

JOINT FINANCE COMMITTEE AND SELECTMEN'S MEETING MINUTES
UPSTAIRS MEETING ROOM
1 AVENUE A, TURNERS FALLS, MA
JANUARY 25, 2017

Page 1 of 6

Chairman John Hanold opens the meeting

- Meeting was opened at 6:00 PM in the Upstairs Meeting Room
- **Finance Committee Members Present:** John Hanold, Fred Bowman, Chris Menegoni, Patricia Pruitt, Greg Garrison and Michael Naughton
- **Selectmen Present:** Richard Kuklewicz, Michael Nelson and Chris Boutwell
- **Others Present:** Town Accountant Carolyn Olsen, Director of Libraries Linda Hickman, and Library Trustees Nancy Crowell and David Harmon. Town Administrator Steve Ellis was absent.
- The Finance Committee Chair announced that the meeting is being recorded by MCATV, and asked if anyone else was recording the meeting. No one identified themselves.
- This is a duly posted meeting of the Montague Finance Committee and Montague Selectboard with a quorum of both committees.

Minutes -

Selectmen Moved:

To approve the minutes of January 11, 2017.

Vote: 3 In Favor 0 Opposed 0 Abstained

Finance Committee Moved:

To approve the minutes of January 18, 2017.

Vote: 6 In Favor 0 Opposed 0 Abstained

Department Budgets

Libraries: Department 610

Director of Libraries Linda Hickman provided the following responses to questions:

Computer R & M is a somewhat misleading term in our budget. Almost all of it goes to our subscription to CWMARS. This provides us with our online circulation system, interlibrary privileges, and tech support for some of our computers. The bill is due in July, so the line item is quickly spent. I do not yet know what the bill for next year will be. It is projected to go up, hence my asking for a slight increase. We have been relying on Horace Moody (Town IT Consultant) for tech support for most of our computers. Our computers are aging, heavily used, and down the road we will need to start replacing them. But I am hoping we can go a while longer with what we have.

As far as Office Equipment repair goes, we have an old copier that is on its last legs. Our service plan was terminated by the company, and it needs more frequent repairs. I am hoping to get at least one - two more years out of it. I was trying to be conservative in my budget in both areas, but would certainly welcome additional funds.

Oil Heating- Last year was a very warm winter, and this winter is so far warmer than average. But historically, we burn a lot of oil. In FY 2015, we went through \$11,693.15. The Montague Center Library has a relatively new furnace and is efficient. The two heating systems in the Millers Falls Library are very inefficient. The Carnegie Library is a big, drafty building with a

JOINT FINANCE COMMITTEE AND SELECTMEN'S MEETING MINUTES
UPSTAIRS MEETING ROOM
1 AVENUE A, TURNERS FALLS, MA
JANUARY 25, 2017

Page 2 of 6

poorly designed HVAC system. I am looking to improve this situation in the future, and am meeting with Walter and a consultant tomorrow afternoon to discuss this very issue and see if we could qualify for some Green grant funds.

We desperately need an air exchange system ASAP to decrease our high CO2 levels, but I don't know yet if that will make the system in Turners more efficient. I have just gotten two estimates for a ventilation system. It will run around \$4,500. Our staff has having been having health issues and a state air quality inspector recommended we do this. There is more on this topic below.

Books and Media- The suggested increase keeps us in line with requirements for state library funding, which is that 20% of the 3 year budget average be spent on books and media.

Other- Our biggest problem is the poor state of our library buildings. They are unsafe for the staff and the public. For too long the mantra was we may get a new building and there is no money. Realistically, a new main library is probably at least 20 years in the future according to a meeting the Library Trustees had with Frank and Walter right before Frank retired.

I have held off on building repair requests to date awaiting more information. Every worker at the Carnegie who works over 20 hours a week reports ongoing health issues, many experience them daily within 15 minutes of walking in the building. The Montage Center Library has a visible ongoing mold problem. Needed upgrades to the Carnegie Library basement could easily run \$150,000. That may trigger ADA accessibility issues that could necessitate an elevator. We do not have enough space as it is in our increasingly utilized building.

