FINAL DRAFT

Natick Finance Committee

Pursuant to Chapter 40, Section 3 of the Town of Natick By-Laws, I attest that the attached copy is the approved copy of the minutes for the following Meeting:

Town of Natick Finance Committee
Meeting Date: September 23, 2021
The minutes were approved through the following action:

Motion:	Approval, as amended
Made by:	Ms. Wollschlager
Seconded by:	Mr. Gillenwater
Vote:	12 – 0 – 0
Date:	September 30, 2021

Respectfully submitted,

Bruce Evans

Secretary

Natick Finance Committee

TOWN OF NATICK

Meeting Notice

POSTED IN ACCORDANCE WITH THE PROVISIONS OF M.G.L. CHAPTER 30A, Sections 18-25

Natick Finance Committee

DAY, DATE AND TIME
September 23, 2021 at 7:00 PM
PLACE OF MEETING
Virtual Meeting accessed via Zoom: https://us02web.zoom.us/j/7949362580 Meeting ID: 794 936 2580 Passcode: 220129 One tap mobile +19292056099,,7949362580# US (New York) Dial by your location +1 929 205 6099 US (New York)

Notice to the Public: 1) Finance Committee meetings may be broadcast/recorded by Natick Pegasus. 2) The meeting is an open public meeting and interested parties can attend the meeting. 3) Those seeking to make public comments (for topics not on the agenda or for specific agenda items) are requested to submit their comments in advance, by 2:00 PM on the day of the meeting, to fincom@natickma.org. Comments will be posted on NovusAgenda and read aloud for the proper agenda item. Please keep comments to 350-400 words. 4) The Chat function on Zoom Conferencing will be disabled.

MEETING AGENDA

Posted: September 21, 2021 9:45AM

1. Call to Order
    a. Pledge of Allegiance & Moment of Silence
    b. Advisement of Pegasus Live Broadcast and Recording for On-Demand Viewing
    c. Review of Meeting Agenda and Ordering of Items
2. Announcements
3. Public Comments
    a. Committee policy & procedures available via this link and also at the meeting location
4. New Business
    a. Possible Reconsideration of Article 16: Amend Bylaws: Personnel Bylaw Amendments
5. 2021 Fall Town Meeting Warrant Articles - Public Hearing
    a. Article 12: Capital Equipment and Improvement
    b. Article 17: Personnel Board Classification and Pay Plan
    c. Article 24: Acquire 60 Harwood Road
6. Meeting Minutes
    a. Review & Approve Meeting Minutes for August 24, 2021, September 21, 2021
7. Committee and Sub-Committee Scheduling
    a. Update on upcoming Committee and Subcommittee meetings
8. Committee Discussion (for items not on the agenda)
9. Adjourn

Meeting may be televised live and recorded by Natick Pegasus. Any times listed for specific agenda items are approximate and not binding. Please note the committee may take the items on this agenda out of order.

MEMBERS PRESENT:
Hossam Behery, Member
Dirk Coburn, Member
David Coffey, Member
Bruce Evans, Secretary
Todd Gillenwater, Vice-Chairman
Bill Grome, Member
Kat Monahan, Member
Richard Pope, Member
Chris Resmini, Member
Phil Rooney, Member
Linda Wollschlager, Chairperson

MEMBERS ABSENT:
Cathy Coughlin, Member
Jeff DeLuca, Member
Julien LaFleur, Member
Patti Sciarra, Member

Town Administration Attendees

Mr. Jamie Errickson. Town Administrator

Ms. Dorothy Blondiet, Director, Human Resources

Ms. Karen Partanen, Director, Recreation & Parks

Call to Order: Meeting called to order at 7:02 p.m. by Linda Wollschlager, Chairperson.

Announcements - None

Public Comments: None

Mr. Evans moved to open the public hearing on the Fall 2021 Annual Town Meeting Warrant Article review, seconded by Mr. Grome, voted 11 – 0 – 0.

Roll-call vote:

Mr. Behery = yes	Ms. Monahan = yes
Mr. Coffey = yes	Mr. Pope = yes
Mr. Evans = yes	Mr. Resmini = yes
Mr. Gillenwater = yes	Mr. Rooney = yes
Mr. Grome = yes	Ms. Sciarra = yes
	Ms. Wollschlager = yes

Article 24: Acquire 60 Harwood Road

Presenter: Matthew Gardner, Chair, Natick Conservation Commission

Mr. Gardner said the intent of this Article is to authorize the Select Board to acquire a parcel of property. The Conservation Commission has an opportunity to acquire a piece of property in a high value set of parcels here in Natick (from Conservation Commission perspective).

Article 24 presentation

The parcel is adjoining Pickerel Pond in the northeast corner of Natick (if you have not had an opportunity to go there, check it out is really a lovely corner of the community). Mr. Gardner said there are two sets of trails within the Pickerel Pond – on the north side and on the south side. The south side is connected to the Oakdale neighborhood (60 Hardwood Road). There's a set of trails on that peninsula that you see there on the right hand panel on the bottom and there's a northern set of trails up on the top of that panel there that's near the well system that connects into the Bradford Road and Wethersfield neighborhood. The Conservation Commission has had its eye on trying to acquire this property to enable the two trails to connect to each other, Mr. Gardner said they Conservation Commission has an opportunity to acquire property that is needed, in order to possibly build a floating walkway or a wetlands crossing that would allow us to connect these two neighborhoods, allowing people within the Oakdale neighborhood to walk to Wethersfield and vice versa. It would also connect into the Cochituate Aqueduct trail system that's opened in the past few years. Only one parcel within the Pickerel Pond set of parcels that are privately owned. The woman who owned this property passed away and the Conservation Commission contacted her family through her daughter about acquiring the property from the family. The daughter, who is the executor of the estate, has expressed interest in donating this piece of property to the town, at no cost to the town. So, the Conservation Commission is exploring what legal avenues there are for us to acquire it. The family is seeking no compensation for this property - it is landlocked and surrounded on all sides by town of Natick-owned land and it's not developable. The Conservation Commission has told the family that, were the town to acquire it, the Conservation Commission would put a memorial bench on the property to recognize the generous donation of this property. We're in the process of working with Town Counsel to move forward. Unfortunately, It's not as clear-cut as they would like it to be in the sense that because the property is in

probate, there are a variety of factors at play here, that we're in the process of sorting out to find the cleanest, clearest path to acquire the property. However, we need the authorization of Town Meeting in order to pursue acquiring this property at no cost to the community. The only cost will be a modest cost for legal fees, which the Conservation Commission would cover out of its budget. They don't anticipate those costs to be significant, so are not asking for any financial appropriation.

Article 24 Motion

“Move that the Town vote to authorize the Select Board to acquire by gift, purchase, taking by eminent domain, or otherwise, to accept a deed or deeds to the Town of fee simple, easement, or other interests in the parcel of land located at 60R Harwood Road, Natick, MA, assessor’s parcel ID 14-0000016A, and authorize the Select Board to transfer such land to the Conservation Commission for conservation purposes and to take all action necessary or appropriate to effectuate the purposes of this Article.”

Questions from the Committee

Mr. Rooney asked whether the town owns the land under Pickerel Pond. Mr. Gardner said that is a great question, but he doesn’t know definitively whether the property boundary would trace the shoreline versus go under the pond. However, this is the parcel as defined in the assessors map. However, Mr. Gardner added that all other parcels in the Pickerel Pond area are already under the care, custody, and control of the Conservation Commission so were we to gain this parcel, then, effectively, the town would on the entire Pickerel Pond area.

Mr. Rooney asked what maintenance responsibilities the town would be taking on by acceptance of this property. Mr. Gardner said since Pickerel Pond is owned by the town of Natick, prior to starting discussions with the family we retained a firm to do an environmental site assessment to ensure that there are no indicators of contamination on this parcel and they gave it a clean bill of health, so there's no risk to the town in terms of assuming liabilities related to any kind of existing contamination.

Mr. Coburn asked whether Pickerel Pond is a “great pond” - a great pond is 10 acres or more in its natural state and it is subject to the Great Pond Act of 1641. Mr. Gardner said it is not.

Mr. Evans moved to open the public hearing, seconded by Mr. Gillenwater, voted 11 – 0 – 0.
Roll-call vote:

Mr. Behery = yes	Ms. Monahan = yes
Mr. Coffey = yes	Mr. Pope = yes
Mr. Evans = yes	Mr. Resmini = yes
Mr. Gillenwater = yes	Mr. Rooney = yes
Mr. Grome = yes	Ms. Sciarra = yes
	Ms. Wollschlager = yes

Debate

Mr. Evans thanked the Conservation Commission for all the work that they've done behind the scenes, this doesn't just happen just by chance - There are a lot of meetings, a lot of calls and a lot of negotiations and he appreciates all the work that's gone into this. Mr. Evans also wanted to thank the family for this magnanimous donation to the town, a wonderful legacy for her mother.

Article 12: Capital Equipment and Improvement

Presenters:

Mr. Jamie Errickson, Town Administrator

Mr. Marsette, DPW Director

Mr. Bill Spratt, Director, Facilities Management

Ms. Karen Partanen, Director, Recreation and Parks

Mr. Kurt McDowell, Course Manager, Sassamon Trace

Mr. Errickson said that town administration has a fairly robust Fall Town Meeting Capital program. This year, we streamlined the two motions for capital equipment and capital improvement into one article so we could just have one set of motions under a single article for your review and Town Meeting review. As with any capital program into Town Meeting, they use that opportunity to update where they are in that time of the year to really look at what are the needs of our departments and the school department, the capital program is really town wide. He said they began with the five year capital that is now nearly a year old and looks at what was funded in the 2021 Spring Town Meeting and then look at what our projected needs for Fall Town Meeting were. Capital plans provide a snapshot, but are a changing plan. Even weekly, he said that they identify new needs and demands on our capital program that we need to incorporate into an appropriation request from Town Meeting, and this year he said they are finding pretty significant changes. Unfortunately, due to the impact of COVID on the supply chain for many items, we are anticipating much longer read times between order and delivery of capital equipment, as well as higher costs for some of these items.

