ARLINGTON FINANCE COMMITTEE MINUTES OF MEETING O'NEAL ROOM 2/4/15

ATTENDEES:

McKenna* White* Kellar* Deyst Caccavaro* DeCourcey Wallach* Simmons* Gibian* Tosti* Foskett* Baver* Duvadie* Kardon* Jones* Beck Deshler* Franclemont* Howard* Fanning* Carman* Turkall*

VISITORS: Town Manager Adam Chapdelaine, Deputy Town Manager Andrew Flanagan, Management System Analyst Eve Margolis Treasurer Steve Giligan NEW MEMBERS: Tosti introduced Jon Wallach Pct 7 and Rohit Duvadie Pct18 who were welcomed by the committee.

SNOW & ICE BUDGET: Chapdelaine requested authority to spend beyond the FY15 budget. He provided a report (Ref 1) from DPW showing current expenses exceed budget by \$133k and that at least \$100k will be needed to clean up existing snow. The overrun may be covered by a combination of Reserve Fund transfers, unappropriated income, and FY17 appropriation to be determined later.

VOTED to authorize the Town to spend \$750,000 over budget for removal of snow and ice. Unanimous See Ref 2 that was signed & delivered to the Town Manager during the meeting.

TRANSFER: Gilligan, referring to a recent memo (Ref 3), requested funds to hire an IT consultant who will develop an RFP for collections software for use by Treasurer, Comptroller & Assessor offices.

VOTED to transfer \$20,000 to Treasurer's expense budget. Unanimous.

LONG RANGE PLAN: Chapdelaine walked the FinCom through the current long range plan (Ref 3). Noted that the plan is less conservative than the version he had presented in September. Local receipts for FY 16 are estimated based on a 10 year average at \$355k greater than FY15 with \$75k annual increases in subsequent years. Free Cash for is \$393k greater than FY15 but no growth is projected in future years. Members suggested various strategies for more realistic free cash projections. CPA revenue is not included. This will require an addition to future plans. The FY16 school budget is slightly less than last Sept. In future years the growth factor has been increased based on birth records. Health insurance expense will be affected by possible GIC increases. The plan does not include a funding plan for OPEB expenses. The plan extends balanced budgets through FY20. The FY21 deficit is \$11m.

BUDGET HIGHLIGHTS Chapdelaine described the new Maintenance Director position and department. He also noted the \$33k reduction in solid waste and yard waste disposal costs due partly to tipping fee reduction and partly to more realistic solid waste generation estimates. The budget also increases library funding to allow Saturday hours in the summer.

WARRANT: No warrant is available. Tosti discussed several warrant article requests. Gloria to arrange as many hearings as possible for Wed.

COMMITTEE: Tosti requested members to take the Conflict of Interest training & send him the resulting certificate. The Budget & Revenue Task Force will meet on Monday 2/9. FinCom members are invited. Jones announced that ACMI is preparing a series on the budget cycle. Members may be asked to participate. If the Town declares a parking ban covering a scheduled FinCom meeting, the meeting will be cancelled.

RESERVE FUND:\$890,005 - \$20,000 = \$870,005

Peter Howard 2/7/15 Revised 2/11/15

Ref 1 Memo Rademacher to Chapdelaine 2/4/15 Current Snow/Ice Expenditures

Ref 2 Certificate of Vote (unsigned)

Ref 3 Memo Gilligan to Tosti 1/12/15 Transfer Request

Ref 4 Long Range Projection FY 2015-2020



PUBLIC WORKS DEPARTMENT TOWN OF ARLINGTON

51 Grove Street, Arlington, Massachusetts 02476 Phone: (781) 316-3108 Fax: (781) 316-3281

Memo to: Adam Chapdelaine

From: Mike Rademacher

Date: February 4, 2015

Subject: Current 2014-2015 Snow/Ice Expenditures

Below is a summary of expenditures to date for snow/ice operations:

To date there have been 17 snow/ice events involving DPW response (5 of which required contractor assistance)

Totals for the season:

17 – snow/ice events (7 snow events, 10 ice events); 53"± total snowfall

Town Appropriation for Snow/Ice - \$771,000

Expended to date:

\$903,725 broken down as follows:

- \$271,650 in salt purchases
- \$131,125 vehicle parts and repairs (includes upfront costs to outfit several trucks with new spreader technology).
- \$266,250 DPW overtime expenses
- \$234,700 Contracted Plowing (contractors have been called in on 6 of the 16 events)

In addition to the above, we anticipate about \$75,000 to \$100,000 in costs to remove snow from Mass Ave as well as another \$25,000 to remove snow from the Reservoir Parking Lot.