I am not a building expert. I have been spending a lot of time chasing down contractors, trying to get free estimates. They contradict each other, if they ever get back to me at all. I have not yet filled out my requests for capital improvements or warrant articles as I have been awaiting more information. I believe it is time to get an architect with extensive library experience in to look at all three buildings and come up with a realistic long term plan of how to properly repair and make more efficient all three library buildings. Whatever the future may bring, all three buildings are town owned, centrally located, and will be used in some capacity.

Short term, a different section of the Carnegie Library roof needs repairing. It is very high, and numerous contractors were not interested in going up there to give me a free estimate. When we recently had the bump out roofs repaired, that contractor did go up there. I am still awaiting his estimate. I will email him again yet again right now. He is good, reasonable, but very busy and bad with communication.

I have been awaiting an estimate of an architect's study by someone with expensive library and historical buildings background. I reminded him yet again today that I need a ballpark

JOINT FINANCE COMMITTEE AND SELECTMEN'S MEETING MINUTES
UPSTAIRS MEETING ROOM
1 AVENUE A, TURNERS FALLS, MA
JANUARY 25, 2017

Page 3 of 6

figure and he hopes to get back to me shortly. Having such a study will also help us qualify for possible state grants.

The study done a few years ago primarily focused on St. Anne's as a new library. They briefly looked at the Carnegie as a Native American cultural center, but it was a lowballed, shallow study and not aimed at computing construction costs. They estimated \$425,000 to rehab the building. But that study did not address such issues such as our crumbling asbestos tile on the public floor, and resulted in much less usable space.

Mr. Hanold asked if there were any updates from the Fiscal Year 2017 budget. Ms. Hickman provided the following:

- Regarding air quality issues, a State air quality inspector found a CO2 issue and potential mold in the Carnegie basement. The inspector recommended removing carpet, paneling and insulation. There are moisture and water issues in the basement. Some of these issues are related to the roofing system. The Carnegie has a rubber membrane roof, and the "gutters" are integrated into the membrane. These drain into interior pipes, which lead to a trap in the basement floor. That trap has been covered with plywood and carpet. Ms. Hickman has been told that she'll know there's an issue with the drain trap when the plaster starts to fall off the 2nd floor walls. People who worked in basement have been relocated, but some still work in the basement occasionally.
- All 3 libraries are over 100 years old. Doing work on a building that is over 100 years old has extra issues. Certain work might rescind the building's grandfathered status and make any work susceptible to ADA requirements.
- Ms. Hickman wanted to paint building, but the wood trim is rotting because the roof membrane leaks. She got an estimate of \$20,000-30,000 to fix the roof edge, but is not sure if that includes replacing the rotten trim.
- The air exchange system recommended for the Carnegie should cost less than \$5,000. The air exchange system would tie into the current HVAC, and would also tie into any new HVAC installed at a later date. An air exchange system may be covered by a grant, and would also help reduce utility bills. Ms. Hickman will be submitting a \$4,500 special article request for this.
- Ms. Hickman plans to submit another special article to have an architect do a study of the libraries and provide a prioritized list of repairs needed. All 3 libraries are over 100 years old.
- Bowman asked if CDBG funds could be used to fix the libraries. Ms. Hickman has talked to Town Planner Walter Ramsey about historic preservation grants, but we are not ready to apply right now. Historic preservation grants won't pay for a heating system, but they may pay for an elevator. Ms. Hickman has already talked to the State Board of Library Commissioners regarding potentially available grants. Montague we would not currently qualify for any grants from them, mostly because the lack of parking puts us below their standards to provide grants.
- Mr. Harmon noted they've talked about inspector vs architect. Their concern is having a library that will support the town for the next 20 years. They know a new library is far down the road and the Trustees need the perspective of where they can go with the building. Ms. Crowell said they need a holistic picture, not just the specific problem areas.

