

**Special Board of Public Works Meeting
Budget Meeting
Meeting Minutes
April 21, 2021**

A meeting of the Board of Public Works was held on Wednesday, April 21, 2021 at 10:00 a.m. via a Zoom Conference Call.

Mayor Donchess

As Chair of the Board of Public Works, I find that due to the State of Emergency declared by the Governor as a result of the COVID-19 pandemic and in accordance with the Governor's Emergency Order #12 pursuant to Executive Order 2020-04, this public body is authorized to meet electronically.

Please note that there is no specific location to observe and listen contemporaneously to this meeting, which was authorized pursuant to the Governor's Emergency Order. However, in accordance with the Emergency Order, I am confirming that we are first: Providing public access to the meeting by telephone, with additional access possibilities by video or other electronic means: We are utilizing Zoom through the City's IT Department for this electronic meeting. To access Zoom, please refer to the agenda or the City's website for the meeting link. To join by phone dial: 1-929-436-2866. The Meeting ID is: 990 0528 9570 and the password is: 835218. The public may also view this meeting on Comcast, Channel 16.

We are also providing public notice of the necessary information for accessing the meeting: We previously gave notice to the public of the necessary information for accessing the meeting, through public postings. Instructions have also been provided on the City of Nashua's website at www.nashuanh.gov and publicly noticed at City Hall and at the Department of Public Works Administration Building at 9 Riverside Drive.

We are further providing a mechanism for the public to alert the public body during the meeting if there are problems with access: If anybody has a problem accessing the meeting via phone or Channel 16, please call 603-821-2049 and they will help you connect. In the event the public is unable to access the meeting via the methods mentioned above, the meeting will be adjourned and rescheduled. Please note that all votes that are taken during this meeting shall be done by roll call.

Let's start the meeting by taking a roll call attendance. When each member states their presence, they should say why they are not physically present for the meeting and also state whether there is anyone in the room with you during this meeting, which is required under the Right-To-Know Law.

Would the Clerk please call the roll:

I. Roll Call:

Mayor Donchess

I am here and I am socially distancing because of the pandemic and there is no one in the room with me.

Commissioner G. Frank Teas, Vice Chair

Good Morning, I am attending remotely due to the pandemic. I'm in my office alone and thank you.

Commissioner Tracy Pappas

I'm here, I am at home in a room by myself and I am staying at home due to the pandemic.

Commissioner Shannon Schoneman

I am here, I am attending remotely because of the Governor's Emergency Order. I am alone in this room in my house.

Also Present:

Ms. Lisa Fauteux, Director, Division of Public Works
Mr. Jon Ibarra, Superintendent of Streets
Mr. Dan Hudson, City Engineer
Mr. David LaFleur, Superintendent Solid Waste
Mr. Jason Puopolo, Superintendent Parks & Recreation
Mr. David Boucher, Wastewater Superintendent

Mayor Donchess

And I understand that Commissioner Moriarty was not able to join us today so we have four of the five Commissioners present. The first item on the Agenda is Public Comment.

II. Public Comment - None

Mayor Donchess

Is there any member of the public who would like to address the Board or the Commission. I don't hear anyone, so we will go on to the Budget Workshop.

III. Budget Workshop

Mayor Donchess

Now we are going to hear from all of the Departments in Public Works. I'd like to just give a brief overview. This has been a particularly difficult year because we have been slammed, is a term we can use by the State of New Hampshire. They have raised pension costs, this has nothing to do with wages, but they have raised the pension cost and the City is part of the State Pension System, by \$4.4 million dollars and are reducing School Aid by \$7.4. This almost \$12 million dollar hit translates into a 5 ½% property tax increase before we even get to the City Budget.

So given that difficult set of circumstances, we have taken a number of steps to try to curb the rate of increase in the tax rate. Number one, we have made very serious progress with respect to health care costs by developing a reformed HMO Plan which has been adopted in a number of Departments. This is having a significant effect on healthcare costs. Going back a couple of years, before we were hit by the State of New Hampshire, rising healthcare costs at the rate of \$3 million dollars increase per year was the most significant financial challenge we were facing. So I want to thank the Departments that have agreed and the employee groups that have agreed to the reformed health plan. Those include AFSCME and the Public Work Employees who agreed in their last contract. As a result their weekly costs have gone down and the cost for the City have gone down as well.

In addition, I issued budget guidelines asking various departments, almost all departments, to achieve a 0% increase. That included all of City Hall, Public Works, Police, Fire and I did give some latitude to the School Department because of the issues with on-line learning and potential learning loss. I want to thank Public Works, Director Fauteux and others, all of our Department heads for working hard on the budget because they have come in at 0%; certainly not easy, certainly there is pain associated with that. But we are trying to be accountable and responsive to the taxpayers.