Please do not hesitate to contact me with any questions.

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 4, 2015, 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, 2014, 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 4, 2015

Telephone Number: 781-316-3031

Facsimile Telephone: 781-316-3039



Office of the Treasurer & Collector of Taxes

Town of Arlington, Massachusetts 730 Massachusetts Avenue Arlington, MA 02476

Stephen J. Gilligan Treasurer & Collector of Taxes

MEMORANDUM

To: Alan Tosti, Chairman-Finance Committee

From: Stephen Gilligan-Treasurer & Collector of Taxes

Date: January 12, 2015

Re: Transfer Of Funds Request - Initiate RFP - Retain IT Consultant

This memorandum requests a transfer of funds in the amount of \$20,000 from the Reserve Fund to the Treasurer's FY 2015 expense budget.

The Treasurer's FY 2016 Capital Budget filing includes a request to retain the services of an IT Consultant to initiate a review of the Integrated Collection System (ICS) collections/receivables software, and develop the essential points of requirements the Town should include in a RFP for a new receivables and collection applications package.

As a result of our discussions with the Capital Planning Committee, the following items have been agreed-to in principle between the Capital Planning Committee and the Treasurer's office:

- The Capital Planning Committee has approved \$20K for the hiring of an IT Consultant to perform the above-mentioned work. This amount has been added to the original Capital Budget earmark of \$200K for the new receivables package.
- The Treasurer and the Town Manager will request the Finance Committee to transfer \$20K, from the Reserve Fund, for the IT Consultant, in order that the hiring of the IT Consultant and the development of the RFP recommendation begins in FY15.
- The Finance Committee's approval of the transfer of \$20K, from the Reserve Fund, will allow the additional \$20K in the Capital Plan for the receivables software to be utilized as a reserve, should the purchase price for any new receivables software exceeds \$200K, or should it be determined that a new receivables application package requires outside implementation support.

Additionally, the purchase of a new receivables package has been moved from FY 2017 to FY 2016 within the Capital Plan. I will support this change provided that the IT Consultant study is completed prior to the issuance of an RFP.

The expediting of the Treasurer's request to hire an IT Consultant should enable the replacement process of the current receivables application to begin during FY 2015 rather than waiting for the next fiscal year, where projects generally do not begin until late August or early September.

Thank you.