JOINT FINANCE COMMITTEE AND SELECTMEN'S MEETING MINUTES
UPSTAIRS MEETING ROOM
1 AVENUE A, TURNERS FALLS, MA
JANUARY 25, 2017

Page 4 of 6

- Safety issues include asbestos tile on first floor that is cracking and heaving. This causes a tripping hazard currently covered with throw rug.
- Mr. Naughton agrees that looking at the big picture is way to go, but recalls that one reason a new building was considered years ago is that fixing existing building up to proper standards would be more expensive than building a new building. Noted that in 1915 a request to Carnegie for additional funds was denied because they felt library was poorly designed.
- Mr. Hanold asked how state aid is used. It is currently used to make up for shortfalls in the operating budget, plus the occasional item like their new circulation desk. Mr. Hanold asked what Ms. Hickman would use it for if the operating budget was sufficient to meet all of their operating needs. Ms. Hickman would use it to add more programming for both children and adults. Ms. Hickman would also like to be able to use it for substitute employees when several are out at once. Mr. Naughton pointed out that increasing the utility lines to reflect actual needs would also require additional budget for books and media.

Fiscal Year 2018 Schedules I (wages for elected officials) and Schedule II (appointed officials)

The impact of minimum wage and Schedule II and proposed changes for Schedules I & II were discussed at the last meeting

Proposed changes to Schedule I:

1. Increasing the Town Clerk's salary from \$67,602 to \$69,988. This represents a step increase to Step 10 and a 1.5% increase to the wage scale.
2. Removing the Treasurer/Tax Collector position temporarily as the incumbent is appointed and will be shown in Schedule II.

Proposed changes to Schedule II:

1. Increase the range for Extra Clerical from \$10-\$12 to \$11-\$12
2. Increase the range for Election Workers from \$10-\$13 to \$11-\$13
3. Increase the range for Summer Highway from \$10-\$13 to \$11-\$13
4. Increase the range for Part Time Police Officers from \$14.50-\$17 to \$17-\$19
5. Increase the range for Part Time Parks & Recreation from \$9-\$20 to \$11-\$20
6. Adding the positions of Treasurer/Tax Collector (Grade G), Police Lieutenant (Grade G+8.5%), and Police Custodian (Grade A) to the list of Non-Union Employees not Shown Above
7. Increase the ranges for Non-Union Employees Not Shown Above by 1.5%.

Motions to Amend Schedules I & II

Selectmen Moved:

To recommend the following Fiscal Year 2018 Wages for Elected Officials: Moderator \$350, Board of Selectmen, all members \$2,040, Board of Assessors, all members \$1,500, Town Clerk \$69,988, Town Clerk for Board of Registrars \$800, Tree Warden \$1,500 and Board of Health, all members \$1,500.

Vote: 3 In Favor 0 Opposed 0 Abstained

JOINT FINANCE COMMITTEE AND SELECTMEN'S MEETING MINUTES
UPSTAIRS MEETING ROOM
1 AVENUE A, TURNERS FALLS, MA
JANUARY 25, 2017

Page 5 of 6

Finance Committee Moved:

To recommend the following Fiscal Year 2018 Wages for Elected Officials: Moderator \$350, Board of Selectmen, all members \$2,040, Board of Assessors, all members \$1,500, Town Clerk \$69,988, Town Clerk for Board of Registrars \$800, Tree Warden \$1,500 and Board of Health, all members \$1,500.

Vote: 6 In Favor 0 Opposed 0 Abstained

Selectmen Moved:

To recommend the following Fiscal Year 2018 Wages for Appointed Officials: Board of Registrars \$500 each, Emergency Management Director \$5,490, Animal Inspector \$1,500, Barn Inspector \$1,000, IT Administrator \$2,000, Forest Warden \$1,631, Assistant Building Inspector, Gas Inspector, Plumbing Inspector and Electrical Inspector \$27.50 per inspection, Extra Clerical \$11-\$12 per hour, Election Workers \$11-\$13 per hour, Summer Highway \$11-\$13 per hour, Snow Plow Drivers \$15-\$25 per hour, Part Time Police Officers \$17-\$19 per hour, Part Time Dispatchers \$17-\$19 per hours, Parks and Recreation \$11-\$20 per hour, Town Administrator \$87,893-\$108,169, Town Accountant \$57,148-\$69,988, Treasurer/Tax Collector \$57,148-\$69,988, Chief of Police \$79,903-\$98,334, DPW Superintendent \$72,641-\$89,395, Director of Health \$57,148-\$69,988, Library Director \$57,148-\$69,988, WPCF Superintendent \$72,641-\$89,395, Executive Assistant \$21.24-\$26.15 per hour, Police Lieutenant \$35.80-\$38.75 per hour, and Police Custodian \$14.24-\$17.52 per hour.