I want to thank our City Hall Departments, even though they are not part of this meeting right now, because we have achieved 0% increases in the City Hall Departments as a whole by reducing positions and taking other

steps which have helped us control costs. So we have achieved 0% there. Some of our other Departments have not really taken the same kind of actions and have submitted budgets that are much higher. I am talking about those with independent boards, particularly Fire and Police. They have not conformed to those guidelines and we will be discussing that during the Budget Process. But I just wanted to give the Commissioners kind of the overview as to why this budget is so tight and we still think we can meet the needs of the citizens but certainly it is not ideal to reduce positions or take some of the other steps that are being taken to (audio cuts out). So with that, I just wanted to give you, again, kind of an overview of how we got here and why these budgets are so tight. And unless other Commissioners wish to comment on that or respond to that, which certainly would be fine, we will move to the Budget Workshop.

Commissioner Pappas

Mr. Mayor, If I may?

Mayor Donchess

Yeah go ahead. I wanted to thank Director Fauteux, it was kind of last minute that I had some ideas together. But I appreciate all the extra items they put in, kind of the Executive Summaries for each Department before so I think it is good for the public to see, OK this is what we've got done, this is what the Engineering Department does, this is what the Street Department has gotten done this year. When you look at the number of potholes, I found that information very helpful and I thank her for getting that together.

Mayor Donchess

And I agree with you completely. Throughout the Budget we are trying to increase the information that is provided and in similar ways to what you have discussed, Commissioner Pappas. So it is great to have more information, we are trying to be more informative with the Budget Presentation. Anyone else? Alright, well why don't we go onto the Budget Presentation. That I assume will be led by Director Fauteux.

Lisa Fauteux, Director of Public Works

Yes, thank you Mayor. So as the Mayor mentioned earlier, we did bring in our General Fund Budgets level-funded or with a 0% increase. And as far as Fuel & Utilities go, we followed Purchasing Guidelines, I will just run through this really quickly so Commissioners have a sense. The recommendation was electricity at 0%, natural gas 5% increase, water which, of course, is Pennichuck at 6.08% increase, telephone/cellular service 0% increase. Postage and shipping rates went up anywhere between 2% and 5%. Diesel fuel was 0%, heating oil 0% unleaded gasoline though went up 23% which is pretty significant so I just wanted to let you know what those numbers were.

So our General Fund Budgets are down from last year by about \$166,000.00. We are bringing it in at \$12,925,800. That's Administration, Engineering, Streets, and Parks & Recreation. Our Solid Waste and our Wastewater Enterprise Funds, we were not able to bring in at 0% and that's primarily because of permitting issues that, of course, we had to meet and also some capital requirements which we will go through as we go through each of the individual departments. The Wastewater is the most significant of the two at 37.2% increase and that is all related to capital projects. So with that, Mayor, with your permission what I'd like to do is go through each of the individual departments starting with revenue and going to expenses. If that's OK we will start with Admin and Engineering. Usually I ask people to hold their questions until the end but in this case, please ask questions as we go. If there's a question please feel free to ask as the Superintendents are going through each of their Departments. I think it is easier to answer the questions than go back.

So with that, we will start with Administration and Engineering. The revenues will start on Page 19 of 92. So Dan, I'll turn it over to you.

Dan Hudson, City Engineer

Thank you. Revenues, I don't think there are significant changes. I mean it is our usual permits and those sorts of things. Sorry, trying to get to the right page here. You said Page 92?

Director Fauteux

Do you have your revenues in front of you Dan?

Mr. Hudson

Well yes I do have them.

Director Fauteux

OK so just go through them on your page.

Mr. Hudson

OK sorry about that. So drainlayers licenses, \$10,500.00, small change from last year. Charges for services, you know, sale of maps and under Miscellaneous Revenue, no change. So total changes last year \$9,800.00; this year \$11,300.00. So small changes. So do you want me to go into expenses.

Director Fauteux

You can go to expenses and appropriations and that would be starting on Page 24.

Mr. Hudson

Mostly engineering our budget is primarily wages, salaries and benefits. So those changes are contractual. Other changes that we made in the budget this year to try to keep guidelines, we have property services has changed, we've reduced that a little bit. That's actually based upon guidelines and historical usage. iPads or telephone and salary has increased a little bit and that's because we are doing more use with remote devices, iPads and such in the field, using the technology that is available. And that's been offset by a reduction in mileage, based upon what we have been seeing. And then there's also a small reduction of \$1,000.00 in computer software to try to help with the guidelines. Any questions, I guess?

Mayor Donchess

Any questions from anyone? Commissioner Pappas.

Commissioner Pappas

If I may. So under 51300 overtime, how come we had such, if we had such a reduction in the overtime, unless I am reading it incorrectly, how can we still do the \$32,500. if so far we have only spent just over \$5,000.00.