Long Range Projection 2015-2021 Finance Committee Meeting Feburary 4, 2015

FY 2014-15** FY 2016* FY 2017* FY 2018* Projected Annual Growth 281 169 127 118 Cumulative Growth 281 450 577 695 ** Actual Growth - Based on 25% of Former DESE Per Pupil Cost of \$12,600 = Growth Factor of \$3,150 X Enrollment Growth * Projected Growth- Based on 25% of Current DESE Per Pupil Cost of \$12,646 = Growth Factor of \$3,136.50 X Enrollment Growth * Projected Growth- Based on 25% of Current DESE Per Pupil Cost of \$12,646 = Growth Factor of \$3,136.50 X Enrollment Growth * Projected Growth- Based on 25% of Current DESE Per Pupil Cost of \$12,646 = Growth Factor of \$3,136.50 X Enrollment Growth * Projected Growth- Based on 25% of Current DESE Per Pupil Cost of \$12,646 = Growth Factor of \$3,136.50 X Enrollment Growth * Projected Growth- Based on 25% of Current DESE Per Pupil Cost of \$12,646 = Growth Factor of \$3,136.50 X Enrollment Growth * Projected Growth- Based on 25% of Current DESE Per Pupil Cost of \$12,646 = Growth Factor of \$3,136.50 X Enrollment Growth * Projected Growth- Based on 25% of Current DESE Per Pupil Cost of \$12,646 = Growth Factor of \$3,136.50 X Enrollment Growth * Projected Growth- Based on 25% of Current DESE Per Pupil Cost of \$12,646 = Growth Factor of \$3,136.50 X Enrollment Growth * Projected Growth- Based on 25% of Current DESE Per Pupil Cost of \$12,646 = Growth Factor of \$3,136.50 X Enrollment Growth * Projected Growth- Based on 25% of Current DESE Per Pupil Cost of \$12,646 = Growth Factor of \$3,136.50 X Enrollment Growth * Projected Growth- Based on 25% of Current DESE Per Pupil Cost of \$12,646 = Growth Factor of \$3,136.50 X Enrollment Growth * Projected Growth- Based on 25% of Current DESE Per Pupil Cost of \$12,646 = Growth Factor of \$3,136.50 X Enrollment Growth * Projected Growth- Based on 25% of Current DESE Per Pupil Cost of \$12,646 = Growth Factor of \$3,136.50 X Enrollment Growth * Projected Growth * Projec			% of General Fund Revenue	Tip Fee Stabilization Fund Municipal Bidg Ins. Trust Fund	Pree Cash Stabilization Fund Override Stabilization Fund	Reserve Balances	Surplus / (deficit) to carryover to rest year	BALANCE	L TOTAL APPROPRIATIONS	J. Warrant Articles Chandle Stabilization Fund	H. Fixed Costs - Res. Fund & Elections	G. Overlay Reserve	E. Stafe Assessments	C. Persions D. Insurance	Total Capital	Minus Capital Carry Forward	Non-Exempt Service	B. Capital budget Exempt Debt Service	Net Town Budget MWRA Debt Shift	Less Offsets: Enterprise Fund/Other		Minuteman Personal Services	Growth Factor Net School Budget	Kindergarten Fee Offset	A. Operating Budgets School General Education Costs	I APPROPRIATIONS	F Override Stabilization Fund	D. Overlay Reserve Surplus E. Procenty Tax	C. Free Cash	A. State Aid School Construction Aid R. Local Baceriote	REVENUE	
FY 2014-15** 281 281 281 5% of Former 25% of Currer		The	28,415,487	771,724	2,774,188				137,587,937	805,433	1,131,005	1,534,082	3,077,946	8,643,368	9,918,358	(205,500)	5,798,300	2,771,358	5,593,112	1,988,367	9,423,408	3,788,615	50,729,968	970,000	50,729,968	137,587,937	anjanajani	350,000	3,042,925	17,462,884 2,906,266	RECAP	FY 2015
FY 2016* 169 450 DESE Per Pu		The plan does not include any potential impacts of an Arlington High School or Minutem	28,408,364		2,957,414				140,935,623			800,000	9.		10	7,426,356	6,765,091		5,593,112	-	1	_	53,574,114	17.		140,935,623	-		3,435,846		FY 2016	
pil Cost of \$1		not include							3,347,686	123,354	200 10	(734,082)	76,949	496,873	116.947	(585,868)	966,791	(136,033)	927,579	148,674	103,049	221,848	2,844,146	0083617	2,844,146 2,054,271	3,347,686	* and band's	2 860,000)	392,922	321,008	Change	Dollar