Below are the capital requests from 2021 Spring Town Meeting

2021 Spring ATM - appropriations

Department	Request Title	FY2022	Funding Sources	Notes
Dept. Public Works	Street Acceptance Plan Preparation	$ 150,000	Capital Stabilization	Spring
Dept. Public Works	Park and Field Renovations	$ 175,000	Capital Stabilization	Spring
Dept. Public Works	Replacement of Grove Park (South Natick) Retaining Wall - Construction	$ 250,000	Tax Levy Borrowing	Spring
Dept. Public Works	Replace Vehicle 504 (S-34) Trash Packer	$ 325,000	Tax Levy Borrowing	Spring
Dept. Public Works	Replace Vehicle 513 (S-103) Recycling Truck	$ 340,000	Tax Levy Borrowing	Spring
Dept. Public Works	Replace Synthetic Turf Memorial Field	$ 600,000	Tax Levy Borrowing	Spring
Facilities	**Public Safety Building - Fire Alarm Panel and Devices**	**$ 100,000**	**Capital Stabilization**	**Spring New**
Facilities	Ben Hem - Roofing Replacement Engineering	$ 75,000	Capital Stabilization	Spring
Facilities	Morse Library - HVAC Engineering	$ 75,000	Capital Stabilization	Spring
Facilities	Public Safety Building - HVAC Controls Upgrade/Replacement	$ 300,000	Tax Levy Borrowing	Spring
Facilities	Ben Hem - HVAC Controls Upgrade/Replacement	$ 565,348	Reappropriated Funds	Spring
Facilities	**Roof Improvements - Town Hall, Morse, BenHem, Memorial, Wilson**	**$ 300,000**	**Capital Stabilization**	**Spring w/ scope adjustments**
Facilities	**Roof Improvements/Replacement - Police/Fire**	**$1,200,000**	**Tax Levy Borrowing**	**Spring w/ scope adjustments**
Fire Dept	**Ambulance - replace**	**$ 350,000**	**Tax Levy Borrowing**	**Spring - NEW**
Fire Dept	Replace 2001 Pumping Engine	$ 700,000	Tax Levy Borrowing	Spring
IT Dept	**Network Firewall Upgrade**	**$ 75,000**	**Capital Stabilization**	**Spring - NEW**
Parks & Recreation	Replace unsafe Shed at Mary Bunker	$ 10,000	Capital Stabilization	Spring
Parks & Recreation	Loker Park Playground Improvements	$ 40,000	Capital Stabilization	Spring
Police Dept.	POLICE CRUISER REPLACEMENT	$ 200,685	Capital Stabilization	Spring - 3 cruisers
Police Dept.	LEVEL METER FOR SERVICE OF RADIO SYSTEM	$ 5,700	Capital Stabilization	Spring
Police Dept.	BACKUP REPEATER REPLACEMENT - POLICE	$ 20,000	Capital Stabilization	Spring
School Dept.	**Elementary School /Teacher Laptop Refresh**	**$ 400,000**	**Capital Stabilization**	**Spring New**
School Dept.	**Repeaters**	**$ 60,000**	**Capital Stabilization**	**Spring New**
Town Clerk	**Preservation of Historical Records**	**$ 75,000**	**Capital Stabilization**	**Spring - reduced from $100k**
	Capital Stabilization	**$1,761,385**		
	Tax Levy Borrowing	**$4,065,000**		
	Reappropriated Funds	**$ 565,348**		
	Total:	**$5,826,385**		

Below are the original 2021 Fall Town Meeting capital requests

2021 Fall ATM - Original

Department	Request Title	FY2022	Funding Sources	Notes
Dept. Public Works	Town Common Decorative Lighting (Park Street)	$ 20,000	Capital Stabilization	Fall
Dept. Public Works	Replace Dumpsters	$ 20,500	Capital Stabilization	Fall
Dept. Public Works	South Street Bridge Study	$ 25,000	Capital Stabilization	Fall
Dept. Public Works	Replace Vehicle 421 (H-62) Street Sweeper	$ 285,000	Tax Levy Borrowing	Fall
Dept. Public Works	Roadway & Sidewalk Supplement	$ 2,500,000	Tax Levy Borrowing	Fall
Facilities	Custodial Equipment Replacement Program	$ 16,600	Capital Stabilization	Fall
Facilities	Brown and Lilja Elementary - Boilers Replacement Engineering	$ 75,000	Capital Stabilization	Fall
Facilities	Lilja - HVAC Controls Upgrade Engineeering	$ 75,000	Capital Stabilization	Fall
Facilities	Wilson Middle School - HVAC Controls Upgrade & Chiller System	$ 500,000	Tax Levy Borrowing	Fall
Facilities	Morse Library - HVAC Controls Upgrade & Chiller System	$ 500,000	Tax Levy Borrowing	Fall
Fire Dept	Replace Car 3	$ 80,000	Capital Stabilization	Fall
Parks & Recreation	Historical Monument Restoration	$ 10,000	Capital Stabilization	Fall
Parks & Recreation	Playground Maintenance and Safety	$ 15,000	Capital Stabilization	Fall
Police Dept.	POLICE CRUISER REPLACEMENT	$ 133,790	Capital Stabilization	Fall - 2 cruisers
Police Dept.	POLICE INDOOR FIRING RANGE UPDATE	$ 700,000	Tax Levy Borrowing	Fall
Select Board	Energy Efficiency Improvements	$ 100,000	Capital Stabilization	Fall
	Capital Stabilization	**$ 570,890**		
	Tax Levy Borrowing	**$4,485,000**		
	Total:	**$5,055,890**		

Presented at 2021 SATM

Below are the revised 2021 Fall Town Meeting Capital Requests

2021 Fall ATM – Updated

Department	Request Title	Original Estimate	Updated Estimate	Funding Sources	Notes
Dept. Public Works	Town Common Decorative Lighting (Park Street)	$ 20,000	$ -	Capital Stabilization	Funded
Dept. Public Works	Replace Dumpsters	$ 20,500	$ 25,000	Capital Stabilization	Fall
Dept. Public Works	South Street Bridge Study	$ 25,000	$ 25,000	Capital Stabilization	Fall
Dept. Public Works	Replace Vehicle 421 (H-62) Street Sweeper	$ 285,000	$ 285,000	Tax Levy Borrowing	Fall
Dept. Public Works	Truck 507 - hook lift truck	$ -	$ 125,000	Tax Levy Borrowing	New
Dept. Public Works	Roadway & Sidewalk Supplement	$ 2,500,000	$ 2,500,000	Tax Levy Borrowing	Fall
School Department	Laptop Refresh & IT Upgrades	$ -	$ 370,000	Capital Stabilization	New
Facilities	Custodial Equipment Replacement Program	$ 16,600	$ 50,000	Capital Stabilization	Fall
Facilities	HVAC Engineering - (town-wide) *(former Brown/Lilja)*	$ -	$ 150,000	Capital Stabilization	Combined
Facilities	Brown - HVAC Controls Upgrade Engineering	$ 75,000	$ -	Capital Stabilization	Fall
Facilities	Lilja - HVAC Controls Upgrade Engineeering	$ 75,000	$ -	Capital Stabilization	Fall
Facilities	Town Hall Fire Alarm Panel	$ -	$ 100,000	Capital Stabilization	New
Facilities	Wilson Middle School - HVAC Controls Upgrade & Chiller System	$ 500,000	$ 650,000	Tax Levy Borrowing ($346,000)/ Reappropriated funds ($304,000)	Fall
Facilities	Morse Library - HVAC Controls Upgrade & Chiller System	$ 500,000	$ 682,000	Reappropriated Funds	Fall
Fire Dept	Replace Car 3	$ 80,000	$ 85,000	Capital Stabilization	Fall
Fire Dept	4-gas Meters	$ -	$ 20,000	Capital Stabilization	New
Parks & Recreation	Historical Monument Restoration	$ 10,000	$ 10,000	Capital Stabilization	Fall
Parks & Recreation	Playground Maintenance and Safety	$ 15,000	$ 15,000	Capital Stabilization	Fall
Police Dept.	POLICE CRUISER REPLACEMENT (hybrids)	$ 133,790	$ 140,000	Tax Levy Borrowing	Fall - 2 cruisers
Police Dept.	POLICE INDOOR FIRING RANGE UPDATE (HVAC & Other)	$ 700,000	$ -	Tax Levy Borrowing	Moved out
Select Board	Energy Efficiency Improvements	$ 100,000	$ -	Capital Stabilization	Moved out
Town Administration	Capital Emergencies	$ 100,000	$ -	Capital Stabilization	Moved out
	Capital Stabilization	**$ 670,890**	**$ 850,000**		
	Tax Levy Borrowing	**$ 4,485,000**	**$ 3,396,000**		
	Reappropriated Funds	**$ -**	**$ 986,000**		
	Total:	**$ 5,155,890**	**$ 5,232,000**		

We have added four new initiatives for new projects and we were able to move three projects out to future years. We adjusted for projects that have had COVID impacts that have longer lead times such as the vehicles, the roofing projects and HVAC control projects. At 2021 Spring Town Meeting, we projected about $5 million worth of capital projects. Please note that this excludes the two enterprise funds (Water & Sewer and Sassamon Trace) - this is strictly the funding that we're pulling from the Capital Stabilization Fund, tax levy borrowing, or re-appropriation from past projects that were completed and have unexpended monies in those project line items. The proposed requests for 2021 Fall Town Meeting include the following highlights:

- We were able to move out or fund projects in other ways and that includes the Town Common decorative lighting and we merged two projects into one request for the same amount of money because it provides greater flexibility to do both of those engineering projects at the same time with one funding request. (That's the HVAC request for Brown and Lilja Schools)
- We moved out the investments into the Police Indoor Firing Range, energy efficiency improvements and the Capital Emergencies. With regards to the energy efficiency improvements and the capital emergencies items, when we looked at need and demands on some existing accounts, we have some funding remaining from past years appropriations and felt it was prudent to hold off on appropriating additional budget to those initiatives until we are a little bit further along with our spending on existing accounts. We need to do further assessments on what is required for the Police Indoor Firing Range - it's actually in better shape than anticipated. We will be back at a future time for these items.