Mr. Hudson

So we have a lot of – it is a busy summer coming up – we have a lot of work. We have again the budget was set historically based upon doing quite a bit of night paving and that sort of thing, where we had that inspection. We have offset that somewhat with contracted services. But we have another robust paving year coming up because as well private construction is going very strongly so sometimes that requires some overtime too.

Commissioner Pappas

OH ok, so most of your overtime is done towards the summer that's why there's the discrepancy is that right?

Mr. Hudson

Yeah we just started our paving season this week, started milling and paving so that work will start to hit the budget here at the end of the year.

Commissioner Pappas

OK thank you.

Mayor Donchess

Anyone else? Alright, Director Fauteux?

Director Fauteux

OK, next Mayor, we will move to the Street Department and we will start with revenues on Page 20. Superintendent Ibarra?

Jon Ibarra, Superintendent Street Department

I have Page 31, I am using a little summary. So Good Morning everybody. The Streets the biggest revenue source would be the snow towing and that really stays pretty flat, that's a break even venture. If we auction off any vehicles, any out of service vehicles, we put the same number in there as far as what we think we might see. So there's really not a lot of revenue coming in at the Street Department. If I move to my budget I will highlight or summarize the changes in the Street Department proposal. As the Mayor alluded to, we had to look hard at positions so in an effort to meet this 0% budget guideline, we are deciding to hold back on two positions at this time, at least proposed it and that would be one mason and one truck driver.

Director Fauteux

So now you are on Page 30, right?

Mr. Ibarra

I am reading on Page 89 from the book I have.

Director Fauteux

You were supposed to print the other page but that's OK. But I just want, for the Commissioners' sake Page 30.

Mayor Donchess

We've moved to the ...

Director Fauteux

He's moved to appropriations. OK.

Mr. Ibarra

Just my luck today, my apologies. The information will be the same. OK. So as I was saying we are going to hold back, at least we propose to hold back sign maintenance and a driver position.

Director Fauteux

A mason and a driver position, right Jon?

Mr. Ibarra

That's what I said, no?

Director Fauteux

You said sign maintenance.

Mr. Ibarra

See now I am flustered. So yes, mason and a driver. Oh by, not enough coffee yet I suppose. And the other changes and the wages are contractual and the benefits also; those are contractual. But if I move on to 54 – Property Services, heating and gas, we are up 5% so 2420 on that line is 54114, on the water 54141, 6.0% that's up 600. In an effort to meet the budget guidelines the 0% on snow plowing services, we thought we could steal \$25,000.00 out of line 54207, so snowplowing services, again, in an effort to meet this guideline line 54280 Building & Grounds Maintenance, I eliminated \$5,000.00 out of that proposal. Vehicle Repairs & Maintenance, based on the market line 54600 we are up \$5,067.00, it's about 2% increase there. And my other change would be in 55 – Other Services, 55118 that's telephone and cellular, with the pandemic we issued some more iPads and laptops and increased our cell so that is raising \$1,220.00.

Line 61 – Supplies & Materials, we reduced line 61299 Miscellaneous Supplies by \$2,000.00. And in Traffic Signal Materials, Line 61556 we raised it \$2,500.00 and that's in hope of putting some electronic components for the cabinets in stock on the shelf which will help us make more timely repairs whether they are damaged due to a storm or a vehicle accident that takes out a cabinet. That would be the summary of the Street Department changes or proposals. Sorry for the rough start.

Mayor Donchess

Alright any questions/comments from anybody?

Commissioner Pappas

I have a couple of questions.

Mayor Donchess

Yes, Commissioner Pappas.

Commissioner Pappas

So I know that we did come up with an AFSCME Contract that people did get a raise. But is it essentially going to be a wash because of savings we might get from overtime and snowplowing?

Mr. Ibarra

That's hard to predict, overtime. Going with Mother Nature, we try to base it on historical, an average of 22 storms a year, overtime also plays a part with emergency sewer digs, those are hard to predict also. But we do carry the largest overtime in the Division being the biggest Department and running snow services here.

Commissioner Pappas

Right but do you think that some of the overtime because of changes with the snow plan, do you see a ...

Mr. Ibarra

From a management perspective and eliminating shotguns, we should see some changes in the overtime, yes. I would agree with that.

Director Fauteux

But there were also some changes that up to 80 people now will be receiving on-call pay. So there's going to be a tradeoff there so it'll be interesting to see Commissioner Pappas. I think this next year will be very telling to see what the savings will be. But there will definitely be some savings somewhere.

Mr. Ibarra

After the contract was signed we only had one storm to implement the changes so we are just getting into it. But yes, we are hopeful.

Commissioner Pappas

Good. Now how has been the feedback on – oh I am sorry Mr. Mayor, can I ask a couple more questions?

Mayor Donchess

Yeah.

Commissioner Pappas

OK so how do you feel about how the brining operation has gone?

