

ADVISORY AND FINANCE COMMITTEE

MEETING MINUTES

September 16, 2015

A meeting of the Advisory & Finance Committee was held on Wednesday, September 16, 2015. The meeting was called to order by Chairman John Moody at 6:30PM and was conducted in the Mayflower II Meeting Room at the Plymouth Town Hall, 11 Lincoln Street, Plymouth, Massachusetts.

PRESENT Thirteen members of the committee were present:

Belinda Brewster, Kevin Canty, Betty Cavacco, Richard Gladdys, Harry Helm, Ethan Kusmin, Marcus McGraw, Patricia McPherson, Christopher Merrill, John Moody, Patrick O’Brien, Harry Salerno, Marc Sirrico

ABSENT One member of the committee was absent

Shelagh Joyce

AGENDA ITEMS

The order of the articles changed a bit from the agenda, Article 7 will be heard first.

TOWN MEETING ARTICLES:

7: Town Hall Project

Melissa Arrighi presented Article 7 which will increase the appropriation for the Town Hall project \$2.776 million. The cost increase is due primarily to unanticipated factors in hazmat removal, escalation, design changes, and additional costs associated with historic preservation.

During demolition a significant amount of buried hazardous debris was found. It was left from the Cornish-Burton School and contained asbestos pipes and contaminated soil. There was additional cleanup cost at the Commissioner’s building site. These additional costs totaled just over \$1 million.

The original cost was estimated in 2013 dollars and escalation was predicted, actual escalation far exceeds what was predicted. That accounts for about half of the total increase. David Peck, Chairman of the Building Committee, explained escalation, where the original estimates came from, and showed the work in estimating future escalation to get these numbers where they need to be. Sub-bids for the project came in Monday and are ½ million higher than expected. Main bids are coming in next week.

Design changes included removing the green roof option and scaling back the roof terrace. It was important to add public restrooms built on the exterior of the building. Additional historic preservation costs included restoring the alcove, saving the marble staircase, conducting an in depth schematic analysis of the Courtroom, and addressing structural issues.

Current Cost Estimate:

Phase I Demolition/Abatement	\$ 1.314M
Phase II Construction	\$27.966M
Soft Costs	\$ 6.345M
Construction Contingency	<u>\$ 2.151M</u>
Total Estimate Project Cost	\$37.776M

Lynne Barrett, Director of Finance, said that the scope and method of funding has not changed. The Meals Tax will cover the Town Hall project. Meals tax revenue is coming in higher than projected and additional restaurants continue to come to Plymouth so those numbers will grow. There is currently around \$1 million in the Meals Tax account now and it is trending around 5% growth annually. We will most likely receive a premium when we borrow for the project that we can use to pay down the cost of the project. We will not be asking CPA for any additional funding.

Questions:

- When will the project start? (P McPherson) Phase I happened already. Bids are due in September

28th. We hope to start work by the end of October or early November. We hope the project will be complete by August/September 2017.

- Is there any contingency plan if the Meals Tax escalation drops? (M McGraw) If there is a difference in any particular year, where there is not enough in the Meals Tax account to pay the premium and interest of the loan, it would fall on the tax rate but we do not anticipate that happening.

Patrick O'Brien made a motion to recommend Article 7 to Town Meeting. Kevin Canty, second.

Discussion:

- Thank you to the Building Committee for working at keeping costs down the best they can.
- This project and article is worthy of support.

The motion to recommend Article 7 to Town Meeting carries (11-0-1). Belinda Brewster, abstained.

5: Town Wharf Project

David Gould presented Article 5. This article requests capital funding in the amount of \$750,000 for the T-wharf replacement project. The estimated cost of this project is \$4 million. The Town previously approved funding of \$1.25 million from the Waterways account. In addition, the Town has worked with the Commonwealth over several years to secure the remaining funds for the project. In 2014 state funds were appropriated for the project but were subsequently cut by former Governor Deval Patrick before leaving office. The Town currently has a Mass Works grant application pending with the Commonwealth for \$2.75 million to secure the remaining funds for the project. Should the grant application be unsuccessful, approval of the funds from Town Meeting would allow the Town the ability to apply to the re-established Seaport Economics Council for funding. It is important to note that the re-established Seaport Council has lowered its awards making it more important than ever that municipalities can provide at least a 1:1 match going forward. Approval of this article would allow the Town to move forward in that direction.

