

2/22/10 (11)

TOWN OF ACTON

Memo

To: Board of Selectmen
From: Steven L. Ledoux, Town Manager
Date: February 19, 2010
Re: Unexpended Warrant Articles

At the most recent FinCom Meeting, I was asked to provide a list of unexpended warrant articles. (See attached) I have asked staff to review the list and report back to me by the close of business today on the need for any such article.

To date several intriguing ideas have been reported back from staff. Of particular note are the attached emails from the DPW Director and Police Chief.

The Police Chief recommends the reuse of a 2008 article for a Police officer to be used to defray the Cops in School program for FY 11.

The DPW Director recommends the reuse of the remaining balance of a 2003 warrant article that upgraded drainage at the Highway Garage. \$125,787 remains after the project was completed. You may recall that we have a Capital request in the recommended budget for \$130,000 for design of a sprinkler system for the Highway garage. These remaining funds could be used for that project.

In terms of the other Staff recommendations received to date, I concur with them. In addition, articles from the current Fiscal Year as well as the two articles for the Community Plan I recommend be retained.

The obvious question is if in fact we have a warrant article that reallocates the 2003 highway Garage money to sprinkler design, thereby reducing the appropriation request, do we just proceed with a reduced Municipal budget, thereby reducing the Town share of the split with the Schools or do we replace the \$130,000 with items that were cut to reach the 0% budget.

If the option to add items back to the Budget is desired, I would recommend the following:

Digitizing Records	\$40,000
Replacement Fire Equipment	\$19,000
Library Maintenance	\$50,000
COA Printing	\$ 5,000
Hazardous Waste Day	\$ 8,392
Buildings and Grounds Maintenance	<u>\$ 7,608</u>
	\$130,000

Other items to consider in lieu of above or if more funds are available per the Waterfall Concept:

Legal Services	\$39,000
Mun Prop Seasonal Employees	\$ 6,500
Nat. Res. Seasonal Employees	\$ 6,600
Police Radio Repair	\$17,000
Library Books	\$16,000
Highway Paving	\$133,000
Highway Guardrail	\$ 5,000
Engineering Van	\$26,000
Heating System Fire	<u>\$540,000</u> (Stations 2 and 3)
	\$789,100

**TOWN OF ACTON
ARTICLES THRU 2-9-2010**

ACCOUNTS FOR:	ENCUMBRANCES	AVAILABLE BUDGET
02001 #39B-4/97 RTE 27 CORR STD	-	-
02002 #9-4/88 GROUNDWATER PROTECT	-	2,865.00
02003 #33-4/90 Landfill Closure	-	7,309.36
02004 #22-4/96 Grant Writer	-	31,154.28
02006 #6 10/5/98 Prop Cleanup	-	56,003.54
02007 #16-4/01 T.J. O'Grady Park	-	4,861.00
02010 #27 4/02 IT ORG CONSULTANT	-	25,000.00
02012 #15C-4/85 CEMETERY BUILDING	-	94,656.00
02013 #21C-4/96 Playground Equipment	-	6.43
02014 #44C-4/97 Fire Station Roof	-	2,647.88
02015 #7-4/98 17 Woodbury Lane	-	3,594.14
02016 #27-4/98 Bldg & Parking Lot	-	91,848.20
02022 #38-4/01 Rtn Towne School	206.00	5,513.54
02028 #31-4/01 APS SEWER CONNECTION	-	1,479.99
02031 #15D-4/85 Stow Street Bridge	-	16,681.19
02033 #37-4/87 Stow Street Bridge	-	33,000.00
02034 #24 4/88 Stow St Bridge	-	160,000.00
02038 #13-4/99 Sidewalk Des & Const	-	16,646.97
02041 #14B-4/02 Traffic Signals	-	2,363.57
02043 #23-4/98 Sidewalks	21,500.00	30,723.17
02071 #16A-4/95 Signal Pre-Empt	-	4,478.01
02073 #17-4/03 ATM REPAIRS DPW FACILI	-	125,787.96
02075 #14 - 4/01 LIBRARY WAGES	-	5.18