New initiatives include:

- Added DPW Truck 507 - hook lift truck lift truck ($125,000).
- Laptop refresh and IT upgrades for NPS. We allocated funding for this initiative through capital stabilization fund at Spring Town Meeting. This is an example of the town trying to work around the supply chain issues and is designed to provide Chromebooks, Teacher Laptops and router upgrades for the next school year starting in September, This is due to the impacts to the supply chain for chips, and we need to put this order in sooner than we typically do and this would typically either be absorbed into the school department budget for the next fiscal year or, as we did last year, covered it in the capital program in the springtime. This will have a positive benefit on the school department's IT budget next year budget since these purchases will not be made in the FY23 budget.
- Added Town Hall Fire Alarm Panel which needs replacement.
- Added 4-gas meters that measure for different types of gases - these have a 5-7 year lifespan depending on usage and integral to the Fire Department's fire safety program. This is new because the current meters have been used more heavily than anticipated and need to be replaced.

Adjustments due to pricing increases or adjustments in how we're covering the funding:

- HVAC control upgrades. At Spring Town Meeting, we highlighted both the Wilson Middle School project Morse library project and both these projects are moving forward expeditiously. On the Morse Library, we secured a grant and have completed the design work for that system. There is an additional state grant we're applying for that we anticipate pulling in about $500,000 worth of funding from a state program to match our $682,000 request, so we're covering the request from re-appropriated funds so we are leveraging our budget with the state grant dollars to meet the overall that is estimated in the $1.1-$1.3 million range, but we need to bid it and get the final costs. On the Wilson MS HVAC controls and upgrade project, we did further assessments on that project and found that it's actually coming in higher than our initial estimate of $500,000 as a result of the increased cost of materials due to COVID supply chain issues. We're seeking $650,000 and this is a split motion that will be funded through the combination of re-appropriated funds and tax levy borrowing.
- Custodial equipment replacement program. $16,600 was originally programmed for this 2021 Fall Town

Meeting, but when we analyzed the needs for the facilities department more in depth, we realized that we need to increase it to $50,000 to cover some of the costs of what equipment is costing today and replace some very outdated equipment (some equipment is 20-30 years old and past its useful life and need to invest in the equipment so that our Facilities team can do their hard work). A

- Police cruiser replacement (hybrid) is up $7000 due to vehicle cost increases post-COVID.
- Replacement of Car 3, a Ford vehicle, has increased $5,000 for the same reason.
- Replacement of the dumpsters up $5,000 due to cost of materials.

Overall though, we were able to bring down the town's anticipated liability from tax levy borrowing from about $4.5 million to $3.4 million. The use of capital stabilization did go up, but we are still very comfortable with that number from a financing perspective. In addition, we pulled in about a $1 million of re-appropriated funding and we're very excited to be able to repurpose these past appropriated but unspent funds to support this capital program. This is an ongoing project where we look at past appropriations and seek to utilize those monies to help fund future capital projects.

Enterprise Funds

Water/Sewer Enterprise Fund

Request Title	Original Estimate	Updated Estimate	Note	Funding Sources
Midsize Excavator	$ 125,000	$ 245,000	Fall	W/S Enterprise Fund Borrowing
Springvale WTF Generator Storage Building	$ 350,000	$ -	Removed	W/S Enterprise Fund Borrowing
Sewer Pump Station Rehabilitation and Replacement	$ 400,000	$ 400,000	Fall	W/S Enterprise Fund Borrowing
Water Main Rehabilitation and Replacement	$ 2,600,000	$ -	Removed	W/S Enterprise Fund Borrowing
SCADA Equipment Replacement/Upgrade	$ 80,000	$ 80,000	Fall	W/S Enterprise Fund Retained Earnings
Geographic Information System Cloud Migration	$ 50,000	$ 50,000	Fall	W/S Enterprise Fund Retained Earnings
Replace Vehicle 603 (W-3) Utility Vehicle	$ 85,000	$ 85,000	Fall	W/S Enterprise Fund Retained Earnings
Total:	**$3,690,000**	**$860,000**		

There are some pretty significant reductions in our proposed appropriations program for this fall. We removed two projects:

- Springvale Water Treatment Facility Generator Storage Building project, as well as the Water Main Rehabilitation and Replacement. We're anticipating wrapping the Springvale project into the PFAS project so this will be covered through other funding sources.
- Water Main Rehabilitation and Replacement project will be delayed for now – we probably will do this at next Fall Town Meeting. From a staff capacity perspective, with the many projects already occurring, we felt it prudent to move that project out one year.

There are some price increases that we also added, for example, the midsize excavator went from an estimated $125,000 to $245,000. That's partially due in part to the COVID increases, and that also includes some additional investments in that vehicle.

All other costs remain very similar or the same as to what we're anticipating in the fall.

Sassamon Trace Enterprise Fund

Request Title	Amount	Funding Sources
Golf Cart Purchase (27)	$ 140,000	Golf Course Borrowing
Total:	**$140,000**	

At 2021 Spring Town Meeting, we believed we could cover all our capital needs from the spring appropriation. However, we realize that, owing to supply chain delays, we needed to move up the purchase of 27 new golf carts that we planned to request at 2022 Spring Annual Town Meeting in order for us to put the order in in time for us to receive these golf carts by the next playing season (June 2022). This will be $140,000 from Golf Course Borrowing. This is an initiative where we looked into the lease v. purchase option and purchasing them is more cost-effective because at the end of the lifecycle, we can sell the old carts and receive a considerable resale value as compared with just the termination of the lease. It's fairly small money but it's still money that can go back into the Golf Course Enterprise Fund and these also generate revenue for the town. When we have a fairly decent season for golfing, people rent carts and the town receives revenues from cart rentals well in excess of the $140,000 investment.

Questions from the Committee

Mr. Rooney asked what the process is to track projects and purchases that may be negatively affected by COVID-related supply chain issues. Mr. Errickson said he'd like to say there's one easy answer, but unfortunately, there's not. The reality is he relies heavily on our talented staff to track these initiatives and it really depends on the initiative. For example, our vehicle fleet is managed by an extremely talented person, Ken Fisher in DPW department who does a lot of the work and he's got excellent relationships with our vendors - both the parts suppliers and vehicles suppliers. We often buy our vehicle purchases off state contracts or pre-bid contracts so we get the best value. Through those relationships and the work that he does in the field alone, he helps actually voluntarily reviews many of the vendor RFPs and detailed specs so that we have a leg up on other towns. He is able to get advance notice of when prices are going to increase and if we have the money appropriated, we try to get those orders in even sooner. This happened with a borrowing appropriation from 2020 Fall Annual Town Meeting where we were able to place the order in before the increase of materials went up. That's just one example from of how we handle and constantly review market conditions with regards to equipment or services. Our talented staff in our Facilities Management department also has strong relationships with various vendors in that world. In short, we're always monitoring where we can avoid cost increases or supply chain issues. We have weekly meetings with department heads to understand where they are with their projects and we do a cost benefit analysis, both formally and informally on these projects as they go forward. For example, the HVAC control project at the Morse Library was a project that was jointly funded partially by Mass DEP. Through the hard work of our Sustainability Director Jillian Wilson-Martin, as well as the great work from our Facilities Department and Director Bill Spratt there to do the design work. We worked very closely with the designers to understand how that project was going to price out if we designed it a certain way versus another

way. We also had funds that allowed us to put more money into the actual project implementation and were able to go with a more advanced system. The informal and formal processes in place ensure that we're doing a frequent cost-benefit analysis, tracking potential impacts and cost increases of the capital projects. Finally, he said town administration must provide an update on the capital plan every six months and we're doing ongoing work in advance of that report. The formalization of an every six month report is partially due to the bylaws, but also just a good practice. Mr. Errickson said he meets with department heads every other week to discuss capital projects time.

Mr. Behery asked whether the water mains project is related to the water quality issue that the town saw this summer and the resulting water restrictions. Mr. Errickson said it's unrelated to the PFAS issue. The PFAS issue is already funded through a $3 million interest free loan and the project commenced in the spring and is on target to be completed this November, The reason for moving this project is a manpower capacity issue and we can hold off on this $2.6 million appropriation for six months to one year and we held off funding this until we can realistically do the work.

Mr. Evans commented that regarding the laptop refresh and IT upgrades for NPS, we met with the IT Director or NPS during our Education subcommittee meeting. Part of the reason they want to order the Chromebooks and laptops this fall is due to the supply chain issues mentioned. However, there is a larger issue that confronts them each year. When they order IT equipment on July 1 (start of the new fiscal year), having to have it all ready for late August for the start of the school year is a very compressed timeframe for the IT staff that is a limited number of people. The COVID supply chain issues have worsened the situation. So the idea here is to order some of the equipment in the fall and smooth it out over the length of the year and not necessarily have everything crammed into those two months to make it more manageable for them. And, as Mr. Errickson pointed out, this is reducing their equipment request in their FY23 budget for FY 23 – this is part of their well-thought out device sustainability plan of life cycle management.

Ms. Coughlin asked how the source of funding for building maintenance is determined whether capital stabilization, tax levy borrowing, and what items might be appropriate for ARPA funding. Mr. Errickson said the town is due to receive just north of 2 million of ARPA funding for various ARPA related projects and initiatives and that funding has to be appropriated or allocated by the end of calendar year 2024 and spent by the end of calendar year 2026. The Select Board reviewed the current proposed spending plan which was worked on by an interdisciplinary team at the town level including Facilities, DPW, Police, Fire, NPS and others. We have been meeting since March to review the ARPA regulations which continue to be refined and we continue to get further direction on. We assess the priority of the building within the functions of the community. For example, school buildings or town buildings also serve as emergency shelters or summertime cooling centers, such as the Morse Library or the Community Senior Center. NPS is more of a priority for ARPA funds because they're more consistent with some of the ARPA criteria since one of the main criteria of ARPA funding is funding initiatives that support disproportionately COVID-impacted populations and providing emergency shelters or cooling centers for people who might not have air conditioning or access to emergency care themselves, we feel meets that criteria very well. In the case of how it impacts this proposed capital plan, we're still getting guidance on exactly how we can spend the ARPA funds when it comes to submitting it for projects like HVAC systems. We're intending to spend quite a bit of ARPA money on HVAC upgrades to our buildings. That doesn't necessarily fulfill all of our needs, though. Each one of these HVAC systems can cost from $600,000 to over $1 million dollars. For example, the system that were pricing out for the Morse Library, we were able to use $682,000 of re-appropriated funds towards a project of more than $1 million. We have cost estimates and once we can bid that project, we can offset any overage costs with ARPA dollars, so we're comfortable with these appropriations. However, we cannot go out to bid until Town Meeting approves these investments.