Questions:

- What happens if we do not get the grant? (H Salerno) Then the money appropriated in this article will not be spent.
- What is the time frame? Are we at risk of any violations? (E Kusmin) We have been successful at avoiding violations. The biggest concern was the fuel at the wharf and we removed that. In the future, without funding we may have to do some demolition but we are in good position to receive funding. 12-15 stat officials have come to see the T-wharf and they have been receptive to our plans and grant request.
- What is the timing of the Mass Works grant decision? (J Moody) It is quick. We should know in October, maybe even before Town Meeting.
- So if we receive \$2.75 million from Mass Works then we will not need this \$750,000? (J Moody) That is correct.

Richard Gladdys made a motion to recommend Article 5 to Town Meeting. Christopher Merrill, second. The motion to recommend Article 5 to Town Meeting carries (12-0-0).

8: Airport Runway Project

Tom Maher, Airport Manager, presented Article 8. The Airport is requesting additional funding in the amount of \$120,415.38 for the runway project. Article 4A of the 2012 Fall Town Meeting appropriated \$325,000 towards the project. The project involves balancing the two runways to the same length and adding two 300 foot emergency stopways. The Airport completed the permit applications in 2013 and the environmental review lasted until this past July when the Airport finally received the variance needed to move forward with the project. After the actual project bids were opened and the final State and Federal final permit requirements were added into the project, it has been determined that the total costs are higher than originally estimated. Due to the improved overall economy, construction costs have increased dramatically since 2012. There were also unanticipated environmental monitoring requirements added by both the Federal and State environmental agencies which require the Airport to hire a wetland scientist to be on site for the entire project plus additional monitoring for 3 years after the completion of the project. The low bid for the entire project is \$8,258,200. 90% of the project is being funded by the FAA, 6% by Mass DOT and the balance from the Airport Enterprise Fund. The original \$325,000 approved at the 2012 Fall Town Meeting and the additional \$120,415.38 requested in this article. This request will be funded with unexpended balances from previous projects and Airport Enterprise surplus.

Questions:

- What is the time frame for project completion? (C Merrill) Hope to start in October, stop for winter months, and complete this Spring 2016.
- The Wetlands Scientist will not have to go on the Town payroll correct? (C Merrill) Correct, they will not be a Town employee.
- Why are they requiring a Wetlands Scientist on site full time? Is this a new requirement? (H Salerno) Yes, this is a new requirement that could not have been anticipated. The Wetlands Scientist will be on duty for 100 days of the 120 day project. It sounds like the DEP has been burned too many times in the past after granting variances, contractors did not provide appropriate care to the outskirts of their projects.
- Will this project impact Airport operations? (C Merrill) We will close the shorter North/South runway for 90-100 days but the longer runway will remain operational. We do not anticipate any adverse effect on Airport operations or on the Enterprise Fund.
- What is the average contribution to retained earnings annually? (J Moody) It varies, 3 years ago it was \$117,000, 2 years ago it was \$10,000 and last year was \$119,000.
- So you could potentially make up the amount requested in the article in 1 to 2 years? (J Moody) Correct.
- The requirement for the Wetlands Scientist seems to be another unfunded mandate by the State, correct? (J Moody) Not sure.

Patrick O'Brien made a motion to recommend Article 8 to Town Meeting. Kevin Canty, second. The motion to recommend Article 8 to Town Meeting carries (12-0-0).

4A: North Plymouth Fire Station

Melissa Arrighi, Town Manager, presented Article 4A. Article 4A requests Town Meeting to approve \$25,000 be set aside so that if and when the Town can find a suitable location for the North Plymouth Fire Station, the Town has the immediate ability, through Selectmen vote, to place a down payment and sign a Purchase & Sales Agreement contingent upon further Town Meeting vote to fund the full purchase. This down payment will be refundable to protect for any loss of taxpayer dollars in the event that Town Meeting does not authorize the purchase. There will be difficulty in finding a site in North Plymouth that can house a fire station. This area of Town is densely populated with closely constructed buildings. The

Town needs to be able to react quickly when an available and suitable location is identified. The Capital Improvements Committee ranked this project priority #2 in the list of fall articles.

