

ARLINGTON FINANCE COMMITTEE  
MINUTES OF MEETING  
O'NEAL ROOM  
3/4/15

ATTENDEES:

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

VISITORS: Director of Planning & Community Development Carol Kowalski, Co-Chairs Master Plan Advisory Committee Charles Kalauskas, Carol Svenson; Economic Development Coordinator Ted Fields, Spy Pond Committee Chair Brad Barber  
MINUTES of 3/2/15 approved as corrected. Unanimous

GOVERNOR'S BUDGET: Released. \$450k increase in local aid for Arlington above what was included in the Manager's budget.

MASTER PLAN: Kowalski introduced her team. She provided a summary of the Master Plan (Ref 1) and a summary of the Implementation Program (Ref2). Kalauskas reviewed the Vision Statement and the many meetings with the general public. The ARB adopted the Plan in February. Kowalski noted that economically significant commercial development would require much more commercial space, but that residents had shown more tolerance than expected for larger buildings in business districts. She suggested that the Capital Theater block is a good model for commercial redevelopment. Fields discussed the potential for shared use and mixed use buildings. There was a discussion of zoning bylaw changes needed to encourage development. Members expressed skepticism about the current process. Members asked about the lack of a schedule in the Implementation Program. Members urged the zoning changes be prioritized. Town Meeting will be asked to endorse the Master Plan by resolution under Article 46 (Ref 3)

ART 34 WATER BODIES FUND APPROPRIATION: The Chair provided a vote & comment (Ref 4) as promised on Monday. Members made two small changes in the comment. VOTED \$40,000 as detailed in Ref 4. Unanimous.

BUD 4 HUMAN RESOURCES: PersonnelSubCom(White) recommended the budget as printed. She noted that the training budget is being used for anti discrimination training. It will be used for IT training in FY16. VOTED \$300,855 Unanimous.

ART 21 POSITIONS RECLASSIFICATION: PersonnelSubCom(White) provided a recommended vote (Ref 5). She walked the FinCom through the changes. VOTED: \$18,023. Unanimous. White will obtain number of applications, number approved, number appealed.

BUD 5 INFORMATION TECHNOLOGY: FinSubCom(White) provided a revised sheet with the same bottom line but with corrected max & min salaries for 2 positions. She explained the strategic plan line item. VOTED: \$695,137. Unanimous

BUD 6 COMPTROLLER: FinSubCom(White) recommended the budget as printed. She explained that the new stipend is for an employee to pick up mail at Town Hall. The increase in telephone expenses is to cover a new phone system. VOTED \$422,261 Unanimous.

BUD 23 RETIREMENT: FinSubCom(White) recommended the budget as printed. The increase was decreased from 6% to 5.51% in accordance with a negotiated agreement.

The fully funded date is now 2034. The required max date is 2040. VOTED:  
\$9,140,241. Unanimous

ART 38 OPEB: The Manager recommended the usual sources: \$413k from the non-contributory pension appropriation no longer needed, \$155K from the retirees health care contribution, and \$300k from the no longer needed Health Care Trust Fund. He also recommended \$92.8k from a surplus in the FY16 budget projection. The FinCom discussed whether to support this use of the \$92.8k or whether to appropriate it to the snow and ice budget. VOTED to appropriate \$92.8k to OPEB rather than Snow & Ice 13-2-1.

VOTED to appropriate \$960,800 to OPEB Trust Fund. 17-0-1

COMMITTEE: The Manager will combine his visits to the one on 3/11. There are 10 items on the list (Ref 6).

RESERVE FUND: \$870,4005

Peter Howard 3/7/15. Revised 3/9/15.

Ref 1 Your Town, Your Future (available on Town website)

Ref 2 Implementation Program, Summary (available on Town website)

Ref 3 Master Plan Endorsement

Ref 4 Art 4 Water Bodies Vote

Ref 5 Positions Reclassification

Ref 6 Agenda for Town Manager

## Article 46 RESOLUTION/MASTER PLAN ENDORSEMENT

To see if the Town will accept, receive, or resolve to endorse the master plan, adopted by the Arlington Redevelopment Board, or take any action related thereto.

Inserted at the request of the Redevelopment Board

Suggested Town Meeting vote offered by the Redevelopment Board, as voted at its March 2, 2015 meeting.

Voted:

WHEREAS the Town of Arlington has embarked upon its first master planning effort in more than two decades; and

WHEREAS a Master Plan Advisory Committee of Arlington residents -- including numerous Town Meeting Members and professionals in relevant fields -- has worked for more than two years, in conjunction with staff and contractors of the Department of Planning and Community Development; and

WHEREAS the Master Plan Advisory Committee has been guided in its work by the Town Goals, as adopted by Town Meeting in 1993; and

WHEREAS community meetings, surveys, public hearings, citizen interviews and other outreach activities since 2012 have garnered the direct involvement and feedback of hundreds of Arlington residents; and

WHEREAS extensive work was devoted to documenting existing conditions, strengths and assets, determining the community's desires, performing baseline analyses of current challenges and changes facing Arlington; and

WHEREAS recommendations have been developed around seven policy areas: Land Use, Transportation, Housing, Economic Development, Historic and Cultural Resource Areas, Natural Resources and Open Space, and Public Facilities and Services; and

WHEREAS these recommendations have been expressed in a multi-year implementation plan, consisting of actions to be considered by various Town boards, committees, professional staff and, ultimately Town Meeting; and

WHEREAS the results of this work were adopted by the Arlington Redevelopment Board on February 4, 2015 for submission as the Arlington Master Plan to the Executive Office of Housing and Economic Development, in accordance with Chapter 41, Section 81D of Massachusetts General Laws;

NOW THEREFORE, BE IT RESOLVED that the Arlington Town Meeting commends the work of the Master Plan Advisory Committee and the many other volunteers, residents and professional staff members in considering the current state of our town and mapping out a series of reasonable steps for consideration in meeting our present and future challenges and improving our quality of life; endorses the action of the Redevelopment Board in adopting the Arlington Master Plan;

BE IT FURTHER RESOLVED that the Town Meeting considers the Arlington Master Plan to be a living document that will guide future action, while being subject to regular review and update as conditions warrant; and

BE IT FURTHER RESOLVED that Town Meeting looks forward to active participation and consideration of specific actions to be taken, as well as continuing the open process and incorporating ongoing public participation as implementation of the Arlington Master Plan proceeds.