Article 12 Capital Equipment & Improvement (Town Administrator)

Motion A:

Move that the Town vote to appropriate the sum of $3,050,000 to be expended as follows:

- Under the direction of the Department of Public Works for the purpose of:
  - Replace Vehicle 421 (H-62) Street Sweeper
  - Truck 507 - hook lift truck
  - Roadway & Sidewalk Supplement
- Under the direction of the Police Department for the purpose of:
  - Police Cruiser Replacement

all individually shown as items 1 through 4 in Table A below, and that to meet this appropriation the Treasurer with the approval of the Select Board is authorized to borrow $3,050,000 under Massachusetts General Laws Chapter 44, Section 7, as amended, or any other enabling authority and to issue bonds or notes of the Town therefore aggregating not more than $3,050,000 in principal amount and that the Town Administrator with the approval of the Select Board is authorized to take any action necessary to carry out this program, and further, that any premium received by the Town upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with Chapter 44, Section 20 of the General Laws, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount.

Article 12

TABLE A- Motion A - Capital Equipment & Improvement – 2021 Fall Town Meeting

Item	Department	Request Title	Amount	Funding Sources
1	Dept. Public Works	Replace Vehicle 421 (H-62) Street Sweeper	$ 285,000	Tax Levy Borrowing
2	Dept. Public Works	Truck 507 - hook lift truck	$ 125,000	Tax Levy Borrowing
3	Dept. Public Works	Roadway & Sidewalk Supplement	$ 2,500,000	Tax Levy Borrowing
4	Police Dept.	POLICE CRUISER REPLACEMENT (hybrids)	$ 140,000	Tax Levy Borrowing
		Tax Levy Borrowing	**$ 3,050,000**	

Questions from the Committee on Motion A

Mr. Evans asked whether the policy is to always buy hybrid police cruisers. Mr. Errickson said he wouldn't characterize it as always, noting that the town purchased its first hybrid police cruiser vehicle this past spring and the feedback from the Police Chief and from our fleet team is it's working out very well, so we are moving forward with that initiative to continue to buy hybrids for the police cruiser replacement program.

Mr. Coffey asked whether there are any performance issues with the hybrid police cruisers performing typical police duties. Mr. Errickson said that none had been reported and he's been told that performance has been even better than expected.

Mr. Coffey noted that we're spending $140,000 on two fully equipped police vehicles and $285,000 for the street sweeper and asked why the DPW vehicle cost so much more, Mr. Errickson said the DPW is a larger piece of equipment and both have additional costs for them. With the police cruiser replacement, we are able to augment some of those overages if needed from other funding sources such as the surplus equipment revolving account. The sweeper is a highly specialized piece of equipment that is, admittedly, expensive, but is essential to keeping the streets clear of debris that might enter the storm water management system, for example.

Ms. Wollschlager asked what the $2,500,000 for the roadway and sidewalk supplement means in terms of keeping their roadway conditions level improving them, etc. She said she wanted to be able to include that information in the Recommendation Book. Mr. Errickson said the town has a very active roadway pavement management program, including a sidewalk management program. Each year, the town targets a series of roads that need to be improved. You may recall another article that the Finance Committee reviewed dealt with the acceptance of public roads in anticipation of roadway improvements scheduled for those roads in a future year. It's a targeted effort to ensure that over the course of the years, the town invests in our roadway and sidewalk infrastructure in a methodical and deliberate way. Mr. Errickson noted that the more consistent we are with this work, the better our overall roadway and pavement management program will be. The Pavement Management Program examines all roadways and sidewalks and assesses them using a scoring system and provides an overall score for the town. With the $2.5 million investment, our goal is to incrementally improve the overall condition of our roads and sidewalks and target neighborhoods that need the most work to bring them up to standard. Also part of this includes roadway maintenance such as crack sealing and other types of roadway maintenance that prolongs the life of that individual road to reduce costs where possible. Our DPW staff is also very good at engaging with utility companies to either replace gas lines if needed or, in our case, since we own our Water and Sewer Department to replace water and sewer lines, as needed. So you might see construction the season or a year ahead of time on the roads that might be then provided for and replaced with this roadway and sidewalk supplement.

Mr. Evans moved to recommend Favorable Action on Article 12 Motion A, seconded by Mr. Gillenwater, voted 11 – 0 – 0.

Roll-call vote:

Mr. Behery = yes	Ms. Monahan = yes
Mr. Coffey = yes	Mr. Pope = yes
Mr. Evans = yes	Mr. Resmini = yes
Mr. Gillenwater = yes	Mr. Rooney = yes
Mr. Grome = yes	Ms. Sciarra = yes
	Ms. Wollschlager = yes

Debate:

Mr. Evans thanked Mr. Errickson for the update on roadway and sidewalks as well as the feedback on the hybrid police cruisers. These are all necessary and appropriate for the Committee to approve.

Mr. Gillenwater agreed that these are all necessary things that are done thoughtfully and in a considered manner and is supportive of it.

Mr. Behery applauded the planning that went into this plan and the responses to the different challenges that COVID brought to the purchase process and the projects that we have. He also likes the idea of having hybrid cruisers and going into that direction because a police cruiser spends an average of 4.9 hours idling during the eight hours of work, so that creates savings on gas consumption and hopes this becomes the purchase policy going forward.

Article 12 Motion B

Article 12 Capital Equipment & Improvement (Town Administrator)

Motion B:
Move that the Town vote to appropriate the sum of $850,000 to be expended as follows:

- Under the direction of the Department of Public Works for the purpose of:
  - Replace Dumpsters
  - South Street Bridge Study
- Under the direction of the School Department for the purpose of:
  - Laptop Refresh & IT Upgrades
- Under the direction of the Facilities Management Department for the purpose of:
  - Custodial Equipment Replacement Upgrades
  - HVAC Engineering (town wide)
  - Town Hall fire alarm panel
- Under the direction of the Fire Department for the purpose of:
  - Replace Car 3
  - 4-gas Meters
- Under the direction of the Parks & Recreation Department for the purpose of:
  - Historical Monument Restoration
  - Playground Maintenance & Restoration

all individually shown as items 1-10 in Table B below, and that to meet this appropriation the sum of $850,000 be appropriated from the Capital Stabilization Fund.

Article 12

TABLE B- Motion B - Capital Equipment & Improvement – 2021 Fall Town Meeting

Item	Department	Request Title	Amount	Funding Sources
1	Dept. Public Works	Replace Dumpsters	$ 25,000	Capital Stabilization
2	Dept. Public Works	South Street Bridge Study	$ 25,000	Capital Stabilization
3	School Department	Laptop Refresh & IT Upgrades	$ 370,000	Capital Stabilization
4	Facilities	Custodial Equipment Replacement Program	$ 50,000	Capital Stabilization
5	Facilities	HVAC Engineering - (town-wide) *(former Brown/Lilja)*	$ 150,000	Capital Stabilization
6	Facilities	Town Hall Fire Alarm Panel	$ 100,000	Capital Stabilization
7	Fire Dept	Replace Car 3	$ 85,000	Capital Stabilization
8	Fire Dept	4-gas Meters	$ 20,000	Capital Stabilization
9	Parks & Recreation	Historical Monument Restoration	$ 10,000	Capital Stabilization
10	Parks & Recreation	Playground Maintenance and Safety	$ 15,000	Capital Stabilization
		Capital Stabilization	**$ 850,000**	

Mr. Errickson said Motion B consists of the smaller cost capital projects as compared with the borrowing projects) and utilize the Capital Stabilization Fund (CSF). Projects include:

- Replacement of dumpsters – costs increased this year largely due to materials cost increases.
- South Street Bridge – this is a culvert bridge along South Street that we need to assess the structural integrity of that bridge is showing signs of aging.
- Laptop / IT refresh is the NPS order that we talked about earlier, as well as replacement of dated custodial equipment, and HVAC engineering.
- Town Hall fire alarm panel; unfortunately town needs to replace this fire alarm panel and they are fairly sophisticated and costly items.
- Replacement of Fire Department Car 3 that is at the end of its useful life
- 4-gas meters are meters that measure for different types of gases and are essential to fire safety
- Two Recreation and Parks projects – historic monument restoration and playground maintenance and safety.

Questions from the Committee

Mr. Evans said he neglected to mention when we were talking earlier about the laptop refresh and IT upgrades that there are three components to this. One is a router upgrade for the High School, they're working off the router that was installed when the High School was first built and it is obsolete and out of support, and costs $150,000. He said the laptop refreshes are two pieces: 1} Fifth and Ninth grader Chromebooks and that totals $120,000; refresh cycle for teacher laptops was $100,000 this is part of their sustainability plan that that's available and he said he send the link to the sustainability plan to the committee earlier.

Mr. Grome asked if the replacement of Car 3 for the fire department is going to be a hybrid vehicle. Mr. Errickson said it is not going to be a hybrid vehicle. Mr. Marsette said Car 3 is a Ford Expedition, a larger SUV. Currently Ford does not currently make a hybrid of that class of SUV.

Mr. Behery asked why the fire department needs a Ford Expedition and can't use a smaller sized SUV and wondered whether it needed specialized equipment. Mr. Marsette said this is a first response vehicle used by the Fire Department for active first response scenes and they have a fair amount of equipment that just wouldn't fit in a smaller SUV vehicle so they need the larger vehicle to transport all the equipment that they need. Mr. Coffey added that, in a subcommittee work, this vehicle is a mobile command post and has equipment that can access things like things like building plans and it has the ability to track the incident command, so there's a lot more in that vehicle than just your typical SUV.

Ms. Wollschlager asked what the balance in the CSF will be after these appropriations. Mr. Errickson added that their intent is to utilize some free cash to put money back into stabilization accounts including the CSF. There is between $1 million and $1.5 million in the CSF. Another thing that they are actively looking at, as seen in some of their motions tonight, is that they we are reviewing past appropriations to see how much can be brought back into CSF. Mr. Errickson said that's not necessarily part of this Town Meeting. (Note: Later in the meeting Mr. Errickson said the balance of the CSF is approximately $1.8 million prior to the proposed appropriations included in the motions this evening.