Ed Bradley, Fire Chief, presented a slide show of photos of the existing building and site. For some years now, the Town has understood that the North Plymouth Fire Station is woefully inadequate. Some of the problems there include:

1. Age of Structure – The building was constructed in 1906 to house horse drawn steam engines. It had a major rehab around 1974 that included removing the wood floor and installing a concrete floor, as well as updates to the living quarters and heating plant. Currently the heating system is in need of replacement, there is no cooling system, and the electrical system is in poor condition and does not support the emergency generator in automatic mode. The concrete floor has buckled in many areas creating a trip hazard and much of the reinforcement bar in the concrete is badly corroded thus weakening the floor structure. The slate roof system is original and loses heavy slate pieces due to rotting fasteners and roof sheathing.
2. Size – The lot size is small and the station itself is small. The lot is not big enough for station operations. The driveway encroaches onto the neighbor's property and there is not adequate parking. The station has two bays that are inadequate to accommodate modern apparatus. The bay door is 9'11" wide whereby other stations have doors that are 12-13' wide. Door casing had to be planed back to gain an extra 1" width to accommodate the mirrors. Our firefighters have barely any clearance on each side of the \$570,000 truck as they maneuver out in an emergency.
3. Special Equipment to accommodate size – A few years ago the Town funded replacement of Engine 7, located at North Plymouth. This apparatus required special manufacturing instructions to ensure the truck would fit into the station. The necessary width and height restrictions, mirror adjustments and addition of cameras to view areas that these mirrors could no longer view, all added to the cost of the apparatus. Even with the modifications, there are only 2 inches of clearance for the apparatus to enter and exit the building. When Engine 7 is out for service or maintenance, the department is limited on replacement apparatus. Most mutual aid crews can not fit into the building when they are called to cover the area.

Questions:

- With the modifications to the mirrors and added cameras, are the fire engines as safe as the original design? (K Canty) The preference would be to have the mirrors our further where they belong.
- Have any potential sites been identified? (P O'Brien) There are 5 potential sites so far and we have met with two owners and viewed their sites. There has not been any discussion regarding price.
- Is there potential to sell the current station to help recoup costs? (P O'Brien) Yes, potentially. It is a nice location and an attractive building but it is in rough shape. The maintenance report, which is a public document, will not help us sell it.
- Has the current lot been appraised? Any idea what it may sell for? (B Brewster) No appraisal yet. No idea what the Town could sell it for.
- What would the cost of building a new fire station be? Would it have 2 bays or be larger? (B Brewster) Ideally it would have 3 double bays but 2 double bays would work, it would be 100' deep, and have a larger lot to expand. Carver just broke ground on a 10 double bay station with administrative and dispatch space, which costs \$6.9 million. Guessing, ours may be around \$5 million for site, engineering, design and build.
- Why do we need the \$25,000, because our promise to pay won't be sufficient? Why now? (B Brewster) With the high demand for land in North Plymouth, the seller may not be willing to wait until next Town Meeting. We are actively looking for a site now so we need the money to put down in good faith now. This is just a safeguard measure that we have not done before.

- Is there a contingency plan if you can't find a site in North Plymouth? Is there a set timeline for the search? (B Brewster) There is no contingency plan and no deadline, we just started looking and will be aggressive. If we do not find anything by the new year, we will look at our other options.
- Why \$25,000? (M McGraw) 5-10% is typical to put down for a deposit. \$25,000 is enough to show we are serious buyers.

Patrick O'Brien made a motion to recommend Article 4A to Town Meeting. Betty Cavacco, second.

Discussion: Offering a cash incentive deposit is logical. Supportive of article but would like to see more numbers like price range for new building, what we could sell current property for, etc.

The motion to recommend Article 4A to Town Meeting carries (12-0-0).

31: Accept Layout – Ship Pond Road

Sid Kashi, Town Engineer, presented Article 31. Article 31 asks Town Meeting to accept the proposed layout of a section of Ship Pond Road. The proposed realignment of this portion of Ship Pond Road will relocate the travelled way onto land owned by Wildlands Trust, in conjunction with AD Makepeace's construction of the intersection with Long Pond Road. This location will offer better sight distance when pulling onto Long Pond Road. In order to support the project, AD Makepeace has agreed to provide the design, construction plans and drawings, as well as coordinate with the Town on construction and oversight of the project. In addition, recognizing that there will be a need to fund the roadway construction in order to complete the project, AD Makepeace has agreed to fund the construction project as part of their traffic mitigation measures with their Redbrook development project. The design and engineering has been started, and it is anticipated that the construction will start in the Spring of 2016.