Mr. Ibarra

I feel it is excellent, the guys are on board finally, it took a little transition but they believe in what we are doing. We are seeing positive results when we apply it and the guys are actually liking how it impacts the operation. And we've seen about a 20% reduction in the use of salt.

Commissioner Pappas

You can tell when the street has been brined and I do think that it is has got positive results there. I think that's it. Oh I know, do we have any money, do we have a sense as to how much money we have left over from snow plow operations?

Mr. Ibarra

I can get that information for you.

Director Fauteux

Yes it is roughly \$330,000.00 Commissioner Pappas.

Commissioner Pappas

Do we have any thoughts or are you entertaining any thoughts on what is going to happen with that money?

Director Fauteux

Not yet. We haven't really – we have discussed some things but there are a lot of needs both in Public Works and I think throughout the City. So I think that's an ongoing discussion.

Commissioner Pappas

Since it comes from salary and wages, are you limited as to what you can spend it on?

Mayor Donchess

What happens Commission Pappas is that at the end of the year, in all departments, if money is not reallocated within a Department by the end of the year, it forms part of the City's surplus at the end. So at the end of the year, unexpended appropriations and revenue which exceeded the budget estimates become part of the City's annual surplus. Then the Board of Aldermen decides what to do with that. There's usually some considerable money that goes to tax relief; last year it was \$4.5 million and various so-called escrows. And I think the escrow, now \$200,000.00 or \$300,000.00 for the Public Works Project out at the landfill, I mean things like that, the office building. That's sort of the overview of what happens.

Commissioner Pappas

OK so what may not necessarily be going towards a public works issue but it could be going towards tax relief?

Mayor Donchess

Correct and then through the whole escrow process Public Works may benefit from some escrows like for example the one I mentioned. I think we did some other things for Public Works last year.

Commissioner Pappas

OK.

Mayor Donchess

But to the question, the kind of the question, the actual budget is actually, I mean I say they achieved the 0% but it is actually down. If you look at Page 48 of 92, you will see that the entire Public Works Budget was \$12.8 last year and now it's \$12.5 roughly. Now that's partially personnel reductions but also if you look through the benefits lines you'll see that the healthcare costs are down from last year. That's the effect of the reformed healthcare plan. So you put all of that together, you know, it is helped the division control these costs.

Commissioner Pappas

That's great.

Mayor Donchess

Any other – Commissioner Pappas do you have anything else you would like to say?

Commissioner Pappas

No, I am all set, thank you.

Mayor Donchess

Anyone else? Alright, Director Fauteux.

Director Fauteux

We will move to Parks & Recreation and the revenues are on Page 21.

Jason Puopolo, Superintendent Parks & Recreation

So in terms of our Revenues there hasn't been really any changes at all. The biggest thing that you'll notice throughout all of our revenue streams on Page 21 are that there hasn't been a lot of spends or there hasn't been a lot of revenue I should say coming in. That's mostly due to COVID and all of last year and even this past winter with a lot of camps and leagues and stuff like that, that didn't take place; whether it was basketball or swimming or concession fees. So a lot of that stuff didn't really change that much in terms of what we are budgeting for the upcoming year, we are planning on staying the same as you can see all across the board for under Line 44 for Charges for Services, in terms of miscellaneous revenue from sales of vehicles and equipment nothing has changed there, that's saying at \$500 from just what we can project what we think it could be.

If you move to Page 22, you will see Miscellaneous Revenue, these are all the cell tower fees. The only thing that changes with that it is on purchasing guidelines, it is how it just grows from year to year. So that is really the biggest change you will see there. Down at the bottom for line 45, 999 Miscellaneous Revenue, that is staying flat too, that's staying the same. So there has been a little bit of growth but is mostly due to cell tower fees increasing over the upcoming year. That's really everything that I have for revenue. Does anyone have any questions about that before I move to appropriations?

Director Fauteux

Jason, could you just comment on the Morin's and all the wonderful things they have done for the City, briefly?

Mr. Puopolo

So I am still learning a lot about it but I've looked into it a little bit with Carolyn's help and she can also help speak to this if for some reason I don't have all the information. But annually the Jeff Morin Fund under not well circumstances for how it was established, do donate to us fairly regularly. On an annual basis, it varies. A regular thing that is done is they do purchase a lot of our clothing and uniforms for the leagues and teams, I believe basketball is a really big one for that. So they help out a great deal with that. They also have funded certain larger projects in terms of mostly the Jeff Morin Park but Roby Park off of Spit Brook Road, so a lot of stuff for the playground over there whether it was a new footing, it's like a rubber polymer type base for the whole playground. That was a large project, I want to say around \$100,000.00 and they also provided funding in forms of a donation for the shade sails that are over the playground. The kind of sails that we put up and take down annually just because they can't be up in the winter, but they cover the playground so that was another large donation.