**ARTICLE 34**

**APPROPRIATION/WATER BODIES FUND**

To see if the Town will appropriate a sum of money to the Town's Water Bodies Fund for the maintenance, treatment and oversight of all the Town's water bodies, said sum (\$40,000) to be raised by the general tax, and expended under the direction of the Town Manager who will also report to Town Meeting on the status of the fund; or take any action related thereto.

(Inserted at the request of Vision 2020's Environment Task Group's Spy Pond Committee)

**VOTED:**

**That the sum of \$40,000 be and hereby is appropriated to the Water Bodies Fund for the purpose of testing, maintaining, treating and oversight of the Town's water bodies. Said sum to be raised by the general taxes and expended under the direction of the Town Manager. The Town Manager shall report to the next Annual Town Meeting on the status of the various water bodies of the Town, including ponds and brooks, and the short and long term policies and programs that will be needed to maintain their quality.**

**COMMENT:**

The Water Bodies Fund, established by special legislation four years ago, is used for periodic testing, treatment, maintenance and oversight of the town's water bodies. The fund receives private as well as public donations. The current need is for treatment to reduce growth of invasive weeds at Spy Pond, the Arlington Reservoir, and Hills Pond. The Finance Committee believes that a long term plan is needed to guide these efforts to maintain our rivers, streams and ponds.

Call Use

## 2015 Town Meeting Request – Positions Reclassification

1. By reclassifying the following positions:

- |   |        |         |
|---|--------|---------|
| A. Master Mechanic – Community Safety, ATP7 to ATP8<br>Community Safety | FTE1   | \$2,459 |
| B. Assistant Registrar of Voters, OA3 to OA4<br>Town Clerk              | FTE1   | \$1,853 |
| C. Administrative Assistant – BOS OA5 to ATP3<br>Board of Selectmen     | FTE1   | \$1,284 |
| D. Paralegal, ATP5 to ATP6<br>Legal Department                          | FTE1   | \$2,904 |
| E. Office Manager – HHS, ATP6 to ATP7<br>Health and Human Services      | FTE1   | \$3,026 |
| F. IT Administrative Assistant, OA6 to OA7<br>Information Technology    | FTE1   | \$3,123 |
| G. Principal Clerk and Bookkeeper – Library, OA5 to OA6<br>Library      | FTE1   | \$3,374 |
| H. Regional Energy Manager, ATP5 to ATP7<br>Department of Public Works  | FTE.88 | \$0     |

7 18,023

2. By adding the following positions:

- A. Master Mechanic/Public Safety Radio Coordinator, ATP8  
Community Safety
- B. Project Manager – HHS, ATP7  
Health and Human Services
- C. Head of Technology – Library, L3  
Library
- D. Public Safety Dispatcher, MC6  
Community Safety
- E. Office Manager – Library OA6  
Library
- F. MEO III – Catch Basin, MC6  
Public Works
- G. MEO III – Crane, MC6  
Public Works
- H. Records Attendant, OA3  
Community Safety

3. By deleting the following positions:

- A. Master Mechanic – Community Safety, ATP7  
Community Safety
- B. Technology Librarian, L3

2015 Town Meeting Request - Positions Reclassification

- Library
- C. Office Manager - HHS, ATP6  
Health and Human Services
- D. Telecommunications Dispatcher, MC6  
Community Safety
- E. Principal Clerk and Bookkeeper - Library, OA5  
Library
- F. Detention Attendant, OA4  
Community Safety

FTEI 22,904

FTEI 23,026

FTEI 23,133

FTEI 23,374

FTE 88 80

18,023

1. By reclassifying the following positions:

- A. Master Mechanic - Community Safety, ATP5 to ATP6
- B. Project Manager - HHS, ATP7
- C. Head of Technology - Library, L3
- D. Public Safety Dispatcher, MC6
- E. Office Manager - Library, OA6
- F. MED III - Cash Basis, MC6
- G. MED III - Crime, MC6
- H. Records Attendant, OA3

2. By adding the following positions:

- A. Master Mechanic - Community Safety, ATP5
- B. Technology Librarian, L3

Below is a list of warrant articles that the Town Manager will discuss with the Finance Committee on Wednesday, March 11, 2015

Zoning bylaw—Documented Zoning Reviews—Article 6  
Bylaw Amendment—Human Rights Commission—Article 9  
Disposition of Real Estate—1207 Mass Avenue—Article 13  
Disposition of Real Estate—13-138 Cliffe Avenue, Lexington—Article 14  
Complete Streets Program—Article 16  
Collective Bargaining—Article 20  
Public Art East Arlington—Article 32  
Financing of Water and Sewer Facilities—Articles 26 & 27  
Human Rights Commission-Fund Executive Director—Article 33  
COA Transportation Fund—What is the long-term viability of the fund