Mr. Evans moved to recommend Favorable Action on Article 12 Motion B, seconded by Mr. Behery, voted 11 – 0 – 0.

Roll-call vote:

Mr. Behery = yes	Ms. Monahan = yes
Mr. Coffey = yes	Mr. Pope = yes
Mr. Evans = yes	Mr. Resmini = yes
Mr. Gillenwater = yes	Mr. Rooney = yes

Mr. Grome = yes

Ms. Sciarra = yes
Ms. Wollschlager = yes

Debate

Mr. Evans thanked Mr. Errickson, Mr. Marsette, & Mr. Coffey for providing clear answers to our questions. These are all things that the Committee has we mostly have known about since they were shown at 2021 Spring Annual Town Meeting and the additions like the Fire Alarm panel, Custodial Equipment, Car Three, are all things that are just worn out

Mr. Behery noted that a lot of planning went into this and the requests are very well explained.

Ms. Wollschlager thanked Mr. Errickson and Mr. Marsette for the information, noting that having a robust Five Year Capital Plan with frequent reviews of priorities has made this process go so much better than it has in prior years.

Article 12 Motion C

Article 12 Capital Equipment & Improvement (Town Administrator)

Motion C:

Move that the Town vote to appropriate the sum of $682,000 to be expended under the direction of the Facilities Department to pay costs of making improvements to the Morse Library - HVAC Controls Upgrade & Chiller System, and that to meet this appropriation the Town authorize the following:

transfer from the balances listed below the sum of $682,000:

- Under Article 15 Motion A of the 2016 Spring Annual Town Meeting in the amount of $64,600 to pay costs of Brown Resurface/Expand Parking Lot
- Under Article 15 Motion A of the 2019 Spring Annual Town Meeting in the amount of $498,000 to pay costs of Library (Morse) Roof Replacement
- Under Article 13 Motion A of the 2018 Spring Annual Town Meeting in the amount of $54,400 to pay costs of an Air Compressor Replacement
- Under Article 9 Motion A of the 2016 Fall Annual Town Meeting in the amount of $65,000 to pay costs of Document Archiving

which amounts are no longer needed for the projects for which they were originally appropriated.

Mr. Errickson said Motion C is the portion of capital investment that is funded by the re-appropriation of funds previously appropriated out of CSF and the projects have been completed without needing these funds. The total amount is $682,000 for the Morse Library HVAC upgrades. The four projects include:

- Article 15 Motion A $64,600 from the 2006 Spring Annual Town Meeting for Brown School resurfacing and expansion of the parking lot. These funds were not exhausted because when the Kennedy middle school project started, funds from that project were utilized to complete this project.
- Article 15 Motion A from 2019 Spring Annual Town Meeting for the Morse Library roof replacement assessment equal to $498,000. The original appropriation was $500,000, but we used $2,000 for planning and assessment. Upon doing the assessment last November, we realized that instead of a full replacement the town would be able to extend the life of the roof by doing a handful of targeted repairs. Those repairs were funded at the 2021 Spring Annual Town Meeting.
- Article 13 Motion A of the 2018 Spring Annual Town Meeting re-appropriates $54,400 from an air compressor replacement project. This project has been just put on hold because they require additional

time to review this project and might be able to this project from other sources.

- Article 9 Motion A from the 2016 Fall Annual Town Meeting re-appropriates $65,000; the remainder of a $250,000 appropriation for document archiving that is no longer needed for that project. Mr. Errickson noted that this project will also receive $500,000 in state grant funding and the overall project is estimated to be in the $1.2 million to $1.4 million range.

Questions from the Committee

Ms. Wollschlager asked whether a project that no longer need the money is considered closed. Mr. Errickson said when they transfer the monies out of MUNIS, from a project management perspective they are closed because there are no pending bills. However, the MUNIS codes are retained.

Mr. Evans moved to recommend Favorable Action on Article 12 Motion C, seconded by Mr. Gillenwater, voted 11 – 0 – 0.

Roll-call vote:

Mr. Behery = yes	Ms. Monahan = yes
Mr. Coffey = yes	Mr. Pope = yes
Mr. Evans = yes	Mr. Resmini = yes
Mr. Gillenwater = yes	Mr. Rooney = yes
Mr. Grome = yes	Ms. Sciarra = yes
	Ms. Wollschlager = yes

Debate

Mr. Evans noted that this is great redeployment of unused funds that reduces the funding requirements for some capital projects. It's the town equivalent of finding money in the sofa cushions. By transferring monies from accounts where it is no longer required the town benefits from significant savings of $683,000, a hefty sum. Mr. Evans said he volunteers a lot at the Morse Library and many of the librarians talk about the frequent outages and issues with the HVAC systems. This is a known problem for quite some time and they've managed to get by with interim solutions, so this will be very helpful. Library is also used as a heat emergency center and an emergency center in the case of a severe weather event. Ms. Wollschlager added that she believes it should give residents confidence that even when Town Meeting approves a project, that it's continuously monitored to find out whether project truly is needed or whether there are other ways to pay the expense.

Article 12 - Motion D

Article 12 Capital Equipment & Improvement (Town Administrator)

Motion D:
Move that the Town vote to appropriate the sum of $645,000 to be expended under the direction of the Department of Public Works for the purpose of:

- Midsize excavator
- Sewer Pump Station Rehabilitation and Replacement

individually shown as items 1 and 2 in the Table D below and that to meet this appropriation the Treasurer with the approval of the Select Board is authorized to borrow $645,000 under Massachusetts General Laws Chapter 44, Section 7(1), as amended, or any other enabling authority and to issue bonds or notes of the Town therefore aggregating not more than $645,000 in principal amount and that the Town Administrator with the approval of the Select Board is authorized to take any action necessary to carry out this program, and further, that any premium received by the Town upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with Chapter 44, Section 20 of the General Laws, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount.

Article 12

TABLE D- Motion D - Capital Equipment & Improvement – 2021 Fall Town Meeting

Item	Request Title	Amount	Funding Sources
1	Midsize Excavator	$ 245,000	W/S Enterprise Fund Borrowing
2	Sewer Pump Station Rehabilitation and Replacement	$ 400,000	W/S Enterprise Fund Borrowing
	Total:	**$645,000**	

Motion D seeks to appropriate the sum of $645,000 for the Water and Sewer Enterprise Fund to be expended under the direction of our Public Works Department. These two projects are funded using Water and Sewer Enterprise Fund borrowing. Again, this is a pretty strong reduction from their original anticipated amount projection thanks to the hard work of our staff in the Water and Sewer Department to assess what was required at this point.

Questions from the Committee

Mr. Evans asked how many sewer pump stations are included in this appropriation and whether it is correct that this is part of an ongoing program. Mr. Marsette said this is proposed to be the first of an annual capital request to rehabilitate and replace the town's 34 sewer pump stations. We have 34 source pumps pump stations located throughout the town. Based on the town's geography, roadway network, and the water, rivers and ponds that go through the community, it has many pump stations that convey wastewater from the community out to the MWRA system, the first pump station that DPW is focusing on is the so-called town line pump station, located at the north end of Route 27 just before the Wayland town line. It serves a fairly large neighborhood in the requested funding would help fully replace that pump station. It's possible that DPW could tackle repairs to a couple other pump stations, but not as comprehensively as we plan to do at the town line pump station. These

projects were identified in a 20 year asset management study of our water and sewer infrastructure. That study was conducted by our consultant in coordination with our staff and identified the need to start proactively replacing and upgrading or rehabilitating our sewer pump stations.

Mr. Behery noted that in the information provided in the slides, we are renting the midsize excavator at the present time and ask how much it costs to rent this equipment for year. Mr. Marsette said they typically do not rented for a year, but they rented it for four projects. There's currently one rented to help with site prep work for the new filter building being constructed at the Springvale spring water treatment facility. The reason they want to purchase the midsize excavator is that they periodically run into issues where we need to respond to a water main break and are don't have an excavator in our in our equipment stable – they have backhoes, but the backhoes do not have enough reach to get down to the deeper sewer mains in town. Backhoes are also restricted by way of their ability to spin so they can only load in one direction, which makes traffic control and our ability to get traffic around our excavations quite difficult. With a midsize excavator, they would have much greater traffic control and would also minimize the amount of excavation that they would need to do. Mr. Marsette noted that beyond saving money on rental costs, this augments their resources to get projects done in a timely manner. Mr. Marsette noted that this price includes the price of a trailer to bring the equipment around.

Mr. Evans moved to recommend Favorable Action on Article 12 Motion C, seconded by Mr. Gillenwater, voted 11 – 0 – 0.

Roll-call vote:

Mr. Behery = yes
Mr. Coffey = yes
Mr. Evans = yes
Mr. Gillenwater = yes
Mr. Grome = yes
Ms. Monahan = yes
Mr. Pope = yes
Mr. Resmini = yes
Mr. Rooney = yes
Ms. Sciarra = yes
Ms. Wollschlager = yes

Debate

Mr. Evans thanked Mr. Marsette for explaining the need for both of these items; in particular, for reviewing the nuances of midsize excavator versus a backhoe as well as providing the context that the sewer pump station replacement / rehab project is the first part of an overall plan to upgrade the pump stations around town.

Article 12 – Motion E

Article 12 Capital Equipment & Improvement (Town Administrator)

Motion E:
Move that the Town vote to appropriate the sum of $215,000 to be expended under the direction of the Department of Public Works for the purpose of:

- SCADA Equipment Replacement/Upgrade
- Geographic Information System Cloud Migration
- Replace Vehicle 603 (W-3) Utility Vehicle

individually shown as items 1-3 in the Table E below, and that to meet this appropriation the sum of $215,000 be raised from Water/Sewer retained earnings.