**TOWN OF ACTON
ARTICLES THRU 2-9-2010**

ACCOUNTS FOR:	ENCUMBRANCES	AVAILABLE BUDGET
02076 #14 - 4/01 PERSONNEL ART	-	3,396.21
02080 #14-4/04 CEMETERY LAND FUND	-	91,672.46
02082 #19A-4/06 TREASURER/COLLECTOR	-	88,400.00
02083 #19B-4/06 FINANCIAL ANALYST	-	75,400.00
02085 #19D-4/06 GOVT CHANNEL IT TECH	-	4,396.66
02088 #20A-4/06 GPS EQUIPMENT	2,000.00	16,000.00
02091 #20D-4/06 RECONDITION LADDER 2	-	30,000.00
02092 #23-4/06 SPECIAL PROJECTS	-	1,117.23
02094 #21A-4/07 SIDEWALKS	-	199,000.00
02095 #21B-4/07 MORRISON FARM FACILI	1,190.10	5,000.00
02096 #21C-4/07 SCBA	-	670.73
02097 #21D-4/07 HAYWARD ROAD	-	2,474.10
02098 #21E-4/07 SENIOR CENTER	-	4,002.07
02099 #21F-4/07 FRONT END LOADER	-	8,956.15
02100 #21G-4/07 MASTER PLAN	2,057.21	43,987.20
02101 #21H-4/07 TRUCK 108	-	315.18
02102 #21I-4/07 MECHANICS TRUCK	-	4,509.93
02103 #22A-4/07 NAFS DESIGN	35,184.75	9,714.92
02105 #24-4/07 SEWER EXTENSION DES	-	1,650.00
02107 #19A - 4/08 POLICE OFFICER	-	56,000.00
02108 #19B - 4/08 DEPUTY CHIEF	-	91,000.00
02109 #19C-4/08 ZONING ENFORCEMENT	-	10,004.10

**TOWN OF ACTON
ARTICLES THRU 2-9-2010**

ACCOUNTS FOR:	ENCUMBRANCES	AVAILABLE BUDGET
02110 #21A - 4/08 COMMUNITY PLAN	-	90,000.00
02111 #19C - 4/08 COMMUNITY SHUTTLE	1,112.68	435.32
02112 #16-4/08 ACT/BOX CULTURAL COU	-	234.23
02113 #22A - 4/08 MAIN/HAYWARD RD	-	64,925.45
02114 #22B - 4/08 MAIN/BROOK ST		25,380.51
02119 #34 - 4/08 SOCIAL SERV COOD	-	17,870.38
02220 #13A-4/09 SENIOR CENTER FACILITY		23,322.00
02221 #13B-4/09 ENGINEER VEHICLE		22,000.00
02222 #13C-4/09 HYW DUMP TRUCK		135,000.00
02223 #13D-4/09 MUNI PROP TRUCK		45,000.00
02224 #13E-4/09 MUNI PROP TRACTOR		32,000.00
02225 #15-4/09 COMMUNITY SHUTTLE		24,500.00
02226 #9-4/09 CULTURAL COUNCIL		2,000.00
TOTAL GENERAL FUND ARTICLES	63,250.74	1,946,960.24

Steve Ledoux

From: Frank Widmayer
Sent: Wednesday, February 17, 2010 11:22 AM
To: Steve Ledoux
Subject: Unexpended warrant articles

Steve,

Here are my recommendations on the warrant articles that you asked department heads to address:

02107 #19A – 4/08 Police officer at \$56,000. I recommend that these funds be used to cover most of the school department share of the Cops in Schools Program needed to retain the officer in FY11. Turnover of these funds would mean that the schools would only have to come up with \$14,000 to cover their commitment.

02108 #19B – 4/08 Deputy Chief at \$91,000. I recommend that these funds be left alone in the event that the Deputy Chief position is funded in the near future.

Those appear to be the only articles that pertain to my department.

Regards,
Frank

Frank J. Widmayer III
Chief of Police
978-263-2911

2/18/2010

**TOWN OF ACTON
INTERDEPARTMENTAL COMMUNICATION**

Date: February 19, 2010

To: Steven L. Ledoux
Town Manager

From: Engineering Department
Bruce M. Stamski, P.E., Town Engineer/Director of Public Works

Re: Review of Open Town Meeting Articles with Recommendations

There are 17 open Articles that relate to the Department of Public Works. A summary of these articles and the remaining funds are attached to this memo. Also attached are the relevant sections of the Town Meeting Warrants describing each article and the relevant related Annual Town Report detailing how the article was actually voted.

We recommend 3 articles be closed out (GPS Equipment, Traffic Signals and Landfill Closure) with remaining funds of \$25,672.93 turned back. These projects are now complete.

There are 4 articles for vehicles and equipment with remaining funds of \$170,466.08. We recommend these funds be spent as appropriated. The need is still there for these vehicles.