I don't want to get too into the weeds of what I can't speak about too much but in terms of how it normally works, it is not a budgeted item. It comes in terms of a donation essentially where it'll come into a fund that is then distributed to the correct account. If you need more detail, I know Carolyn has a great deal of experience with that, she can go into it a little more if anyone has any questions?

Mayor Donchess

Anybody have comments or questions? Commissioner Pappas.

Commissioner Pappas

I would just say that I think that we are very fortunate to have that because I had noticed that they ... I think they do all the t-shirts for all the summer camps.

Director Fauteux

Yes, they do Commissioner Pappas.

Mr. Puopolo

They do a lot of the uniforms and t-shirts and everything; that's quite a bit of what they do.

Commissioner Pappas

And having that shade over at Roby really I think probably makes it a lot more pleasant. I think it is terrific. Thank you.

Mayor Donchess

Anyone else? Alright. Director Fauteux.

Director Fauteux

I would like to move on to appropriations for Park & Rec which is on Page 39.

Mr. Puopolo

Thank you Director. If everyone looks to Page 39, the bulk of everything on Page 39 is Salaries & Wages. Those were all the growth that you see in most of those, whether it was in Wages or other things, it is all contractual much the same as some of the other Departments in the Division. The one area of growth that we do have isn't contractual I guess you could say is under Wages, Temporary/Seasonal 51400, it was at \$225,000.00 this past year and we are moving it to \$247,353.00 for the upcoming Fiscal Year. That's all due to the pool staff mostly as we are trying to recruit pool staff, we had to raise the wages for that. We have had some difficulty in the past year and in order to be competitive with surrounding communities and try to draw the best candidates that we can, we have increased the wages so that's what drew that cost up.

Director Fauteux

And just to put in a plug Jason for us, we are looking for guards, so if anybody knows of any young people or teachers or coaches or anybody that might be interested, please send them our way. We do pay for the certification and all the training and orientation. So it is a pretty good deal if anybody is interested. So go ahead Jason.

Mr. Puopolo

Thank you Director that will definitely be a help so thank you. Moving on to Page 40 of 92.

Commissioner Pappas

Can I have a quick question please. Mr. Mayor is it ok.

Mayor Donchess

Yes.

Commissioner Pappas

So longevity, 51600, how many employees do we have on longevity and how does that payment work.

Mr. Puopolo

I don't have that specific information but I could get it for you. Do you know anything in more detail about that Director or Carolyn?

Director Fauteux

That is contractual, that is all for AFSCME employees and it is in the contract. But I'm not sure how many people we pay or what amounts but it is all based on the amount of time with the City. The reason that this is in the contract is because if you take the groundsmen they all make the same wage regardless of how long they've been with the City. So the contract allows for them to have a longevity payment if they've been with the City a certain amount of time. But I am not sure what the exact breakdown of that is. But we could get that for you.

Commissioner Pappas

If you look under Stellos there's just one person that does it. Is \$1,000.00 just what they got or is it based on the number of years or is it a flat \$1,000.00 for everyone?

Mr. Puopolo

If you were looking at just Stellos that would be just for one employee. But on Parks & Rec Maintenance 771650 that is for the rest of the staff.

Director Fauteux

So let me give you some clarification here from the contract. The regular full time employees who have been employed by the City for 5 or more years on an uninterrupted basis except by reason of lay off or approved leave of absence are eligible for longevity payment on the anniversary of their date of hire. And this was effective July 1st of 2011. The longevity payments are as follows: 5 to 9 years \$400; 10 to 14 years of service \$600; 15 to 19 years \$800.00; 20 to 24 years of service \$1,000.00. So that employee, Commissioner Pappas, who is at Stellos, I am guessing is in that 20 to 24 year of service window. And then 25 years of service and over, \$1,200.00.

Commissioner Pappas

OK alright, thank you for that clarification. I appreciate that.

Director Fauteux

You're welcome.

Mr. Puopolo

Thank you. Are there any other questions before I move on to the following pages? OK. Page 40 of 92, that just continues the same theme on Salaries & Wages & Fringe Benefits; that's all contractual. So that's the reason if there is any growth in there; same with Page 41 for the top part of that. In terms of everything else on 41, Professional Services have stayed the same. Electricity and Heating Gas the increases on those are per purchasing guidelines as the Director alluded to at the beginning of this presentation. Page 42 Water is the same way in terms of supporting the purchasing guidelines. The only other thing on Page 42, everything has stayed flat except for Equipment Rental, 54821. That has grown for our portable toilets, we have seen more use of

those due to COVID and some other ongoing initiatives so that has needed to grow in order to be able to handle what we currently are spending.

