

The Wilbraham Finance Committee
Meeting Minutes
Wilbraham Town Hall
January 30, 2019 - 7:00 p.m.

Present: Carolyn Brennan, Marc Ducey, Anna Levine, Todd Luzi, Mike Mazzuca and Tim Murphy

Absent: Kevin Corridan, Dan Miles and Kevin Murray

Also present: Nancy Johnson, Town Accountant; Tom Sullivan, Asst. Town Administrator for Budget and Finance; Ed Miga, DPW Director; Tonya Basch, Assistant DPW Director/Engineer

Call Meeting to Order: 7:00 p.m. Meeting was recorded by Wilbraham Public Access and the Finance Committee Secretary. No one else recorded the meeting.

I. Open Forum

No discussion.

II. Accept minutes as written from January 9 and January 23 meetings

Seconded, approved unanimously.

III. Reserve Fund Transfer-Kubota Bucket replacement

Reviewed request from Bryan Litz to replace the rusted out bucket on the Recreation Department's Kubota Loader. The part will need to be replaced with an updated version as the old version is no longer being sold.

MOTION: Approve a reserve fund transfer of \$2,200 to purchase the Kubota bucket.

Seconded, approved unanimously.

IV. FY2020 Budget

a. Ed Miga and Tonya Basch presented the proposed FY2020 Budgets for the DPW, which consists of the Engineering, Highway, Waste Water, Water and Solid Waste departments.

- All five departments will see increases in the salary lines due to:
 - Settlement of the U.P.S.E.U. contract
 - Being fully staffed for the first time in over two years
 - Heavy Equipment Operator positions being upgraded in the new contract to compensate for the numerous licensing requirements and assist with filling HEO positions
- **The Engineering Department** - Expense budget reflects a proposed 1% increase with most lines level funded.
 - Dues/Memberships and Training/Conferences lines were increased to account for increased storm water regulation, municipalities now being required to follow OSHA regulations and several other regulatory changes.
 - Contract Services line was increased to cover the fee for a third party inspection

report on the landfills. The report can no longer be submitted by the DPW Director.

- **The Highway Department** - Expense budget also reflects a proposed 1% increase with all of the increase going to Grounds & Building Maintenance. This is the line charged for road paving, pot hole patching and other miscellaneous materials.
- **The Solid Waste Enterprise Fund** - In an effort to avoid raising entrance fees, we have been using Retained Earnings to supplement the transfer station operating expenses. Because of this, Retained Earnings have steadily dropped each year leaving only \$6,197 for use in FY2020. The Solid Waste Enterprise Fund has undergone, and will continue to undergo, some big changes including:
 - The contract with Republic Services has expired and our new contract is with USA Waste. There is no substantial increase in our disposal and hauling costs. USA Waste installed all new compactors at the transfer station.
 - Due to the cost, we will no longer hold a hazardous waste day.
 - Administrative salaries have been reduced, more accurately reflecting the current percentage of time Engineering staff spend on Solid Waste functions.
 - Consider raising entrance fees.
- **The Water Enterprise Fund** - The proposed budget does not include the final numbers for the purchase of water or the debt service from the MWRA. We hope to receive those numbers soon.
 - Proposed uses for Water's Retained Earnings in FY20 include:
 - Reallocation of administrative salaries \$12,000
 - Pickup truck \$50,000
 - Brookmont pump station improvements \$20,000
 - Auto read meter upgrades Balance of Retained Earnings
- **The Waste Water Enterprise Fund** – The I&I (infiltration and inflow) project, mandated by the DEP, was completed 12/31/18. The amount and quality of the flow going into the sewer system directly correlates to the amount we pay Springfield to receive our waste water. To comply with the mandate and control costs, Waste Water personnel inspected 567 sewer manholes, 13 of which were repaired, and 130 household were inspected for illicit connections.
 - The proposed expense budget reflects a 1% increase with most lines being level funded. Grounds and Building Maintenance was increased for ongoing work to the ten pump stations. Other Equipment and Real Estate Rent have small increases.
 - Proposed uses for Waste Water's Retained Earnings in FY20 include:
 - Fund operating expenses \$110,000
 - Sewer main fix \$20,000
 - Service truck \$50,000
 - I&I program with camera \$105,000
- Ed reviewed 2 additional articles for Town Meeting:
 - Recycling contract for FY2020
 - Plowing of private ways
- Tom, Ed and Tonya discussed the DPW's Capital Project Requests:
 - DPW Building. \$500,000
 - Cost is an estimate based on a similar building at the high school

- Could use the school’s design plans
 - Would replace existing Highway garage
 - Existing building does not have the height needed to work on current model trucks
 - DEP does not allow trucks to be washed outside so the new building would have a wash bay
 - The following projects could be funded by free cash:
 - Sidewalk improvements \$50,000
 - Drainage improvements \$50,000
 - Material screen machine \$75,000
- b.** Tom Sullivan presented an overview of where the FY2020 budget currently stands. The last time he met with the committee the budget was in a deficit. Since then several adjustments have been made including:
- Added \$50,000 to new growth
 - Removed \$25,000 from sidewalks
 - Funded sick leave buybacks from free cash
- After all adjustments were made the budget is now \$52,000 to the good. Tom pointed out there is over \$900,000 in excess capacity. The committee could decide to use some of the excess capacity to increase the 3% contribution currently budgeted for the schools. Although we would remain within the 2½ % levy limit, we would have to raise the funds being used from excess capacity.

- V.** Carolyn Brennan and Marc Ducey discussed the last school Budget Sub-Committee meeting.
- Their budget is still in a preliminary stage.
 - The budget currently reflects a 10.4% increase. They will continue to look for savings as they complete their budget.
 - The change in student population between Hampden and Wilbraham is extremely impactful to Wilbraham. Discussed the need to address the assessment method in the near future.
 - The Governor’s proposed state aid reflects a \$7,000 decrease.
 - Several grants have expired.
 - E & D has not been certified yet, but they will be using E & D to fund non-recurring items next year.

- VI.** Tom reviewed the capital projects funded with free cash list including:
- Voting machines \$35,000
 - Building study \$30,000
 - Town office building sewer project study \$50,000
 - AED machines \$7,000
 - Police Watch Guard server \$12,775

Meeting adjourned 9:05 p.m.

Diane Hamakawa
Assistant Town Accountant/Secretary