There are 3 articles for sidewalk construction with remaining funds of \$246,370.14. We recommend these funds be spent as appropriated. The demand for sidewalks exceeds the funds available.

There are 3 articles relating to replacement of a bridge on Stow Street dating back to 1985 with remaining funds of \$209,681.19. At that time the State declared the bridge unsafe and in need of replacement. The bridge was not replaced. The Highway Department did several repairs to the bridge and the bridge now passes inspection but needs some maintenance work. Our recent bridge study determined that \$68,000 of maintenance work is now needed to the bridge. This study recommended repairs to 10 bridges with a total cost estimate of \$875,000. A contract has been issued for work on 5 of these bridges for \$477,000. We have this project approved by Mass Highway to use Chapter 90 funds. We normally use Chapter 90 Funds for roadway paving. We recommend that an article be placed on the Town Meeting Warrant to allow the remaining \$209,681.19 to be used on any Town Bridge/Culvert and not be limited to Stow Street. This will ease the burden on our Chapter 90 funds and supply some funds for additional needed bridge repairs.

There are 3 articles relating to roadway improvements at Hayward and Main Street and at Brook Street and Main Street with remaining funds of \$92,780.06. These projects were done by our Highway Department thereby saving these funds. We recommend that an article be placed on the Town Meeting Warrant to allow these funds to be used for sidewalk construction. If financial constraints require, the sidewalk line item in the Highway Budget could be reduced by an equal amount.

The 2003 Town meeting approved \$212,500 for required upgrades of the drainage system at the DPW facility located off Forest Road. The work was completed and \$125,787.96

remains. The Municipal Properties Director has been seeking funds (\$32,400) to prepare plans, specifications, cost estimates and contract documents for installation of a sprinkler system for the DPW building. A fire in this building would not only destroy the building but also most of our fleet of trucks and equipment. We recommend that an article be placed on the Town Meeting Warrant to allow these funds to be used for the sprinkler system design and for the installation of the sprinkler system. At this time we are not sure if the \$125k will be sufficient to cover the entire installation. Dean is presently seeking proposals from qualified firms for the design (subject to town meeting approval).

**TOWN OF ACTON
ARTICLES THRU 2-9-2010**

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02076 #14 - 4/01 PERSONNEL ART	.	3,386.21
02088 #14-4/04 CEMETERY LAND FUND	.	91,672.48
02082 #19A-4/06 TREASURER/COLLECTOR	.	86,400.00
02083 #19B-4/06 FINANCIAL ANALYST	.	75,400.00
02085 #19D-4/06 GOVT CHANNEL IT TECH	.	4,396.66
02088 #20A-4/06 GPS EQUIPMENT	2,000.00	18,000.00
02091 #20D-4/06 RECONDITION LADDER 2	.	30,000.00
02092 #23-4/06 SPECIAL PROJECTS	.	1,117.23
02094 #21A-4/07 SIDEWALKS	.	199,000.00
02095 #21B-4/07 MORRISON FARM FACILI	1,180.10	5,000.00
02096 #21C-4/07 SCBA	.	670.73
02097 #21D-4/07 HAYWARD ROAD	.	2,474.10
02098 #21E-4/07 SENIOR CENTER	.	4,002.07
02099 #21F-4/07 FRONT END LOADER	.	8,356.15
02100 #21G-4/07 MASTER PLAN	2,057.21	43,987.20
02101 #21H-4/07 TRUCK 108	.	315.18
02102 #21I-4/07 MECHANICS TRUCK	.	4,300.93
02103 #22A-4/07 NAPS DESIGN	35,184.75	9,714.92
02105 #24-4/07 SEWER EXTENSION DES	.	1,650.00
02107 #19A - 4/06 POLICE OFFICER	.	58,000.00
02108 #19B - 4/06 DEPUTY CHIEF	.	91,000.00
02109 #19C-4/06 ZONING ENFORCEMENT	.	10,004.10