Questions:

- Does the town have accident data for that intersection? (P O'Brien) A traffic study has been done and they came up with the new site distance requirements for intersection.
- So shifting of the intersection will allow for better visibility? (P McPherson) Yes, the shoulder will be improved, sight distance requirements will be met, this will improve safety at that intersection.
- What does Wildlands Trust think of this layout? (H Salerno) They have accepted the plan and are willing to donate that portion of the land for the project.
- Does this article affect only Ship Pond Road? Is it becoming a Public Way? (J Moody) The road is classified as "used and maintained as a public way without established layout". The article only looks at establishing a layout for a small section of Ship Pond Road. The AD Makepeace traffic mitigation project includes Long Pond Road but that it not considered in this article.
- So this does not change the status of Ship Pond Road to public? (J Moody) Acceptance of the layout will make just that portion of road public.
- So by establishing the layout, that portion of road becomes a public way? (K Canty) Yes.
- Is this portion of the road going to be paved? (H Helm) Yes, about 150 feet up to the drainage easement, will be paved.

Patrick O'Brien made a motion to recommend Article 31 to Town Meeting. Betty Cavacco, second.

The motion to recommend Article 31 to Town Meeting carries (12-0-0).

35: Easement – Water Street Promenade

Dennis Westgate, Assistant DPW Director, presented Article 35. In conjunction with the 2015 Mass Works grant application, the DPW is seeking to construct pedestrian improvements along a 1,840 linear foot portion of Water Street. Approximately 1,230 of the linear feet lie adjacent to the Department of Conservation and Recreation property – Pilgrim Memorial State Park. Proposed improvements include the construction of wider sidewalks and street furnishings which would extend into portions of DCR

property by three feet equaling 2,200 square foot area. The State is not looking for money from the Town for use of the property, but is looking for improvements to the area to enhance the park. Therefore the project also proposes the construction of improvements over an additional 4,800 square feet of DCR property to include seating, lighting, and new surface areas. This project necessitates that a permanent easement be granted to the Town by the DCR. This article will authorize the Town to engage and subsequently complete the required easement process as required by the Massachusetts Constitution. Should we receive funding through the Mass Works grant, the DPW will oversee the construction and take over the maintenance of the new sidewalks. If the Town does not receive the grant, no work will be done.

Questions:

- When will you know if you receive the grant? (P O'Brien) We should know in October. The grant contained 3 projects: Promenade, T-Wharf, and Cordage.
- When shifting the sidewalk over, will you be widening the street? (J Moody) No. The sidewalk will shift over and then the area between the sidewalk and street will have the curb then pavers and light posts.
- This project will be 100% funded by the grant? (J Moody) Correct.

Christopher Merrill made a motion to recommend Article 35 to Town Meeting. Ethan Kusmin, second. The motion to recommend Article 35 to Town Meeting carries (12-0-0).

4E-4H:

Dennis Westgate, Assistant DPW Director, presented Articles 4E, 4F, 4G, and 4H. He explained that these four items were all of the Article 8 requests for the Fleet Maintenance Division in the Spring. They all went through complete vetting and were approved by the Advisory & Finance Committee as well as the Board of Selectmen. Then they were inadvertently left off of the Warrant. Therefore they are being requested on the Fall warrant. All items are needed now. He then gave additional information about each item.

4E: Pressure Washer

The DPW is currently without a hot-water pressure washer. The current one failed and is so old there aren't parts available to repair it. It is imperative that the DPW have a hot-water pressure washer for correctly washing equipment especially after snow and ice events. Approval at Fall Town Meeting will provide enough time to replace the unit prior to the upcoming Winter season.

Questions:

- Is this equipment used primarily in the winter? (C Merrill) The DPW uses it all year but it is most important in the winter.
- Did you look into renting? (C Merrill) Not aware of any place that rents hot-water commercial pressure washers.

