



BOARD OF SELECTMEN
TOWN OF TEWKSBURY
TOWN HALL
1009 MAIN ST
TEWKSBURY, MASSACHUSETTS 01876

DAVID H. GAY, CHAIRMAN
DOUGLAS W. SEARS, VICE CHAIRMAN
SCOTT WILSON, CLERK
TODD R. JOHNSON
ANNE MARIE STRONACH

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MEETING MINUTES
FEBRUARY 26, 2013

Chairperson David Gay called the meeting to order at 7:09 p.m. Present for the Board of Selectmen meeting were Doug Sears, Vice Chair; Scott Wilson, Clerk and Board Members, Todd Johnson and Anne Marie Stronach. Richard Montuori, Town Manager and Attorney Charles Zaroulis were present.

1. Evaluation of Tewksbury Water Treatment Plant

Present for this discussion were Steve Defrancheseo Project Manager, Don Shelton, Bill Clooney all from AECOM and Brian Gilbert, DPW Superintendent. The goal was to assess the quality of the water facilities to meet the further water demands and the effectiveness of the existing chemical treatment process and the physical condition of the facility. The main facility is located in North Tewksbury and is near the Merrimack River. The plant draws water from Merrimack River which creates flashing water—a characteristic that can change dramatically in water quality. Constructed in 1988 with a total capacity of 3.5 million gallons per day; it expanded in 2000 to a total capacity of 7 million gallons per day. It was categorized as a conventional plant for future water demands into 2032.

Treatment process evaluation showed current system is most cost effective. Well within limits for THMs and HAAs per Environmental Protection Agency requirements. Condition assessment was evaluated on structural, architectural and chemical storage, unit processes and large pumps, heating ventilation and air conditions, electrical and instrumentation control. Structural repair consisted of worn concrete surfaces. Architectural needed to enlarge laboratory areas and chemical storage needed for day tanks. The EPA requires this. Unit processes and large pumps need repair in filter dividers and filter bottom plates. It was suggested to install two new water pumps and two new distortion pumps.

The HVAC, electrical and I&C switch gear is located inside the building; it should be located outside and covered. The generator also needs to be upgraded.

Opinion of costs for final design, then an additional engineering and contingency (40%) at totaled to approximately \$7.5M.

Mr. Wilson asked about the readings for each station; and it was confirmed none of the stations were overrated. But some were at 70%. Mr. Sears asked which of the listed repairs are a priority, the question was not answered directly as there was some confusion on the question. Mr. Johnson asked if the project could be phased in or is it required to complete all at one time. Mr. Shelton noted there would be benefits to doing this all at once. When a project is phased there is interruption of the operation and it is extremely difficult to maintain the operation of the plant

when an upgrade is going on. Mr. Gay asked if this is immediate need to upgrade. Mr. Shelton compared this to a car with 175K miles on in, i.e. how much longer do you risk taking out the car on long trips? Mr. Gilbert noted the repairs and maintenance budget is increasing, and he would prefer to invest that money into upgrading the systems then repairing as going along.

2. Angelina's Italian Restaurant Entertainment License Hearing

Mr. Gay read the public hearing notice into the record. Susan Amato, Manager of Angelina's is putting this request forward to have a pianist between the hours of 6 to 9 p.m. during the week; and then on Friday and Saturday to have a singer Bobby G. (which is Tony Bennett type music). Will stop serving at 9 p.m. so the restaurant will not be open late.

Mr. Gay opened the hearing up to the public. A resident came forward to say the food is fabulous.

The board commented that the abutters were notified and there are no residents abutting the property.

Mr. Johnson asked for more detail in having dancing on the premises. Ms. Amato noted there is not a dance floor on site but would like to give the opportunity for the older generations to be inspired to up and dance when they hear the music.

MOTION: Mrs. Stronach made the motion to approve the Entertainment License application for Angelina's Italian Restaurant as presented; seconded by Mr. Sears and the motion carried 5-0.

3. Residents

Mr. Gay opened the hearing up to the public, no one present came forward to speak.

New Business

4. Annual Town Election Warrant—for approval and signature

MOTION: Mr. Johnson made the motion to approve and issue the warrant as drafted; seconded by Mrs. Stronach and the motion carried 5-0.

5. Fourth Annual Meghan McCarthy Road Race—for approval

The race is proposed to be held on March 24, 2013.