2,600 = Gro \$12,646 = G		e any pot							2 43%	75.32%	7770	47.85%	2 50%	575%	118%	284 96%	76 67%	4 91%	0.00%	7.53%	1.09%	5.66%	Un 67.55	0.00%	6.32%	243%		42.86%	800	1,84% -14,85%	Change	Percent
FY 2017* 127 577 wth Factor or rowth Factor		ential imp	27,635,230	818,722	3,936,685 3,146,136 19,731,687			0	143,666,219	868,787	1,150,000	600,000	3,233,767	9,642,954	10,289,994	1,460,725	6,825,479	2.524,722	5,593,112	2,202,182	9,812,251	4,150,829	56,338,388	970,000	56,338,388 36,243,496	143,666,219	985,703	200,000	1,969,343	18,042,574 2,474,773	FY 2017	
of \$3,150 X E	Project	acts of an							2,730,596	(60,000)	7 700	0 000,000	78,872	502,713	254 699	270,536	60,350	(170,603)	989,602	64.741	285,794	140,366	2,784,274	201,622.1	2,764,274	2,730,596	arest state	2877743	(1,466,503)	0 C89 982	Change	Dollar
nrollment G	ted School	Arlington							1.94%	6.46%		-25.00%	2.50%	5.50%	2.54%	2.41%	0.88%	¥20%	3.00%	3,00%	3.00%	3.50%	5.16%	0.00%	4.83%	1,94%	4000		700	0.00%	Change	Percent
FY 2018* 118 695 rowth	Enrollment G	High Scl	24,757,197	043,284	3,340,520 16,634,708			0	148,202,540	868,787	1,050,000	73,716	3,314,611	10,173,317	9,402,638	1,250,963	6,020,067	2.424.741	5,593,112	2,268,248	10,106,618	4,296,108	59,118,609	970,000	59,118,609 37,741,086	148,202,540	3,096,979	200,000	1,969,343	18,288,438	FY 2018	
	Projected School Enrollment Growth FY 2014 - FY	hool or Mir							4,536,323	0		00	60,844	530,352	(887, 356)	(208,762)	(800, 412)	198 667	069 986	66,065	294 368	145,279	2,780,221	1,300,000	2,780,221	4,536,322	400,000	0	0	245,864	Change	Dollar
	14 - FY 2021	nuteman							3.76%	0.00%		0.00%	2.50%	5.50%	-862%	939	880	2000	2,00%	3.00%	3,00%	3.50%	4.90%	0.00%	4.13%	3.16%	2007	. 0	100	4.	Charige	Percent
FY 2019* 168 863		Regional	18,348,504	868,582	3,540,735 10,000,501		0	0	154,247,695	868,787	1,150,000	73,716	3,397,476	10,732,849	9,177,695	1,365,277	6,806,020	1.396.516	5,593,112	2,336,295	10,409,817	4,446,472	526,932 62,191,496	970,000	62,191,496 39,254,529	154,247,695	6,634,207	200,000	1,969,343	18,609,982 476,523	FY 2019	
		an Regional Vocational School Buildling Project (s)							6,045 155	0 (1000)		200,000	82,865	559,532	(224,943)	114,314	785 953	01.008.225	1,020,651	68 047	303 (99	150.364	3,072,687	1,402,619	3,072,687	6.045.155	0,000,000	0	0 0000	321,553	Change	Dollar
		School							4.08%	0.00%	500	279		5,50%	-2.39%	304	13.06%	1000	0.00%	3.00%	3,00%			2,00%	4.01%	4.08%	200	2,000%	4000	1.76%	Change	Percent
FY 2020* 173 1036	FY 2020* 173 1036	Buildling	9,387,495	894,640	3,938,685 3,746,958 807,213		0	0	160,368,310	868,787	1,050,000	73,716	3,482,413	11,323,156	9.318,345	1,517,278	6,747,990	1.335.235	5,593,112	2,405,384	10,722,111	4,602,099	65,428,357	22,940,837	65,428,357 40,974,905	160,368,310	9,193,289	200,000	1,969,343	18,939,740 476,523	FY 2020	255528
		Project (s							6.120.615	0 000		(200,000)	84,937	590,307	140 650	152,001	(58,030)	787 281	1,059,510	70,089	312 295	155,627	3,236,861	1,500,602	3,236,861	6,120,615	0,000,000	0 100 700	0	329,740	Change	Dollar
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FY 2021* 131 1167			8,819,530	921,479	3,959,367		(10,677,842)	(10,677,842)	186,264,463	868,787	1,150,000	73,716	3,569,474	11,945,929 21 560 940	8.708,940	1,404,679	6,493,825	1 265 968	5,593,112	2,478,578	11,043,775	4,763,172	410,882	970,000	68,690,623 42,763,046	156,586,621	839,845	200,000	1,969,343	19,207,191	FY 2021	
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									3 68%	0.00%	133	0.00%		***	8	(000)	377%	(8.8)		1	3,00%		4 99%	0.00%		-2.98%		0.00%	0.00%		Change	Percent