Page 43, much the same was Engineering and some of the other Divisions. Telephone has grown due to the use of more portable devices such as tablets and other things like that. Dues & Memberships has actually been reduced just probably because of the historical use of that and the same with Mileage Reimbursements 55307, that has been reduced just based off of what has historically being used. Page 44, nothing has changed there, that's all remained flat, budgeting for what we expect it to be and what has been used in the past. Page 45, keep moving along, all of the lines except for fuel unleaded, have stayed flat. Fuel unleaded 61300 on Page 45 has grown due to purchasing guidelines as was alluded to at the beginning. Page 46, under Supplies & Materials, 61428 Cleaning & Janitorial Supplies has been reduced in order to help meet our 0% initiative, just mostly based on what was historically being used. Tires was reduced for the same purpose. And everything else is budgeted for the same for the upcoming Fiscal year.

If you were to turn to Page 47, under line 71 for Equipment, 71625 Playground Equipment, that has been reduced by \$1,000.00 from \$15,000.00 to \$14,000.00. It is again most likely due to what was used historically and also we've been doing a lot of playground renovations over the past few years so some of them are getting a lot better so we are able to kind of offset that with some of the projects that we have done in the past and that we are also looking to continue on, on a project side. And that's all I have for that ending on Page 47.

Mayor Donchess

Anybody with questions or comments?

Commissioner Pappas

If I may, I am just wondering if a decision has been made yet about what we are going to do as far as summer camps go and maybe the Summer Fun Program, Fireworks?

Mr. Puopolo

So much is the trend I am sure for a lot of other communities and a lot of other programs such as ours, there has been a fair amount that we have released in terms of summer camps. They are, of course, constricted or limited by some of the guidelines set by the State and just COVID safety. But all of our summer camps, if they are not open for registration already, they will be shortly. We are just waiting on some contractual signoffs and some finishing up there to release the final bit but it looks to be all of our summer camps that were normally held, will be held again. So we are looking forward to that, that's going to be exciting and great. A great thing for the community from what we experienced last year.

In terms of Fireworks, that is still an ongoing discussion, we are meeting regularly on that to kind of figure out what we can do and in what capacities and how we can hold it. The ultimate goal is to have that.

Director Fauteux

We will be having fireworks definitely, right Mayor?

Mayor Donchess

Yes. We might not let a whole crowd of people in but we will see what...

Director Fauteux

It may look a little different but there will definitely be fireworks and we are planning, we are struggling to hire guards, but hopefully we will get enough to open all the pools, that's the plan. And that will look a little bit

different, Jason and I are discussing that now. But that's what we are planning. As far as Summer Fun goes, we've got a number of and answer this Jason if I am missing something, but there's already a number of movies that we are planning. We are holding back a little bit on making any final decisions on all of the other big Summer Fun events. We are planning on sometime probably towards the end of May/early June making final decisions on what we can and can't do based on public health guidance and what is happening with COVID. But we will be doing some activities, again, they'll look a little bit different. We likely won't be able to have our opening Summer Fun Day and the Fairytale Festival and some of those big events. But we are trying to be creative and find some other ways to engage the community.

Commissioner Pappas

I do think that we will probably have to rely on Public Health because I don't think there are any State Guidelines, I don't believe there are any State guidelines. Mr. Mayor, are there?

Mayor Donchess

I think you're right.

Commissioner Pappas

OK thank you.

Mayor Donchess

Anybody else?

Commissioner Schoneman

I have a general question.

Mayor Donchess

Commissioner Schoneman.

Commissioner Schoneman

I understand that the price of lumber has gone up dramatically, very dramatically. Do we use a lot of lumber in any of our Departments?

Mr. Puopolo

Only speaking for myself and my Department it would be hard to give an exact number on that without doing a complete report on it. But I would say we use a low to moderate amount. I mean every year the winter is a time for projects that involve lumber mostly, that is where we would use the most of it; whether it is building or renovating some sheds that we use at different parks or ballfields, maybe making some repairs or building new picnic tables, stuff like that. So I can definitely say it has impacted us the increase as much as 30% is what I am hearing but it's not one of those things that's much the same as say the construction industry. We don't use that nearly as much as we would other materials; say soil, seed and fertilizer, stuff like that.

Mayor Donchess

Commissioner Schoneman do you have a follow up or anything.

Commissioner Schoneman

I was just curious, I didn't think that we used a lot in any of the given departments, but if we did, it would be probably be Parks & Rec. Maybe over the winter they got their lumber supplies before the prices went up dramatically.

Mr. Puopolo

Yeah we do try to look at the trends and how they are going. I did much the same with fertilizer and seed. That's also, we have seen an increase in that. Some of that is not necessarily on the pandemic. Some things like seed are heavily based on drought in other parts of the country. But I do look at that and look at the trends and try to buy when we do, know that we are going to need material and it is low as opposed to just reacting and making split decision calls on buying materials. So there's a lot of things that are much the same that way. I can only assume that Jon and the Fleet Department probably see it on steel. I know steel prices have gone up quite a bit over the past year, so yeah.