Ethan Kusmin made a motion to recommend Article 4E to Town Meeting. Harry Salerno, second. The motion to recommend Article 4E to Town Meeting carries (11-1-0). Christopher Merrill, opposed.

4F & 4G:

The current tire changer and balancer are utilized daily by the Fleet Maintenance Division. These units are still in operation but at the end of their life cycle. In addition, neither of these units is capable of handling rims larger than 18 inches. All of our heavy duty fleet trucks purchased during the past several years, come standard with 19.5 inch rims, so they have to be sent out for repair. The requested replacement equipment is capable of handling up to 24 inch rims, which will save us from having to send repairs out.

Questions:

- How much do you spend sending the larger rims out for repair now? (H Helm) \$200-\$300 per vehicle every time. We have 12-14 trucks and some police cruisers that have the larger rims which need to be sent out.

4F: Tire Changer

Kevin Canty made a motion to recommend Article 4F to Town Meeting. Patrick O'Brien, second. The motion to recommend Article 4F to Town Meeting carries (12-0-0).

4G: Tire Balancer

Kevin Canty made a motion to recommend Article 4G to Town Meeting. Patrick O'Brien, second. The motion to recommend Article 4G to Town Meeting carries (12-0-0).

4H: Stick Welder

There is a portable welder/generator currently on the only service truck in Fleet Maintenance. It is designed to be portable and is used frequently for repairing equipment in the field. The current unit is old, and requires the use of ether to start it. Due to its age, parts are no longer available for this unit. There are two trucks in the Fleet Maintenance Division: this one used to make repairs off site, and one for fuel delivery.

Patrick O'Brien made a motion to recommend Article 4H to Town Meeting. Marcus McGraw, second. The motion to recommend Article 4H to Town Meeting carries (12-0-0).

4I: Salt Shed Repairs

Dennis Westgate, Assistant DPW Director, presented Article 4I. The existing salt shed at Camelot Drive does not allow enough storage of road salt to adequately support the needs of this Town. The current 60'x104' shed has a side entrance (opening on the long wall) which drastically reduces total storage area of salt which is estimated at 2,000-2,500 tons. The current structure is in good condition and DPW would like to have the door reconfigured to the southern end and expand the opposite end to the north by 32 feet. With an end entrance they can build the salt pile from the back of the building to the front, and can take much more advantage of the vertical space allowing approximately 6,000 tons to be stored. As part of this project, they would like an unenclosed lean-to constructed along the face of the building in order to shelter and store the sanders. The estimated cost is \$256,000 which includes a 15% contingency and 5% for a Clerk of the Works.

Questions:

- With the new design, how will you separate the sand from the salt? (P McPherson) The plan is to tuck the sand just inside the entrance to the left then push the salt straight in, filling the remainder of the shed.
- Why was the entrance put on the side originally? (P McPherson) It was built in 1995 and at that time it was the desired design to enable sand to be stored on one side and salt on the other. There is not nearly as much sand used today, it is only used on inclines.
- In an average winter, how many times do you have to order salt? (B Brewster) DPW usually orders 1,000 to 1,500 tons at a time which is delivered in 2-6 trucks per day over a week's time. Average winter is 6,000 tons so 4-6 orders of this size. This past winter the suppliers definitely had a hard time meeting demand. We do a collaborative bid for salt with dozens of other towns.
- Do you start the season with a full shed? (B Brewster) We try to start the season with a full shed.
- Do you only salt public roads? (B Brewster) DPW plows, sands and salts all roads allowed under State regulations. They cover 350 miles of roads but there are still a lot of roads they do not touch. During a long storm event, they can easily empty ¾ of the shed.
- Once the shed is reconfigured, do you anticipate filling it to capacity and if there is excess, can you

sell it? (C Merrill) Yes we do plan to fill it to capacity. Salt does not expire so we would not sell it. Next year's supply will likely cost more, so we would hold on to the excess supply to not pay a higher price to replace it.

