluded that the Town needs to

### Roadway Improvements/Maintenance Cont. . .

invest at least \$1.1 million per year to prevent the overall PCI from declining. The Town's budget for roadway improvements consists of State Chapter 90 transportation funds combined with local funding. Chapter 90 funds were increased to approximately \$800,000 during FY2016, which paired with the DPW budget appropriation of \$300,000, met the minimum requisite funding. However, beginning in FY2017, Chapter 90 funds were reduced to the previous level of \$500,000. This request is for an additional \$300,000 in Free Cash annually to maintain the plan while the Town continues to lobby the State for increased future Chapter 90 funding.

### Skid Steer Replacement

This request seeks \$105,000 to replace a 2006 John Deere skid steer. This equipment is used regularly by the Highway Division on various roadway projects throughout Town. It is multi-purpose with numerous attachments including a broom, road cutting saw, forks, asphalt miller, etc. This is also used during seasonal maintenance at various parks and municipal buildings.

### Street Sweeper Replacement

This request seeks \$231,000 to replace the existing 2007 Elgin Pelican street sweeper in FY2019 and the 2011 model in FY2023. The useful life of a sweeper is approximately 10 years. As it ages the repairs become more costly. Using the department's two sweepers, it takes staff approximately 10 weeks to sweep the entire Town between early March and late June. If one sweeper were to be unavailable, it would take the remaining sweeper into the Fall to complete it alone. Renting sweepers is not feasible because every town needs to sweep at the same time. Additionally, the new National Pollutant Discharge Elimination Systems (NPDES) permit requires consistent annual sweeping cycles to minimize contaminants entering the wetlands through the stormwater system.

### Excavator

This request seeks \$160,000 to fund an excavator for use by the Water and Sewer Division. This piece of equipment will be used for water and sewer construction and repair projects including water and sewer service line excavations, gate valve repairs and hydrant replacements throughout Town. The useful life of this type of equipment is 10 to 12 years. The excavator will be paid for with available funds from the Water and Sewer Enterprise Funds at a 60/40 split with Water paying \$96,000 and Sewer paying \$64,000.

### Water Main & Service Line Repair Replacement Program

This request seeks \$350,000 to fund a Water Main and Service Replacement Program as part of an ongoing commitment to provide quality water services to the residents of Northborough. This project focuses on replacing old undersized mains and services with reliable new materials which will significantly improve reliability, flow and fire protection while reducing the likelihood of breaks or leaks in the system. Funding sought in FY2019 will be used for system improvements in the Park Street and Winn Street neighborhood.

## **DPW FY2019 OPERATING BUDGET PRESENTATION**

Mr. Charpentier informed the Committee that overall, the Department of Public Works General Fund budget is up \$78,937 or 3.0%. Approximately half of the increase, \$40,000, is attributed to adjustments in the snow and ice budget which are based upon historic spending over the past five fiscal years. There is also a \$5,000 increase to funding for tree maintenance in anticipation of

**DPW FY2019 OPERATING BUDGET PRESENTATION CONT. . .**

significant impacts to our street tree stock as a result of recent years' caterpillar and storm activity. The FY2019 budget includes a 2% general wage increase for all contractual and non-union personnel. The major department initiatives supported by the General Fund address safety and environmental compliance and improvements. These include mandated safety inspections of the new fuel island and fire alarm systems, implementation of the required DPW facility spill prevention control and countermeasures plan, improvements to roadway and roadside safety, compliant removal and disposal of street sweeping and catch basin debris and repairs to our parks and monuments.

**DPW FY2019 WATER ENTERPRISE FUNDS BUDGET PRESENTATION**

Mr. Charpentier informed the Committee the FY2019 Water Enterprise Fund is budgeted at \$2,496,718 which is an increase of \$60,337 or 2.5%. This increase is due to a number of factors, the single largest of which is a \$35,081 (2.8%) increase in the MWRA water assessment. Also included are modest increases for building maintenance at the Water and Sewer Garage and implementation of the fourth stage of the Federal Unregulated Contaminant Monitoring Rule.

Mr. Charpentier added that in the second quarter of FY2014, a base charge was added to each water account to recover a portion of fixed costs paid from the enterprise funds such as debt, meter reading, billing and collection, regardless of the amount of water usage. The water utility user rates increased by 5% in FY2018 for the first time in several years, and are expected to increase by approximately 5% again in FY2019 following a formal rate study. These periodic rate increases are necessary due to inflationary pressures (between 2% and 3% annually), annual water use fluctuations and to support ongoing infrastructure investment.

Lastly, the primary focus for the DPW Water Division Enterprise Fund is the successful implementation of the Capital Improvement Plan. The plan is the result of a multi-disciplinary approach to infrastructure management. It includes replacement of poor condition and undersized water mains in concert with roadway improvement projects, repairs and improvements to both water storage tanks and systematic replacement of vehicles and equipment.

**DPW FY2019 SEWER ENTERPRISE FUNDS BUDGET PRESENTATION**

Mr. Charpentier informed the Committee the FY2019 Sewer Enterprise Fund is budgeted at \$2,132,715, which is an overall increase of \$81,687 or 4.0%. This budget reflects an estimated increase in the Marlborough use charge of \$63,900, and the introduction of an annual pump station improvement program, initially funded at \$60,000, which will provide better solids management, alarm communications and improved electrical redundancy. This program allows moderate and systematic improvements to the reliability of our pump stations through cost effective projects. Large scale station rebuilds may then be implemented more slowly over a longer period of time allowing a more stable debt service and rate structure. An \$80,000 annual Inflow and Infiltration (I&I) monitoring program has also been added to the operational budget as required MassDEP in conjunction with their Collection Management, Operation, and Maintenance requirements. The result of this program will be the systematic elimination of I&I from the Town's sanitary sewer collection system. The overall budgetary impact of these initiatives is being offset by a \$133,982 reduction in debt service.

**DPW FY2019 SEWER ENTERPRISE FUNDS BUDGET PRESENTATION CONT. . .**

Lastly, the critical issue facing the DPW Sewer Enterprise Fund continues to be negotiations for a new Intermunicipal Agreement with the City of Marlborough. The matter is currently in litigation, the outcome of which will establish the Town's contribution to the operational expenses of the Westerly Wastewater Treatment Plan as well as Northborough's share of the \$30 million plant improvement project. Sewer rates were recently increased in the second quarters of FY2014, FY2016, FY2017, and FY2018. The sewer rates are also expected to increase in FY2019, following a formal rate study.

**NEXT MEETING DATE**

The next committee meeting will be held on Thursday, March 22, 2018 at 7 p.m.

**ADJOURNMENT**

Mr. Nieber moved the Committee vote to adjourn; Mr. Poteete seconded the motion; all members in favor.

Meeting adjourned at 8:15 p.m.

Respectfully submitted,

John W. Coderre  
Town Administrator

Documents used during meeting:

1. March 14, 2018 Meeting Agenda
2. March 1, 2018 Meeting Minutes
3. Memo – DPW Ongoing Projects Update
4. DPW FY2019 Budget
5. Water & Sewer Enterprise Funds FY2019 Budget