Commissioner Schoneman

OK thank you.

Mr. Puopolo

You're welcome.

Mayor Donchess

Anyone else on Park/Rec. Director Fauteux?

Director Fauteux

Thank you Mayor. We will move to Solid Waste and the Revenue is on Page 51. Superintendent LaFleur would you like to start.

Jeff LaFleur, Superintendent Solid Waste

Thank you, absolutely. As you guys can see that the revenue for the Solid Waste Department is pretty much staying flat. There's really no big changes, we don't anticipate any big changes happening from our revenue side. Are there any questions for the revenue? I'll move over to the appropriations on page 53. As in every other Department, contractual that's a big one for all of us. You will see an uptick in my 51400 Wages, Temporary Seasonal Help. Just like Jason alluded to we had to raise some of our temp pricing just to get applicants in so I have my temps to help us pick up the yard waste, the bulky, the metal, all the excess stuff that needs to be done at the landfill.

If we continue on Page 54, there's no changes. Page 55 one small change is on the Accounting 53114 that's my amount that is assessed for the City's Auditing Services. 53999 you are going to see an \$80,463.00 change. I am just switching that over to my 55699 account. It is an even swap over just to help clean up my budget. So I had my Architects & Engineering Services pretty much in that account so I can keep track of that a little better. Page 56, Property Services, Purchasing for Water Heating. My Equipment, Repairs & Maintenance the recommendation that would be 54487 that's the recommendation from the Fleet Manager, he recommended that we all go up 3% to 5% on any of our parts and maintenance.

Page 57, same thing Vehicle Repairs & Maintenance, that was recommended by Fleet. 54828 my photocopier, at least I have a plan scanner here at the landfill, we are scanning all of our old plans putting them digitally so we have them. They are all for our old landfills, new landfills, everything we need to have copies of them and that was never done in this Department and we are trying to get up to speed with the world on that. Same as all the

other Departments for telephone and cellular, 55118 that's an added increase for iPads for my foremen, they are using those a lot more and we have services for that. Page 58, the only change on that page would be for postage and delivery and that's a purchasing guideline. Page 59, 55699 that was the change that I just spoke about, we moved over to this line item to clean up my budget a little bit.

Page 60, purchasing guidelines for all the fuels. Cleaning & Janitorial Supplies, I am going up a bit on that. We received a lot of our cleaning and janitorial supplies during the COVID process. We want to keep up with that, with keeping our equipment clean, keeping our employees safe with sanitizers and everything so I am going up a little bit on that. Construction Materials, as Commissioner Schoneman said about the lumber, I have a lot of buildings here that have lumber and we have some work that has to be done to them, they are starting to fall apart, they have been neglected a little bit. So I went up with that on the Construction Materials side. Page 61, let me see here, we are working on all of those, there's no changes to any of that. Page 62, you'll see the Capital Outlay and Improvements of \$950,000.00. \$450,000.00 of that is for our Phase III Design and Request. We have another Phase for the Phase III as we all know that I have to start working on this year to continue to have airspace. \$300,000.00 of that is the Phase IV permitting; we are working diligently on that. We are actually responding to DES for some questions right now but we have a little bit longer to go with that, with public hearing and other DES meetings. And then \$200,000.00 of that would be the Recycling Area Upgrades. We are looking at working on possibly doing another cover out there or changing around some stuff at the landfill and repairing like our trash wall where the residents dump off so we are looking at that. And that is basically all the changes in my Department. Are there any questions?

Mayor Donchess

Commissioner Pappas. Yeah go ahead.

Commissioner Pappas

Mr. Mayor? So have things kind of calmed down for recycling, has that pretty much, has that stopped increasing in costs? How have we been working out with that?

Mr. LaFleur

Yes actually right now, the average cost right now is going down, it's \$81.50 a ton right now, that's averaging since last July to right now. It still fluctuates up and down but we are at about \$81.50 total right now, you know, average.

Commissioner Pappas

OK. And it is still working out to put the glass, we put the glass as cover, that that's kind of helping us not have to go back and ask the Board of Aldermen for more money for recycling?

Mr. LaFleur

Absolutely that's working out perfect where I can use it both in the setback and I can use it as cover. We take in enough to help offset the costs on that.

Commissioner Pappas

OK that's great. Thank you.

Mayor Donchess

One thing I think we should add is that although the expenses that Mr. LaFleur has just presented are up, I don't this is in your budget for the bottom line here, but the principal and interest payments on the landfill related debt

are going down about \$400,000.00. So overall the transfer of General Fund Tax Dollars into the Enterprise Fund will actually probably decline. So there will be less tax support for the landfill this year than last based upon these budgets.

Commissioner Pappas

Have we fully paid for the new phase at the landfill or will we have to borrow more money for that?

