

ARLINGTON FINANCE COMMITTEE
MINUTES OF MEETING
TOWN HALL HEARING ROOM
2/20/13

ATTENDEES:

Bayer*		Jenkins	White	McKenna*
DeCoursey*	Connors*	Simmons*	Gibian*	
Tosti*	Foskett*	Deyst*	Ronan*	
Ferrara*	Beck*	Jones*	Deshler*	
Franclemont*	Howard*	Fanning*	Carman	Turkall*

* Indicates present

VISITOR: Gordon Jamieson.

MINUTES of 2/11/13 approved as corrected. Unanimous

SNOW BUDGET: The Manager reported by letter (Ref 1) that the snow expense is about \$879k well over the \$700k budget. He requested authority to exceed the budget by up to \$500k. So voted.(Ref 2) 14-0.

HEARINGS

ART 37 COMMITTEE APPROPRIATIONS: Jamieson reported (Ref 3) that the income to the "Article 35" revolving account from sale of white goods has dried up. In recent years this account has been available to the Recycling Committee to use up to \$3k to encourage recycling. This fund is also used to pay the Recycling Coordinator. Deshler to request recommendation from DPW.

BUDGETS

BUD EDUCATION: Education SubCom (Fanning) passed out copies of the Superintendent's budget which is available from www.arlington.k12.ma.us.

BUD FINCOM: GenGov SubCom (Howard) provided a revised budget (Ref 4) based on discussions with the Deputy Town Manager. The revision properly handles the Executive Secretary's salary with its mid-year step. VOTED \$11,656 Unanimous.

BUD MANAGER: GenGov SubCom (McKenna) recommended the budget as printed. The new full time Management Analyst position is funded by combining a part time position

in this budget and half of a full time position in Planning. VOTED \$471,642 Unanimous.

BUD LEGAL: GenGov SubCom (Howard) recommended the budget as printed. He explained inconsistencies on the salary detail page and provided some detail on legal expenses. VOTED \$453,346 Unanimous.

BUD CLERK GenGov SubCom (McKenna) recommended the budget as printed. The Clerk estimates the cost of each upcoming special election to be \$2372. This does not include the cost in the BoS budget.

VOTED \$253,159 Unanimous

BUD REGISTRAR OF VOTERS: GenGov SubCom (McKenna) recommended the budget as printed. VOTED \$56,140 Unanimous

BUD PLANNING GenGov SubCom (Howard) Presented revised salary detail (Ref 5) which shows actual salaries with offsets from CDBG & HOME Fund. It also shows the ConCom Fund, now at about \$11k, offset at \$5k, same as FY13. This offset may have to be reduced in future years as ConCom revenue stream is unpredictable.

VOTED \$353,368. Unanimous

BUD REDEVELOPMENT: GenGov SubCom (Howard) recommended the ARB budget as printed. He also recommended the 3 rental properties, Gibbs, Parmenter & Dallin Library, be reported as a separate category in the FinCom Report as suggested by the

Deputy Manager. The responsibilities for these buildings is no longer with the ARB. The Manager's budget now has a Management Analyst who is working on a more transparent way to account for these and other rental properties. Howard described a FY12 revenue/expense spread sheet prepared for these 3 buildings by the Deputy Manager. All operated in the black. Copies will be supplied to members. He noted that the revenue is included in Local Receipts. VOTED ARB \$10,800; Rental Buildings \$253,069 Unanimous

BUD ZBA: GenGov SubCom (Howard) recommended the budget as printed explaining that the part time secretary salary was increased to what it had been before the most recent employee, a retiree who now has moved OOS, was hired 2 years ago at a rate that was constrained by retirement income considerations.

VOTED \$21,230 Unanimous

BUD POLICE: PubSaf SubCom (Simmons) Recommended the budget as printed. He explained that Police, & Fire have been reorganized. The former Administration has been split up with the Police Chief now in the Police budget along with 2 secretaries & the Fire Chief now in the Fire budget along with 1 secretary. The Police budget has the dispatchers & the Fire Budget has the vehicle maintenance (support) staff. Bayer stated that the total increase in the Fire & Police budgets is within the COLA increases. There are no budget increases cause by the reorganization. Simmons reported that Police are over the FY13 budget because of emergency work but that the Chief expects a grant to cover the overage. VOTED \$7,199,322 Unanimous

COMMITTEE: Next mtg 2/25. Turkall provided a revised schedule for Feb, Mar, Apr (Ref 6). Chair reminded members to complete training & send certificate to Town Counsel. Members received copies of the warrant, The only change was to add a 4th article to the Special Town Meeting warrant.