- Is there any cost benefit to storing larger amounts of salt? (H Helm) With the bid, the price stays the same throughout the season. There is a cost benefit as far as having the ability to pretreat the roads because it takes 3-4 times more salt and more runs to break the bond after ice forms.
- Is there a cost benefit to taxpayers also like fewer accidents? (K Canty) I would think so. The quicker we can have the roads clear to pavement, then we can widen streets and work on clearing line of sight at intersections.
- Is magnesium chloride excessively corrosive as we have heard regarding fire engines seeing a lot of corrosion after last winter? Did we do something drastically different last winter when treating roads? (J Moody) Magnesium chloride is more corrosive than salt but not as corrosive as others like potassium chloride or calcium chloride. DPW used a lot more material last winter, not sure how much more potassium chloride was used, maybe double the usual amount.
- Would having more salt reduce the need for magnesium chloride? It is concerning to hear that complaint from the Fire Chief and wonder how it is affecting taxpayer vehicles. (J Moody) No having more salt would not reduce the need for magnesium chloride. It really all depends on what weather we are expecting. Magnesium chloride is used when we have temperatures below 10 degrees. We look at options annually, we meet with colleagues, hear about new technologies and most towns treat their roads like we do. Some look at alternatives like molasses based materials. alcohol byproducts and there is some merit but they are more expensive with a shorter shelf life. We thought about maybe trying it in a small area to see if it works. Nothing compares to salt and magnesium chloride. The state uses salt brine. They learned that alone did not work so now they use salt brine and magnesium chloride.
- Is magnesium chloride less corrosive once it is down for a period of time? (K Canty) Yes, it is water soluble so the concentration diminishes and the corrosiveness diminishes.
- Maybe the fire and police vehicles and DPW trucks see more corrosion because they are on the roads in the worse conditions so they are more susceptible to drive through the higher concentrations of magnesium chloride? (P O'Brien) That would make sense.

Richard Gladdys made a motion to recommend Article 4I to Town Meeting. Harry Salerno, second. The motion to recommend Article 4I to Town Meeting carries (12-0-0).

4J: Replacement of H33 (10 wheeler)

Dennis Westgate, Assistant DPW Director, presented Article 4J. The H33 is a 2001 Volvo 10-wheeler utilized by the Highway Division. The vehicle is the only one in the DPW with a wing-plow and is crucial for maintaining the Samoset Street plow route in West Plymouth. This vehicle has been on the replacement capital request list for FY13, FY14, FY15 and Number 1 for FY16. In June of 2014, the vehicle was involved in a major accident. The amount of damage to the truck was severe. The truck was not available all of last winter. It came back to the DPW in late spring 2015 and has continuous mechanical and electrical issues. DPW just learned that the insurance company is declaring it totaled. They are going to issue a check to the dealer for \$42,000 to go towards the total purchase price of \$245,000. That leaves the Town with a replacement cost of \$203,000. The replacement truck is needed before the winter.

Questions:

- The insurance issue seems interesting? (B Brewster) Annually, all vehicles are reviewed. To get a full replacement cost policy it costs about four times the price for the policy and insurance will only do full replacement cost within the first year.
- What is a ballpark estimate for the amount DPW pays for multiple trucks to cover the plow route

of this one truck? (B Brewster) For a road that size two 10-wheelers are usually used. We use 1 10-wheeler plus 5 trucks for an intense storm. Without the 10-wheeler we spend a lot for the smaller trucks to cover the route, not sure of exact cost though.

- It would be interesting to see what that number is. We are looking at spending \$203,000 for the new truck but curious about how much money we would save for each storm on that particular route? (B Brewster) Not sure.
- Will the Town get replacement coverage in the insurance policy for the new truck? Can you save money if you get a higher deductible? (B Cavacco) Yes, we will get replacement coverage. We have found there to be a cost benefit to having a \$500 deductible since we can do a number of repairs in house.

Harry Helm made a motion to recommend Article 4J to Town Meeting. Patrick O'Brien, second. The motion to recommend Article 4J to Town Meeting carries (12-0-0).

Old/New/Other Business

- Chairman John Moody announced that Mike Lincoln has been appointed to the Advisory & Finance Committee but is unable to attend this week's meetings due to prior commitments.
- Caucus assignments will be made soon. The Committee of Precinct Chairs is meeting tomorrow night so they will provide us with the full caucus schedule soon, hopefully before the weekend.

**ADJOURNMENT Betty Cavacco made a motion to adjourn. Patrick O'Brien, second. The motion for adjournment carries unanimously (12-0-0).
The meeting adjourned at 9:00PM.**

Respectfully submitted,
Kere Gillette