Vote: In Favor 0 Opposed 0 Abstained

Finance Committee Moved:

To recommend the following Fiscal Year 2018 Wages for Appointed Officials: Board of Registrars \$500 each, Emergency Management Director \$5,490, Animal Inspector \$1,500, Barn Inspector \$1,000, IT Administrator \$2,000, Forest Warden \$1,631, Assistant Building Inspector, Gas Inspector, Plumbing Inspector and Electrical Inspector \$27.50 per inspection, Extra Clerical \$11-\$12 per hour, Election Workers \$11-\$13 per hour, Summer Highway \$11-\$13 per hour, Snow Plow Drivers \$15-\$25 per hour, Part Time Police Officers \$17-\$19 per hour, Part Time Dispatchers \$17-\$19 per hours, Parks and Recreation \$11-\$20 per hour, Town Administrator \$87,893-\$108,169, Town Accountant \$57,148-\$69,988, Treasurer/Tax Collector \$57,148-\$69,988, Chief of Police \$79,903-\$98,334, DPW Superintendent \$72,641-\$89,395, Director of Health \$57,148-\$69,988, Library Director \$57,148-\$69,988, WPCF Superintendent \$72,641-\$89,395, Executive Assistant \$21.24-\$26.15 per hour, Police Lieutenant \$35.80-\$38.75 per hour, and Police Custodian \$14.24-\$17.52 per hour.

Vote: 6 In Favor 0 Opposed 0 Abstained

Mr. Kuklewicz suggested reviewing the stipends for Fiscal Year 2019.

Topics not anticipated within in the 48 hour posting requirements

1. STM date has been set for March 2, 2017. Articles are likely to include:

- Appropriations for Strathmore work required per an order from the State Fire Marshal
- Approval of changes to job descriptions for UE and TOMEA employees at the WPCF

JOINT FINANCE COMMITTEE AND SELECTMEN'S MEETING MINUTES
UPSTAIRS MEETING ROOM
1 AVENUE A, TURNERS FALLS, MA
JANUARY 25, 2017

Page 6 of 6

- Possible supplemental appropriations for Legal and Snow & Ice budgets
- 2. The Governor's budget includes an increase in unrestricted local aid of 3.9%, which is \$17,913 above our current estimate. Cuts in other areas and increases in state charges reduce the net state aid to \$3,016 below our current estimates.

Next Meeting Dates:

February 1, 2017	Police, Dispatch, ACO, Benefits, General Insurance, Intergovernmental, preference of reserve fund transfer or special article for additional appropriations for the Legal and Snow and Ice budgets.
February 8, 2017	Planner, Public Works, and Buildings Maintenance Study
February 15, 2017	WPCF, and STM Issues (if STM planned)
February 22, 2017	FCTS, Initial meeting with CIC
March 1, 2017	GMRSD
March 8, 2017	Town Administrator
March 15, 2017	Final Revenue Estimates, final Affordable Assessment due, Preliminary Budget Recommendations, March 22, 2017 Final meeting with CIC
March 29, 2017	Draft warrant to KP-Law, Review Special Article Requests
April 5, 2017	Draft Finance Committee Report, vote on Special Article requests
April 12, 2017	Revise Finance Committee Report and Policy Actions
April 19, 2017	Final votes, reconsiderations, approve Finance Committee Report
May 3, 2017	Any pre-Town Meeting actions needed
May 6, 2017	Annual Town Meeting
May 10, 2017	Any post-Town Meeting actions needed

Meeting adjourned at 7:05 PM

List of Documents and Exhibits:

- January 18, 2017 Minutes
- Libraries FY2018 Budget Request

Minutes Approved February 1, 2017

John Hanold, Finance Committee Chair

Richard Kuklewicz, Selectboard Chair