

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

ATTENDEES:

Deyst	White*	Caccavaro*	Kellar*	McKenna*
DeCoursey	Wallach*	Simmons*	Gibian*	
Tosti*	Foskett*	Bayer*	Duvadie*	
Kardon*	Beck	Jones*	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



Office of the Treasurer & Collector of Taxes

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

*Telephone Number: 781-316-3031
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Stephen J. Gilligan
Treasurer & Collector of Taxes

MEMORANDUM

To: Alan Tosti, Chairman-Finance Committee
From: Stephen Gilligan-Treasurer & Collector of Taxes *Stephen J. Gilligan*
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.