Article 12

TABLE E- Motion E - Capital Equipment & Improvement – 2021 Fall Town Meeting

Item	Request Title	Amount	Funding Sources
1	SCADA Equipment Replacement/Upgrade	$ 80,000	W/S Enterprise Fund Retained Earnings
2	Geographic Information System Cloud Migration	$ 50,000	W/S Enterprise Fund Retained Earnings
3	Replace Vehicle 603 (W-3) Utility Vehicle	$ 85,000	W/S Enterprise Fund Retained Earnings
	Total:	**$215,000**	

Mr. Errickson said Motion E are projects for the Water and Sewer Enterprise Fund that are funded from that Enterprise Fund's retained earnings. Mr. Errickson noted that retained earnings (in the enterprise fund) are similar to the CSF on the general government side of the house. There are three requests:

- Supervisory control and data acquisition (SCADA) is a control system architecture comprising computers, networked data communications and GUIs for high-level supervision of machines and processes. It also covers sensors and other devices, such as programmable logic controllers, which interface with process plant or machinery. The SCADA system is used to monitor the water and sewer system for monitoring, ongoing maintenance, and repairs and is an essential tool to the Water and Sewer Department
- Geographic Information Systems (GIS) is their mapping software and is utilized for, among other things, our water and sewer system whereby we can map in great detail our entire system throughout town. This funding is required to move that application to be hosted on the cloud which increases availability and security and relieves the IT department from having to manage that system.
- Vehicle 603 (W-3) Utility Vehicle replaces Replacement of 2012 Ford Escape which will be over 10 years old when replaced and has mechanical issues. Its purpose is to do jobs such as GIS, drone activity, water meter reading, serve as job site vehicle, provides emergency water response, and assists Police and Fire with emergencies. This vehicle will be replaced with a hybrid vehicle.

Mr. Evans moved to recommend Favorable Action on Article 12 Motion C, seconded by Mr. Grome, voted 11 – 0 – 0.

Roll-call vote:

Mr. Behery = yes	Ms. Monahan = yes
Mr. Coffey = yes	Mr. Pope = yes
Mr. Evans = yes	Mr. Resmini = yes
Mr. Gillenwater = yes	Mr. Rooney = yes
Mr. Grome = yes	Ms. Sciarra = yes
	Ms. Wollschlager = yes

Debate

Mr. Evans noted that these all fairly straightforward and urged support.

Mr. Coburn asked whether the quantum of votes to pass these motions is a simple majority, rather than a two thirds majority. Ms. Wollschlager said her recollection is that the borrowing motions and removing money from Stabilization funds are both two-thirds votes. Mr. Errickson said only one motion was for re-appropriation of funds and these were not from Stabilization funds. Those are from project accounts, although I don't know if the original source being a stabilization account may mean the quantum of votes required would be two-thirds majority and would want to confirm that with legal counsel. Ms. Wollschlager noted that she runs all the quantum of votes on all of these articles by the Moderator and by Town Counsel in advance of doing the recommendation book,

Article 12 – Motion F

Article 12 Capital Equipment & Improvement (Town Administrator)

Motion F:

Move that the Town vote to appropriate the sum of $140,000 to be expended under the direction of the Recreation & Parks – Sassamon Trace Golf Course for the purpose of Purchasing Golf Carts, shown as item **1** in the Table F below and that to meet this appropriation the Treasurer with the approval of the Select Board is authorized to borrow $140,000 under Massachusetts General Laws Chapter 44, Section 7(1), as amended, or any other enabling authority and to issue bonds or notes of the Town therefore aggregating not more than $140,000 in principal amount and that the Town Administrator with the approval of the Select Board is authorized to take any action necessary to carry out this program, and further, that any premium received by the Town upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with Chapter 44, Section 20 of the General Laws, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount.

Article 12

TABLE F- Motion F - Capital Equipment & Improvement – 2021 Fall Town Meeting

Item	Request Title	Amount	Funding Sources
1	Golf Cart Purchase (27)	$ 140,000	Golf Course Borrowing
	Total:	**$140,000**	

Mr. Errickson said this motion is for the Sassamon Trace Enterprise Fund and seeks $140,000 for the replacement of golf carts from Golf Course borrowing.

Questions from the Committee

Mr. Behery requested confirmation that the cost of repairs for 27 golf carts is $1.500 over five years because that works out to approximately $11 maintenance per cart per year. Mr. Kurt McDowell, GM, Sassamon Trace said that number is accurate as the carts don't require a lot of routine maintenance, only replacement of broken parts. Our estimate is based on the past five years of spending. Mr. Errickson said that Mr. McDowell does a lot of maintenance himself in-house as well, so they do a lot of maintenance themselves.

Mr. Pope asked whether town buys the golf carts new or used, noting that $5,200 per golf cart seems a little low compared to what he was seeing is less price per golf carts in his research. Mr. McDowell responded that they buy them new and get a discount because they're buying a fleet versus what you'd pay for a single one and they also get substantial trade-in value on their previous carts.

Mr. Evans moved to recommend Favorable Action on Article 12 Motion C, seconded by Mr. Behery, voted 11 – 0 – 0.

Roll-call vote:

Mr. Behery = yes
Mr. Coffey = yes
Mr. Evans = yes
Mr. Gillenwater = yes
Mr. Grome = yes
Ms. Monahan = yes
Mr. Pope = yes
Mr. Resmini = yes
Mr. Rooney = yes
Ms. Sciarra = yes
Ms. Wollschlager = yes

Debate

Mr. Evans said, a few years ago, Mr. McDowell a cost-benefit analysis of lease versus purchase and did a lot of good work on that and purchasing turned out to be a much better deal for the town. And as Mr. Errickson pointed out, Mr. McDowell is being modest about his talents with a wrench because he does a lot of the maintenance such as replacement of the batteries that power the carts, in addition to running the golf course, so he definitely supports this. Mr. Behery concurred that owning the carts is a much better deal than either lease or rental.

Article 12 - Motion G

Article 12 Capital Equipment & Improvement (Town Administrator)

Motion G:

Move that the Town vote to appropriate the sum of $650,000 to be expended under the direction of the Facilities Department to pay costs of Wilson Middle School - HVAC Controls Upgrade & Chiller System, and that to meet this appropriation the Town authorize the following:

a) the Treasurer with the approval of the Select Board is authorized to borrow $346,000 under Massachusetts General Laws Chapter 44, Section 7, as amended, or any other enabling authority and to issue bonds or notes of the Town therefore aggregating not more than $346,000 in principal amount and that the Town Administrator with the approval of the Select Board is authorized to take any action necessary to carry out this program, and further, that any premium received by the Town upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with Chapter 44, Section 20 of the General Laws, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount.

and

b) transfer from the balances listed below the sum of $304,000:

- Under Article 10 Motion C of the 2015 Fall Annual Town Meeting in the amount of $118,500, to pay costs of repairs to Lilja Elementary School Roof
- Under Article 13 Motion C of the 2017 Spring Annual Town Meeting in the amount of $122,500 to pay costs of installation of Modular Classrooms (6) at Lilja School
- Under Article 33 Motion B of the 2014 Fall Annual Town Meeting in the amount of $63,000, to pay costs of Air Handler (Cole Center)

which amounts are no longer needed for the projects for which they were originally borrowed.

This motion also seeks to re-appropriate past borrowing ($346,000) but also includes some borrowing ($304,000) for a total authorization of $650,000 through the Facilities Management department for the Wilson Middle School HVAC controls upgrade and chiller system. All three of projects where they are re-appropriating funds have completed the work these remaining balances are no longer needed. The 2015 Fall Annual Town Meeting appropriation was for the Lilja Elementary School roof – this project was completed and they were able to add solar panels as part of that project. The 2017 Spring Annual Town Meeting appropriation was for the installation of modular classrooms at Lilja, has been completed, and has $122,000 remaining from that appropriation. The 2014 Fall Annual Town Meeting was to pay for Air Handler at the Cole Center and the project was completed a while ago and $63,000 is available for re-appropriation.

Questions from the Committee

Mr. Evans said that he assumed that Mr. Errickson have reviewed these motions with Town Counsel and Bond Counsel. Mr. Errickson said the motions have been forwarded to Town Counsel and are the same format that we've used in past years that has come from Bond Counsel - the only changes are the dollar amounts and the sources of funding in the motions.

Mr. Evans moved to recommend Favorable Action on Article 12 Motion C, seconded by Mr. Gillenwater, voted 11 – 0 – 0.

Roll-call vote:

Mr. Behery = yes	Ms. Monahan = yes
Mr. Coffey = yes	Mr. Pope = yes
Mr. Evans = yes	Mr. Resmini = yes
Mr. Gillenwater = yes	Mr. Rooney = yes
Mr. Grome = yes	Ms. Sciarra = yes
	Ms. Wollschlager = yes

Debate

Mr. Evans said the HVAC controls and upgrades are part of a town-wide assessment of how these controls are working. Modernizing those increases the efficiency of the heating and cooling which ultimately saves the town money. More importantly, it helps the building's retain their heat or cooling a little bit better. In the past, the town has had to do costly emergency repairs and the town wants to avoid them to the extent possible. The other piece is, as mentioned previously, is the last utilizing the monies that are unspent and sitting in accounts is great because it’s money that we don't have to borrow. Mr. Gillenwater concurred.

Article 17 – Personnel Pay Plan

Presenters;

Mr. Steven Levinsky, Chair, Personnel Board

Ms. Dorothy Blondiet, Director, Human Resources

Ms. Deb Sayre, Personnel Board Member

Mr. David Durant, Personnel Board Member

Ms. Kristen Pope, Personnel Board Member

Personnel Board letter to Fincom 2021

Ms. Wollschlager noted that to focus the discussion, the Committee will first take questions based on personnel classification changes that are summarized in the memo that we received from the Personnel Board that discusses any grade changes, title changes or new positions. Then we'll move on to the actual change of the pay grades and then Mr. Levinsky will go through his presentation that formed the basis for the Personnel Board's recommendations.

Mr. Levinsky reminded members that these plans cover the nonunion employees and creates the compensation structure; actual funding comes from other warrant articles and other departments. Further, establishing the individual employee salaries is the responsibility of the Town Administrator. This warrant article does not seek any funding and requests that Town Meeting members approves of pay plans only, not the underlying job descriptions.

Mr. Levinsky noted the following changes in the full time pay plan:

Based on a compression analysis and a market salary survey, the Personnel Board proposes increasing the Full-time Pay Plan maximum in each salary grade by approximately 10%.