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02002 #9-4/89 GROUNDWATER PROTECT	-	2,885.00
02003 #33-4/99 Landfill Closure	-	7,308.38
02004 #22-4/98 Grant Writer	-	31,154.28
02006 #6 10/3/98 Prop Cleanup	-	58,003.54
02007 #16-4/01 T.J. O'Grady Park	-	4,881.00
02010 #27 4/82 IT ORG CONSULTANT	-	25,000.00
02012 #19C-4/85 CEMETERY BUILDING	-	94,656.00
02013 #21C-4/96 Playground Equipment	-	6.43
02014 #44C-4/97 Fire Station Roof	-	2,647.88
02015 #7-4/98 17 Woodbury Lane	-	3,594.14
02016 #27-4/98 Bldg & Parking Lot	-	91,848.20
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02028 #31-4/91 APS SEWER CONNECTION	-	1,479.99
02031 #15D-4/88 Stow Street Bridge	-	18,881.19
02033 #37-4/87 Stow Street Bridge	-	33,000.00
02034 #24 4/88 Stow St Bridge	-	160,000.00
02038 #13-4/98 Sidewalk Des & Const	-	16,648.97
02041 #14B-4/02 Traffic Signals	-	2,383.67
02043 #23-4/98 Sidewalks	21,580.00	30,723.17
02071 #16A-4/95 Signal Pre-Empt	-	4,478.01
02073 #17-4/03 ATM REPAIRS DPW FACIL	-	125,787.98
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Steve Ledoux

From: Mark Hald
Sent: Tuesday, February 16, 2010 9:41 AM
To: Steve Ledoux
Subject: RE: Unexpended Articles

Steve,

In short, all of the IT-related articles should be closed.

In detail,

Org 02010: Article 27 of April 2002, IT Organizational Consultant (\$25,000 remaining)

This article was never used and should be closed. The project was killed over the year following the vote. As we rolled into the Munis project, it was agreed that the town and school would have a cooperative relationship, not authoritative, and would share services where possible (to this day, we share Munis, the I-net, etc). Positions of the Selectmen and School Committee were to abandon the project (BOS 10/6/2003, 11/17/03).

Org 02088: Article 20A of April 2006, GPS Equipment (\$18,000 remaining)

This was "phase 1" of GIS, the surveying tool in use by our Engineering department. The article was for \$42,000 for surveying equipment plus specialized differential GPS equipment. It turned out to be more cost effective to subscribe to a service than to purchase the equipment to do it ourselves. The equipment we have was purchased for \$24,000 and an encumbrance was entered to pay for the service. However, the service is paid for in a cellular telephone bill and was never charged to the article. The \$2K encumbrance and the article should be closed.

Org 02085: Article 19D of April 2006, IT position (\$4,397 remaining)

Unless we're still charging the article for salary, the position is funded through the general fund and the article should be closed.

Mark

-----Original Message-----

From: Steve Ledoux
Sent: Tuesday, February 16, 2010 8:23 AM
To: All Department Heads
Subject: FW: Scan from a Xerox WorkCentre

FinCom has asked me to address the attached unexpended warrant articles next Tuesday night. Please review and report back to me by COB on Friday as to status of any article that pertains to you.

Steve

2/18/2010

Steve Ledoux

From: Jean Fleming
Sent: Thursday, February 18, 2010 4:58 PM
To: Steve Ledoux
Subject: Encumbrances from past warrants

Steve,

Re: Account # 02220 #13A-4/09 Senior Center Facility - Balance \$23,322

We very much want to keep this account open so that we can use the balance, when released, for further improvements to the Senior Center. Priorities will be increased parking spaces, soundproof partition for the living room to enlarge program space, video cameras in front entry and DR so staff can monitor who is in the building and safety rails leading to the storage basement accessed by outside bulkhead. Other projects are also under consideration.

Thank you.
Jean

-----Original Message-----

From: Steve Ledoux
Sent: Tuesday, February 16, 2010 8:23 AM
To: All Department Heads
Subject: FW: Scan from a Xerox WorkCentre

FinCom has asked me to address the attached unexpended warrant articles next Tuesday night. Please review and report back to me by COB on Friday as to status of any article that pertains to you.

Steve

Steven L. Ledoux
Town Manager
472 Main St
Acton, MA 01720
Telephone: (978) 264-9612
Fax: (978) 264-9630

When writing or corresponding, please be aware that the Secretary of State has determined that most email is a public record and, therefore, may not be kept confidential.

-----Original Message-----

From: Karen Kucala
Sent: Tuesday, February 09, 2010 2:51 PM
To: 'kabakoff, Herman'
Cc: Stephen Barrett; Steve Ledoux; Brian McMullen
Subject: FW: Scan from a Xerox WorkCentre

Hi Herman,

This attached 3 pages on the Articles, should be better than the 118 pages.

Karen

-----Original Message-----

From: ATH-FIN-COLOR [mailto:ATH-FIN-COLOR@acton-ma.gov]
Sent: Tuesday, February 09, 2010 3:40 PM
To: Karen Kucala
Subject: Scan from a Xerox WorkCentre