MOTION: Mr. Johnson made the motion to approve the road race as submitted with the approval of all safety department heads; seconded by Mr. Wilson and the motion carried 5-0.

8. Great Dog Road Race

The race is proposed to be held on April 21, 2013 at 10 a.m.

MOTION: Mrs. Stronach made the motion to approve the road race as submitted with the approval of all safety department heads; seconded by Mr. Johnson and the motion carried 5-0.

Town Manager

Enterprise Fund--Water/Sewer

Mr. Montuori presented on Water and Sewer rates and Capital Improvement Plan for FY2014. Water enterprise fund distribution budget salary has a 2% increase built in based on a new AFSME contract. Operating: \$15,000 increase in Professional Services for Billtrust to print, and mail water bills three times per year instead of two. Other Equipment increased \$8,500 for the purchase of equipment to maintain the meter transmission system and \$18,000 went into the Meter Budget to purchase new meters to distribute to residents needing secondary meters and new construction projects. Energy and Utilities decreased \$7,000 and Office Supplies decreased \$11,600 for when new billing system is in place. The Filtration budget includes funds to hire a meter repair technician and backflow inspector (this is one position).

Repairs budgeted may not be enough as trying to keep up with an aged system.

Future Capital Improvements FY13-FY17: 15,955,500

- Water Treatment Plant Upgrades: 9,275,000
- Water System Improvements:
 - Hydrants Replacement: 500,000
 - Water Mains: 5,995,000
 - Vehicle Replacement: \$185,500

Capital Improvements FY14: 1,475,000

- Water Treatment Plant Design and Eng.: 1,275,000
- \$600,000 (Borrowing) and 675,000 (Retained Earnings)
- Water Distribution: 40,000 Improvements (Retained Earnings) and 35,000 Design (Retained Earnings)
- Hydrants Replacement: 100,000 (Retained Earnings)
- Vehicle Replacement: 25,000 (Retained Earnings)

Debt service increases are due to plant upgrades and are a percent of the water budget.

- FY2013 \$2,240,820 38%
- FY2014 \$2,120,988 37%
- FY2015 \$2,874,847 44%
- FY2016 \$2,802,392 43%
- FY2017 \$2,921,540 43%
- FY2018 \$3,086,548 43%

Revenue projections through FY14 \$6,629,777, increase over FY13 of \$188,442. Total collected is an increase of \$169K. This year is a 6% increase however the town went two years without an increase. Due to increase capital cost and amount of water being used going down—mostly due to conservation and some due to more accurate readings with new meters installed. Mapped out increases as follows:

<u>Current Tier</u>	<u>Current Rate (\$)</u>
0-34 gals	6.67 per 1000
35-70	9.44 per 1000
71-140	12.30 per 1000
140+	14.31 per 1000

<u>Proposed Tier</u>	<u>Proposed Rate (\$)</u>
0-34 gals	7.07 per 1000
35-70	10.01 per 1000
71-140	13.04 per 1000
140+	15.17 per 1000

State average and state median not updated; but MWRA is updated in 2012; Tewksbury was higher than the state and MWRA but overall falls into middle of state range, based on 90K gallons.

Water not billed went from 24% to almost 12% and now spiked again to 16% so looking at reporting issues etc to try and work this out. It is likely there will be another 6% increase in FY15 and from there will continue to maintain the rates until FY17. Retained earnings must remain in the specific fund. Mr. Montuori is comfortable allocations this time.

Debt service will drop 60% to 57o%; but in 2021 will go to 4.364 which is at 50%. In 2017 there is a possibility to look at refinancing but there would be a small window. Connection fees for residents will end over next three years and will drop from \$1.2M to \$815K to none in FY16. Still may have some new constructions. Residents who are connected is up to 66%. In FY11the town used \$1.4M free cash to balance budget.

Future Capital Improvements FY14-FY18: 2,670,500

- Sewer Pump Station Upgrades: 1,040,000
- Pipe/Structure Rehab. And Repair: 1,050,000
- Inflow and Infiltration: 460,000
- Fleet and Equipment: 275,500

Future Capital Improvements FY14: 130,000

- Sewer Pump Station Upgrades: 50,000
- Inflow and Infiltration: 80,000

All Capital is projected to be funded by Sewer Retained Earnings. Sewer retained earnings balance is \$2,577,467.13

Debt Service as percent of Sewer Budget:

- FY2013 3,711,188.65 60%
- FY2014 3,684,682.33 60%
- FY2015 3,,656,317.55 59%
- FY2016 3,621,108.68 58%
- FY2017 3,590,154.09 57%
- FY2018 3,694,638.90 57%

In FY2021 Debt Service will peak at 4.364 million

Proposed Sewer Rate In-Town is at an 8% Increase:

	<u>Budget</u>	<u>Revenue</u>
FY13(Projected)	6,189,372	6,237,719
FY14(Projected)	6,094,401	6,099,501

<u>Current Tier</u>	<u>Current Rate (\$)</u>	<u>Proposed Rate (\$)</u>
0-35gals	6.55 per 1000	7.07 per 1000
35-70	8.43 per 1000	9.10 per 1000
70-140	11.53 per 1000	12.45 per 1000
140+	13.49 per 1000	14.57 per 1000

Proposed Sewer Rate Out of Town and Exempt Property is at an 8% Increase

	<u>Budget</u>	<u>Revenue</u>
FY13(Projected)	6,189,372	6,237,719
FY14(Projected)	6,094,401	6,099,501

<u>Current Tier</u>	<u>Current Rate (\$)</u>	<u>Proposed Rate (\$)</u>
0-35gals	14.49 per 1000	15.65 per 1000
35-70	17.99 per 1000	19.43 per 1000
70-140	23.07 per 1000	24.92 per 1000
140+	25.38 per 1000	27.41 per 1000

Capital improvement projects:

Currently proposed is \$250K in projects. All equipment and will be taken out of stabilization fund ambulance; upgrades and renovations to Center Fire totaling \$150K. Total cost to Fire is \$10.8M. Would like to get approved a ladder truck in Fall of 2013 and upgrade Microwave System at \$100K.

DPW \$1.8M for capital improvements and some will come out of stabilization fund and some out of Chapter 90. Storm water permit compliance needs to take priority at \$125K for design and engineering. Roadway projects will come from Chapter 70 funds in the amount of \$1.4M Sewer is at \$2.6M will be funded over next five years from retained earnings. Water improvement \$1.4M will also be taken from retained earnings or borrowed.

Total Stabilization Fund

School: \$593,345 One Time Expenditures

- School Buildings and Maintenance: 269,345
- School Technology: 139,000
- School Instructional : 185,000

Town: \$545,368 One Time Expenditures

- Storm water and Drainage Maintenance and Repair: 70,000
- Design and Engineering Center Fire Station and DPW Facility: 50,000
- Fire Ambulance Upgrade: 125,000
- DPW 6 Wheel Dump Truck with Plow and Sander: 170,000
- DPW F250 4x4 with Plow: 35,000
- Sick Leave Buyback: 125,368

Not seeking any action from the board tonight. Will send to Board electronic copy and is requesting support within next couple meetings. Finance Committee will also be reviewing this proposal.

6. Approval of Minutes January 8, 2013 and January 29, 2013 (regular session) and February 12, 2013

MOTION: Mr. Wilson made the motion to approve the minutes of January 8, 2013 and January 29, 2013; seconded by Mr. Sears and the motion carried 5-0.

The minutes of February 12, 2013 were not presented.

7. Reports

a) **Board Members**

Mr. Johnson

No report given this evening.

Mr. Sears:

- Anna Ippolito celebrated her 101 birthday and on behalf of this board presented her a citation

Mr. Wilson

- Thank you the presentation on the cap budget and appreciation to Mr. Montuori and staff for working on this

Mrs. Stronach

- Green Committee tomorrow night and HSBC on March 7th

Mr. Gay

- LRTA meeting tomorrow night
- Expressed his gratitude to the Tewksbury Democratic Committee for nominating hime as their representative in Washington DC

b) **Town Counsel**

- *No report given this evening.*

c) **Secretary**

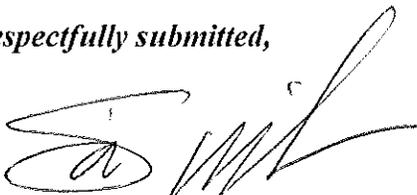
- *No report given this evening.*

The next regularly scheduled Selectmen's Meeting following Town Meeting will be held on Tuesday, March 12, 2013 at 7:00 p.m.

Adjournment

MOTION: Mr. Sears made the motion for the Board to adjourn at 9:00 p.m.; Mr. Wilson seconded, and the motion carried 5 to 0.

Respectfully submitted,



Scott Wilson, Clerk

4/9/13

Date