Peter Howard 2/23/13 Revised 2/25/13.

cc FinCom Members, Town Web Site

Ref 1 Snow expense letter

Ref 2 Snow excess expense vote form

Ref 3 Recycling Committee presentation outline

Ref 4 Revised FinCom budget

Ref 5 Revised Planning budget

Ref 6 Hearing Schedule

VOTE SUMMARY-Budgets

#	Title	Date Heard	Date Voted	Amount	Vote Unlisted votes were unanimous
1	FinCom	2/20	2/20	11,656	
2	Board of Selectmen				
3	Town Manager	2/20	2/20	471,642	
4	Personnel				
5	Information Technology				
6	Comptroller				
7	Treasurer				
8	Postage				
9	Assessors				
10	Legal	2/20	2/20	453,346	
11	Town Clerk	2/20	2/20	253,159	
12	Registrar of Voters	2/20	2/20	56,140	
13	Parking				
14	Planning	2/20	2/20	353,368	
15	Redevelopment Board Rental Buildings	2/20	2/20	10,800 253,069	
16	Zoning Board of Appeals			21,230	
17	Public Works				
17g	Street Lights				
18a	Community Safety Admin			0	
18b	Police	2/20	2/20	7,199,322	
18c	Fire				
18d	Support				
19	Inspections				
20	Education				
21	Library				
22a	Health & Human Services				
22b	Veterans				
22c	COA				
23	Retirement				
24	Insurance				
25	Reserve Fund				=
W&S EF	Rev Exp				
Rec EF	Rev Exp				
Rnk EF	Rev Exp				
COA EF	Rev Exp				
Youth EF	Rev Exp				



**Town of Arlington
Office of the Town Manager**

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To: Finance Committee

From: Adam Chapdelaine, Town Manager

RE: Update on Snow and Ice Expenditures

Date: February 19, 2013

I am providing this memorandum to update the committee on snow and ice expenditures in this fiscal year as well as request that the committee approve expenditures in excess of the appropriated budget in the amount of \$500,000. Approval of this request would allow for up to \$1,200,000 to be spent on snow and ice in this fiscal year. Further spending beyond this amount would need to be authorized by the committee. Please see the breakdown below in regard to spending:

Costs incurred prior to blizzard/storm on 2/9/13 (12 snow and ice events):

\$277,000 in salt purchases, \$57,000 vehicle repair parts, \$99,000 DPW overtime, \$59,000 contractor costs

TOTAL: \$492,000

Costs incurred during blizzard/storm on 2/9/13 and clean up the week following:

\$55,000 in salt, \$10,000 vehicle repair parts, \$95,000 DPW overtime, \$177,000 contractor costs

TOTAL: \$337,000

Costs estimate for the storm on 2/17/13:

TOTAL: \$50,000

The total for the season is approximately **\$879,000**.

CERTIFICATE OF VOTE

The undersigned, being the Chairman of the Finance Committee of the Town of Arlington, hereby certifies that the following was voted by the Finance Committee of the Town of Arlington at its duly posted public meeting held on February 20, 2013, by a vote of ____ to ____, ____members of the Committee then being present:

VOTED: That the Town's expenditure in excess of appropriation for the fiscal year beginning July 1, 2012, for the removal of ice and snow in the amount of \$500,000 be and hereby is approved in accordance with Section 31D of Chapter 44 of the General Laws.

I further certify that the aforesaid vote has not been rescinded, in whole or in part, by vote of the Finance Committee as of the date specified below.