Mayor Donchess

Well we are going to have to keep borrowing on various projects, you know, Phase III, Phases IV. But we are also paying off principal every year. So I think in the Fiscal Year we are looking at, in other words this coming Fiscal Year, we will be paying off \$2.3 million dollars. So although there is additional borrowing that goes on there's also paydown so that helps. Alright do any other Commissioners have comments or questions on the landfill? Alright, Director Fauteux.

Director Fauteux

We will move to Wastewater. And revenue starts on Page 68 and I will turn it over to Superintendent Boucher.

Dave Boucher, Wastewater Superintendent

Good Morning. Wastewater revenues, as the Director mentioned earlier there is an increase in the budget for Wastewater. This is mostly due to the obligations of some recent capital projects and upcoming capital projects. We also did have a recent sewer rate increase that covers those capital projects. I don't know if you have any questions about revenue specifically but I can answer those or try before I move on to appropriations.

Director Fauteux

Yeah why don't you move on to Appropriations Dave, which will start on Page 71.

Mr. Boucher

Under line 51 we do have an increase of \$38,835.00 this is due to mostly contractual adjustments, contractual obligations. In the next section on Page 72 of Line 52 there is a decrease, those are changes to employee benefit selections. We do have on Page 73, under Account 53, there is a slight increase of \$400.00. This is due to an increase in auditing contract. Moving on to Page 74, under Account 54, we do have an increase of \$6,492.00. This is mainly due to utility budgets for the purchasing guidelines and historical usage. We are expecting an increase in part repairs, equipment repairs, vehicle maintenance, so an increase there. Now moving on to Page 77.

Director Fauteux

You skipped over 75, right?

Mr. Boucher

No, I did Line 54. Now I am on to Account 55, Property Services, which the bottom line is on Page 77.

Director Fauteux

That's on Page 75 right?

Mr. Boucher

Yeah it starts on page 75. So Other Services there is an increase at \$2,200.00 that's basically telephone / cellular. There was an increase in data plans. We also have an increase in stipends, phone stipends on that line. I am on Page 78 under Account 61, Supplies & Materials. There's an increase in that line of \$10,743.00; this is projected fuel increases per purchasing guidelines. We also looked at some historical usage, costs for cleaning supplies. That's it then, I'll take any questions if you have any.

Mayor Donchess

Commissioners on Wastewater? Anybody? Alright, Director Fauteux.

Director Fauteux

That concludes our presentation Mayor.

Mayor Donchess

Do Commissioners have general questions or comments? At this point, we are ultimately looking here for a motion to approve the budgets as proposed. Yes, Commissioner Teas.

Commissioner Teas

Mr. Mayor? I wanted to say thank you to the Director and all the Superintendents. I think they did a nice job in the financial situation. I'd be happy to move for approval of the recommendation of the budget as presented.

MOTION BY COMMISSIONER TEAS TO RECOMMEND APPROVAL FOR THE BUDGET AS PRESENTED BY ROLL CALL

Discussion:

Mayor Donchess

Alright there is a motion. Any comments or questions from anyone on any part of this. Commissioner Pappas?

Commissioner Pappas

I think we went into this in great detail. And I guess it is kind of early in the process for us to approve this. I would just make a request if there are any big changes, I know you have the right to make changes. I know the Mayor has the right to do that. But if you do make some significant ones that if you think to let us know, I would certainly appreciate that.

Mayor Donchess

I will definitely do that. Now given the discipline with which Public Works has approached the budget, I don't expect making any major changes. But if I do, I will let you know, definitely.

Commissioner Pappas

Alright, thank you.

Mayor Donchess

Anyone else, any of the other Commissioners? Staff, any comments, any additional things you want to point out.

Director Fauteux

The only thing I wanted to mention is Carolyn O'Connor has worked tirelessly helping us to put this together and it really seems seamless today when we are going over it, but a lot of that is thanks to her effort. So I also want to thank Carolyn, she has worked very hard with the Superintendents to get to this point. So thank you, Carolyn.

Mayor Donchess

Alright so on the floor we have the motion to approve the budgets as presented. If there are no further comments, I will ask Diane to call the roll?

A Viva Voce Roll Call was taken, which resulted as follows:

Yea: Mayor Donchess, Commissioner Teas, Commissioner Pappas
& Commissioner Schoneman 4

Nay: 0

MOTION CARRIED 4 – 0

Mayor Donchess

The motion passes and the budgets have been approved to move on. I think we have completed our Agenda. Is there a motion to adjourn?

MOTION BY COMMISSIONER SCHONEMAN TO ADJOURN BY ROLL CALL

A Viva Voce Roll Call was taken, which resulted as follows:

Yea: Mayor Donchess, Commissioner Teas, Commissioner Pappas
& Commissioner Schoneman 4

Nay: 0

MOTION CARRIED 4 – 0

Meeting Adjourned at 11:04 A.M.