Position titles added or modified were:

Grade 1 – Remains unchanged.

Grade 2 – Remains unchanged except:

- Associate Project Coordinator – new title. This is a grant-funded position in the Health department. That specific title needed to be included on our pay plan to be funded by the grant

Grade 3 – Remains unchanged except:

- Planner/Conservation Agent change title to Open Space Planner/Conservation Agent – title change
- Assistant to Town Administrator - new title. This replaces the Senior Executive Assistant position in grade 2.

Grade 4 – Remains unchanged except:

- Chief Diversity Officer – new title and addition to headcount. This position will be grant-funded for two years using ARPA funding.

Grade 5 – Remains unchanged:

Grade 6 – Remains unchanged:

There were a number of requests from town administration to review and modify job descriptions and revised full time job descriptions were accepted for these positions.

Grade 1 – Remains unchanged

Grade 2 – Remains unchanged except:

- Assistant Director, Farm

Grade 3 – Remains unchanged except:

- Regulatory Compliance Coordinator
- Communication/Information Officer
- Facility Manager

Grade 4 – Remains unchanged except:

- Director of Public Health
- Chief Diversity Officer

Grade 5 – Remains unchanged except:

- Deputy Chief of Police

All full-time, non-union job descriptions can be accessed on-line at the Town's website at https://www.natickma.gov/285/Non-Union-Full-Time-Job-Descriptions.

On the part time pay plan, there are two changes, as follows:

Grade 1 – Remains unchanged except:

- Lifeguard moved from Grade 1 to Grade 2

Grade 2 – Remains unchanged except:

- Lifeguard added
- Beach Manager moved from Grade 2 to Grade 3

Grade 3 – Remains unchanged except:

- Beach manager added

Two things prompted these changes to the part-time pay plan: 1) additional requirements specified by the state to be certified as lifeguard Beach manager, and 2) a tight labor market for both of these positions and they needed to move up a grade to accommodate the hourly rate.

Please also note the proposed changes to the Part-time Pay Plan salary ranges to reflect the new state minimum wage that will go into effect on January 1, 2022.

Questions from the Committee

Mr. Behery noted that Chief Information Officer is a huge title, even higher than the Director of IT. Mr. Levinsky said, in the industry where he formerly worked, he agrees. However, in municipal government speak; this is a consistent title that we can benchmark against other towns out there.

Karen Adelman-Foster, Chair, Natick Select Board noted that there have been a number of questions regarding the Chief Diversity Officer position. The Natick Select Board has affirmed that it believes in the inherent dignity of everyone who lives or spends time in Natick and to affirm and advance that dignity that they've formed an Equity Task Force with the charge of developing a framework to advance equity in Natick. The Equity Task Force unanimously recommended in addition of the Chief Diversity Office position. The Select Board unanimously accepted that recommendation and we strongly support the Personnel Board's addition of the position and ask for your support. Some have asked me why we need a position for this here in Natick, that we don't have headlines about terrible incidents here, get along, and are doing fine. She said she believes that it's easy for those of us who aren't part of a marginalized group to feel like the town is doing fine. Without recording statistics, it's well substantiated that there are huge disparities in health and wealth and other areas among white populations and populations of color. She added that she is not saying that Natick is some particular hotbed of racism or homophobia, but the problems of the region are our problems too. She noted that you don't have to look too hard or listen too long to hear some terrible stories of people being mistreated right here in our town

because of who they are or how they look. Someone else asked me, of all the priorities in our town, is this position needed. Her response to this person was that she ran into someone at Natick Days who pointed out that 1/5 of our population checked the census box last year saying they were something other than white. And that doesn't even count religious minorities or people with disabilities, members of the LGBTQ plus community and so on. That's a sizable chunk of our population that experiences things that by far, most of us in town government don't experience and we need help in seeing the problem for a different perspective and need to keep listening, learning, thinking and improving

Ms. Sue Salamoff, Member, Select Board

Ms. Salamoff noted that the creation of the equity task force is an initiative was a response to some very public incidents of racial intolerance, both in the schools and in the community as a whole. Following these events, a group of citizens, community leaders, municipal leaders, grass-root citizens, formed an organization called "Natick is United" and this organization has been conducting forums and participating in cultural events. They are dedicated to advancing equity in the community. Town administration applied for a Metropolitan Area Planning Council (MAPC) grant and department heads, supervisors and community participants have been meeting monthly to look at how town government to be educated about our history, recognizing that we could do some training, make better efforts in community outreach, and we should be looking at policies. It's noteworthy that both a citizens group appointed by the Select board as well as the managerial group of town government are working to develop a municipal action plan for racial equity from a government perspective, and the Equity Task Force was designed to create a substantive, permanent part of government that would address the variety of equity challenges that the community may have - whether racial issues, LGBTQ issues, disability challenges, equal pay issues, and so on. The Diversity Officer position is to manage the process moving forward.

Rationale for pay range changes

2021 Pay Plan Recommendations presentation

Mr. Levinsky said the town's Human Resources Director and staff at Town Hall did a compression analysis, which means we'd looked at each employee and where they sat in each band and tried to determine whether there was compression to the maximum salary where current employees are bumping up against the maximum salary which would prohibit any further salary action on those employees. The second thing we were examining is whether there's bunching within a range where employees are inappropriately salaried on top of each other. We also conducted an external salary survey of 20 other towns in the Commonwealth on 25 positions with in our pay plan that we believe is other towns have to get an apples-to-apples match. Salary surveys are inexact but provide a sense of what's going on in the marketplace.

Our observations were really four-fold.

1. Town administration is using the pay plan as it was designed and that means that there is good distribution across the ranges and no bunching, with the exception of Grade 3 where compression is starting to be seen at the maximum of the range.
2. When we looked at how much the town was paying compared with what the market is paying, we found that, for the most part, the town is generally paying at, or in some cases above the marketplace. The Personnel Board recommendation is to increase the maximum of each range in the full-time pay plan by 10%, noting that they haven't adjusted the maximums of those ranges for five or six years. This 10% adjustment in the maximum will give some headroom for those employees who are bumping up against it. However, just because the maximum increases neither means that any employee gets an automatic increase nor does it compel any additional spending by the town. For each grade, the lowest line is the minimum, the highest line is the maximum and points one and two in the grade are shown. For example, in grade 6, we have employees between point one and point two, and employees bumping up against the maximum. As we look at grades that have more employees in them, you'll see that we have some people who have been brought in at the minimum and some people who are close to the maximum. This

indicates to us that in grades 4 in particular and grades 5 and 6 we're starting to see some compression which is why we're asking to raise the maximum level. We aren't seeing compression in grade 3 but are starting to see some of that compression in grade 2 as well.

3. If we look at the market data, we did the same analysis – the blue dot is the maximum of our current range, the orange dot is the minimum of the range, and the gray dot is where the market survey for those 25 positions showed the actual salaries, and the yellow dot is what Natick is paying. The data indicates that Natick is generally paying at or above the marketplace - you can see, particularly in grades 3 and 4 that we're just about at market rate. When you look at grades 5 and 6, which have a smaller data set, it looks like we're paying a little bit above market. When we look at grades 1 and 2, it looks like we're lagging the market a bit. He and the Human Resources Director spent quite a bit of time today looking at individual positions for some potential increases.

Questions from the Committee

Mr. Coburn asked what the particularly challenging areas for recruitment are. Mr. Errickson said this is an excellent question, one that we're actually grappling with a lot these days. The pandemic has had a significant effect on recruitment pretty much across-the-board from top positions such as the Deputy Town Administrator for Operations, the Director of Community and Economic Development, and Director of Health Department. In middle management, we're seeing some retirements coming down the pipeline and our supervisors unit at the DPW, we're now seeing a handful of deputy type or next level middle management positions opening up to even fresh out of grad school type positions. From a Personnel Board or bylaw perspective, we're experiencing challenges, not only with openings, but with recruitment. In past years, he might have said that, based on the compression analysis, it was monetary reasons. However, right now we have a population that might have held off on retiring due to the COVID crisis that are now retiring or might have held off on changing jobs due to the COVID crisis that are now changing jobs and going to the private sector. Natick is both fortunate to be located in the Boston area where there is a fantastic and thriving private sector. However, for us in the municipal world, it means that we are constantly competing with the private sector for certain positions, both in salary and benefits, as well as soft benefits such as flexible work environments. He noted that municipal government has less ability to provide flexible work environments, not because they don't want to, but because we are also working within the personnel bylaw for nonunion employees in a union environment. As you know, the town has many union employees represented by ten collective bargaining units and that provides its own set of administrative challenges in providing the flexibility that workers are looking for today. Sometimes it's due to the nature of a given position; sometimes it's due to the nature of the work that we do where we're customer service oriented, kind of like a retail environment. In our case, we need to be available to town residents, business owners, and property owners who want to come in pay taxes, get dog licenses, file building permits, etc. and our ability to provide flexibility to our workers is somewhat limited by that. The other reality is that some of the benefits typical of municipal governments in past generations have been dwindling recently as compared with the benefits becoming available in the private sector, which have become more comparable. The town is constantly assessing what they can do and is working on fostering a culture of both a strong work ethic but also an appreciation for work-life balance throughout Town Hall. Mr. Errickson said he mentioned top department head level positions, but the town is also seeing the same in entry level laborer positions in the DPW departments, the Fire Department has also got a number of firefighter/paramedic openings right now. In the past, the Fire Department might have received 50 to 100 applicants are now getting 5 to 10 applicants. Whereas a couple of years ago when we were looking to hire for the Community and Economic Development Director position there were 20 or 30 applicants, we had about 10 applicants this time, so we are dealing with just a smaller pool of applicants for all of our positions. And with that, the town has to be more creative with recruitment and more willing to work with an employee to get them in the door and create a culture of positive work environments. Ms. Blondiet agreed with Mr. Errickson's statements and they do have to learn to become more creative in the ways

that we recruit; we're focused on smaller, more smaller specific sites to find the right quality candidates that we need. Mr. Levinsky noted that the Personnel Board has told town administration therefore every non-union position they grade, if they find the salary ranges insufficient to recruit the quality that you want to circle back to the Personnel Board and they will meet quickly to try to resolve the problem.