*Allan Tosti
Chair, Finance Committee*

Date: February 20, 2013

Article 35

White goods based revenue stream .. JRM contract negates revenue

Art 35 used to fund important activities .. Recycling coordinator (rationale for establishment) .. Recycling Cmte (recently)

Without a positive revenue stream .. Funding for these activities .. Will dry up .. Funding which BTW will have saved the town a total of > \$2M (see attached handout) over the last ten years

Handout discussion .. Starting point .. FY04 PAYT Report .. DPW/ARC Partnership provided sustained decrease in solid waste incinerated .. Current cost \$70/ton

Continued funding will help to insure that we have the resources and manpower to make further reductions in solid waste disposal costs

Impact: Just the year to year difference from last year .. Will equate to \$1M over 5-plus years .. Further extending the 'Five-Year Plan'

Funding options .. Fund these activities from general fund .. Revise Art 35's revenue provisions

Orange bag revenues .. E-waste revenues .. Request that fincom seek additional DPW input

Thank you

FY 2014 SALARY DETAIL						2013				2014				
FINANCE COMM						Min	Max	Budget Book	Approved Wages	Ratified Wages	Base	Step	Longevity	Total
TURKALL	ADMIN ASSIST/EXECUTIVE SECRTY	0.20	OFFA	1	7	27,858	36,044	5,756	5,756		5,986	120	-	6,106
	FINANCE COMMITTEE MEMBERS	1.00	NONE					3,050			3,050		-	3,050
TOTAL:								8,806		-	9,036	120		9,156

FY 2014 SALARY DETAIL							2013					2014			
PLANNING		Job	FTE	BU	Grade	Step	Min	Max	Budget Book	Approved Wages	Ratified Wages	Base	Step	Longevity	Total
KOWALSKI	CAROL	DIR OF PLAN & COMM DEVELOPMENT	1.00	MGMT	3	5	93,555	135,190	104,443	109,453		112,463		-	112,463
MANOIAN/VACANT		ECONOMIC DEVELOPMENT COORD	1.00	MTP	12	4	66,754	86,375	70,939	67,402		71,854	-	-	71,854
WIENER	LAURA	DIR OF HOUSING & DIASBILITY	1.00	MTP	10	8	58,312	75,451	71,293	73,293		75,451		500	75,951
VACANT		TECHNICAL PLANNER	0.33	ATP	5	4	46,871	60,649	39,135			17,749			17,749
GLUSHKO	DONALD	PLANNER	1.00	MTP	5	8	48,160	62,317	58,883	60,649		62,317		500	62,817
CASEY	ANN MARIE	ADMINISTRATIVE AIDE	1.00	OFFA	6	8	39,144	50,650	47,858	49,294		50,650		300	50,950
BECKWITH	CORINNA	CONSERVATION ADMINISTRATOR	0.46	MTP	06	8	50,328	65,122	28,130	28,971		29,768		-	29,768
SUB TOTAL:									420,681	-	-	420,252	-	1,300	421,552
Less: Central School									(23,929)			(25,325)			(25,325)
Less: Conservation									(5,000)			(5,000)			(5,000)
Less: CDBG Offset									(34,721)			(35,579)			(35,579)
Less: HOME Fund Offset									(18,013)			(18,480)			(18,480)
TOTAL:									339,052			335,868			337,168

Ref 6

**2013 Finance Committee Hearing Schedule
(2/20/2013)**

**FEBRUARY 4 -
7:45-Town Manager Presentation**

FEBRUARY 6 - NO MEETING

**FEBRUARY 11 -
7:30-Retirement Warrant Articles
8:15-Water Bodies Article
8:30-Harry Barber Article**

**FEBRUARY 13
MEETING CANCELLED**

FEBRUARY 18 - Holiday

**FEBRUARY 20
7:45-Recycling Committee (Art.37)**

**FEBRUARY 25
7:45-Electronic Voting Articles
8:15-Tourism Articles & Committee
Appropriation
8:45-Uncle Sam Article**

FEBRUARY 27

MARCH 4

MARCH 6

MARCH 11

**MARCH 13
7:45-Town Manager
*Fin. Control.***

**MARCH 18
7:45-Capital Planning Committee**

**MARCH 20
7:45-School Budget Presentation**

MARCH 25

**MARCH 27
7:45-Minuteman**

April 1

April 3

April 8

April 10