Mr. Coburn asked for clarification on the concept of salary "bunching". Mr. Levinsky the idea behind the broad band pay plan is that there are bright lines between what the salaries are for those grades as you move up the pay plan. Having that bright line provide a wide range between minimum and maximum and the idea is that an employee can move within their grade, because the ranges are so wide so they may start between minimum and point one as their skills and value to the town grow, they can get a significant salary increase within their grade to move up. This is contrasted with traditional thinking of having to go from one grade to another to make progress. Good salary administration requires that employees are not bunched together in the salary range because when you start to bunch employees together, you're not differentiating pay to encourage great contribution and performance.

Mr. Behery thanked Mr. Levinsky for the data analysis that's the Personnel Board went through to develop this plan. As you noted, one of the challenges of our region is that it is not only very difficult to find the right candidate but also retaining those candidates. He asked if they could speak a little bit about succession planning, especially for positions where there is strong competition in the local market. Mr. Levinsky said as they look at the titles and the grades within each of the departments, not every department, there is an experience and expertise progression where an employee might go from job titles such as analyst to Assistant Director or a Deputy Director, to Director. Again, the idea there is that not every grade and every department has the ability to develop talent from a grade 1 or grade 2 all the way up to a Department Director. And as we can see, sometimes a Deputy Town Administrator may become Town Administrator, so it works there too. Mr. Errickson said, as the former Deputy Town Administrator, he's a firm believer in succession planning and noted that the opportunity they have moving forward is to take a fresh look at how we do succession planning. To be fully honest, while the town may have set up a structure for succession planning, we could have done a better job of retaining talent in certain positions in certain areas to ensure that we did have that bench strength. This is a top priority moving forward and is working with the Human Resources Director that, as we look to fill the open positions, we bring in youthful talent and train and retain them as career employees. Mr. Errickson said they are making some structural changes within town administration. For example, we added an Assistant to Town Administration and the idea there is that we would have two tiers of administrative support in the Town Administrator / Select Board office that will allow for that two tiered approach so an employee can move up and then backfill the lower level position and get that bench strength back. One challenge that they face though, is that many of our departments are very "lean-and-mean" where they might only have two or three people and it's challenging to do effective succession planning in those types of situations. That said, he noted that they are looking for opportunities to get new people getting interested in coming into municipal government who might not have municipal government in their sights and seeing if we can get them in at a lower level, train them on the job, they might find it really interesting. He said, when he went to grad school, he was not interested in working in municipal government and 15 to 20 years later, I'm now a Town Administrator for a great community and once I got into it, he realized how exciting and interesting it is. One of the things that he is intrigued with Diversity Officer position is that the town can hopefully reach newer populations that we might not have considered or thought of reaching in the past, take a fresh look at some of our requirements or preferred background of candidates for certain jobs so that we can really think more creatively about how to fill some of the positions that are currently open with somebody who might not be a perfect candidate on paper, but might actually have great credentials and some other avenue to pull into the position. For example, he noted that he did not come from a town administration background but a city planner by background, but some of the skill sets that I got from the city planner fit very well with the Town Administrator work.

Ms. Wollschlager reminded the Committee had a presentation by Cody Jacobs under Article 18 and he told her that he plans to present an amendment at Town Meeting on the part time pay plan where in grade 1 the minimum would be raised from $14.25 to $15.00. The Finance Committee has received a letter from Mr. Jacobs who cannot be here this evening and is posted on NovusAgenda. Ms. Wollschlager said she would give the Personnel Board an opportunity to make some comments on this potential amendment that we will not be hearing before the Finance Committee. Mr. Levinsky said the Personnel Board met last week to discuss this topic and their belief is the pay plan is a tool and the best group to judge how to use that tool are the administration and the professionals within the town, so our obligation is to make sure that is that the town be legal and comply with state minimum wage increases. Our pay plan does allow, even in the part time pay plan, a broad range going from $14.25 to $23.50 that could accommodate that $15 minimum if town administration decides to support that. Ms. Sayre noted that the Personnel Board also discussed if we were raising the minimum wage that the raising would be consistent, in terms of percentages, and that was another factor and coming up with that figure, because one raise affects everything else.

Mr. Evans asked how many lifeguards and how many beach managers are there in a typical year. Ms. Karen Partanen, Recreation & Parks Director. Ms. Partanen said the number is dependent on the year. For instance, this past year, we had different teams and had had about eight lifeguards and two beach managers. In years past we've had up to 12-13 lifeguards and different beach managers had lifeguard positions, so there isn't one number. Mr. Evans gave kudos to the Personnel Board for moving the lifeguard and beach manager positions up. Mr. Errickson added that lifeguards is an excellent example of a position that was extremely challenging this year to hire for and recruit for – it was a an issue from both the pandemic and the market, so this adjustment is a is a net positive for our ability to recruit effectively for what are essentially certified individuals to do this job.

Questions from the Public

Ms. Kathryn Coughlin, Natick resident. Ms. Coughlin asked for confirmation that one of the reasons the town doesn't want to raise the minimum wage to $15 is it would affect all other grades and their minimums. Mr. Levinsky confirmed this as correct. Ms. Coughlin asked whether raising the maximums in the full time pay plan doesn't have a downstream effect, only an upstream effect. Mr. Levinsky said that is precisely right.

Ms. Coughlin said that during the discussion at Spring town meeting, it was noted that the Personnel Board didn't have the authority to raise the minimum wage because it would definitely raise Recreation & Parks program costs. In other words, the Personnel Board could not say they will raise the minimum to $15 an hour and have that difference come out of free cash. Ms. Wollschlager noted that Article 17 article has no funding and this question pertains to the subject matter of Article 18.

Ms. Wollschlager noted that the sponsors had not submitted motion language from the previous Personnel Pay Plan and used the previous year's standard verbiage, as shown below

Article 17 Motion

"Move that the Town vote to amend the By-Laws by changing in its entirety the table entitled Classification and Pay Plan that is incorporated by reference into Article 24, Section 3, Paragraph 3.10 with the new Classification and Pay Plan as follows;"

Ms. Wollschlager asked town administration for confirmation that this is the corrected motion and that they would add a "clean" copy of the full time pay plan and part-time pay plan, and the Finance Committee would also include the redline versions in the recommendation book.

Mr. Coburn moved to recommend Favorable Action on Article 17, seconded by Mr. Evans, voted 9 – 0 – 0.
Roll-call vote:

Mr. Behery = yes	Ms. Monahan = yes
Mr. Coburn = yes	Mr. Pope = yes

Mr. Coffey = yes Mr. Resmini = yes
Mr. Evans = yes Ms. Wollschlager = yes
Mr. Gillenwater = yes

Debate

Mr. Coburn said he appreciates the work of Personnel Board and the professional work of town administration has done in keeping up with a very complex picture for recruiting and retaining the employees required to make our town operate.

Mr. Evans said he appreciates the extensive analysis that the Personnel Board clearly went through, as well as the town's Human Resources department and town administration overall - they really analyzed what things were going right, what things were going wrong, how they could improve things, and how they could maintain equity. It's clear that a lot of work went into this, the analysis and comparatives to peer communities was also done, so there's a lot of heavy lifting done and they did a thorough job and explained it very well in terms that laymen can understand.

Ms. Wollschlager also thanked Mr. Levinsky for providing the data supporting their decisions and, if you would like to share the data on those 25 peer communities, that would be of interest to the committee as well as the Committee would value seeing what is going on in surrounding communities. She also noted that it's evident that a tremendous amount of work that went into this article.

Mr. Evans moved to close the public hearing seconded by Mr. Gillenwater voted 9 – 0 – 0.
Roll-call vote:

Mr. Behery = yes Ms. Monahan = yes
Mr. Coburn = yes Mr. Pope = yes
Mr. Coffey = yes Mr. Resmini = yes
Mr. Evans = yes Ms. Wollschlager = yes
Mr. Gillenwater = yes
Mr. Grome = yes

Committee and subcommittee scheduling and updates

Mr. Evans noted that you distributed the first part of the education subcommittee minutes because he wanted to get it done ahead of tonight's meeting and will write up a summary of the other part of the meeting, which was a snapshot to Town Meeting to understand what NPS is doing as far as grant funding. There are more acronyms and you can shake a stick that but Dr. Nolin and her team are doing a great job of tracking what's being spent on what, how much is left, and the duration of each of the grants because naturally, they all have different purposes and expirations. NPS is doing a great job of managing that process and has produced a set of spreadsheets to track on information. Mr. Evans said he would write up the subcommittee report for inclusion in the recommendation book. He also said that he did not think NPS was planning to make any additional budget requests for Fall town meeting. Ms. Wollschlager noted that it's possible that some changes may come through on the Omnibus Budget - Article 2, which the Committee will not hear until the first week of October.

Ms. Wollschlager noted that there aren't any other subcommittee meetings scheduled and reminded members that there are 2 weeks remaining in our schedule. On Tuesday, September 28, we will be hearing the Planning Board sponsored articles as well as citizen petition zoning articles. On Thursday, September 30, the Committee will hear from the Town Meeting Practices and Recommendations Committee, and some more things from town administration. During the final week, October 5 and October 7, the Committee will review the stabilization funds, the Omnibus Budget, and hopefully we will have a certified free cash figure.

Ms. Wollschlager welcomed anyone who would like to help to write up some of these Articles for the Recommendation Book and she is creating a spreadsheet that will be on our Google drive to want to sign up for writing an Article, please do. Mr. Evans added that assistance in reviewing Article write-ups is also appreciated. Ms. Wollschlager said that she will provide the templates for the Article write-ups and they look like what you saw on screen tonight for last year's Personnel Pay Plan Article. The templates include the language in the warrant, the purpose of the article, what our votes were, etc., and a summary of the deliberations at our meeting.

Mr. Evans moved to adjourn seconded by Mr. Gillenwater voted 7 – 0 – 0.
Roll-call vote:

Mr. Behery = yes
Mr. Coburn = yes
Mr. Evans = yes
Mr. Gillenwater = yes
Ms. Monahan = yes
Mr. Resmini = yes
Ms. Wollschlager = yes

MEETING ADJOURNED 9:59 PM