

Stoneham Finance & Advisory Board Meeting
Monday, May 10, 2021 - 7:00 pm
All Members Attending Remotely

Attendees:

Tim Waitkevitch, Chair
Cory Mashburn, Vice Chair
Andrew Harmon, Secretary

Julianne Bovat	Youlia Bowerman
Jeremy Doyle	Jen Gray
Ed Hurley	Mike Memmolo
Wendy Smith	

Absent: Dave Tamaro

Guests:

David Castellarin, Town Accountant
Eric Duffy, Town Budget Director
Brett Gonsalves, Public Works Director

Agenda:

1. Meeting Minutes
2. Reserve Fund Transfer
3. Board Member and Board Election Update
4. Update on 2020 Annual Audit Discussion
5. Board Webpage Updates
6. FY22 Budget Process Post-Mortem
7. Updates
 - a. Capital
 - b. School Building Committee
 - c. Subcommittees
 - d. Water and Sewer
8. Other Business - Non Deliberative
9. Adjournment

Minutes:

The Finance & Advisory Board Chair called the meeting to order at 7:00pm. Mr. Waitkevitch opened the meeting with Agenda Item #1. Mr. Waitkevitch noted that Mr. Harmon would be late to the meeting and that the Board should table discussion until his arrival.

Board Chair then moved discussion to Agenda Item #2. Mr. Waitkevitch introduced all guests and asked Mr. Castellarin to confirm that the requested amount was \$100,000.00. The amount was confirmed and Mr. Castellarin explained the urgency of the request and that the repair (to be explained by Mr. Gonsalves) was vital for the continuing functioning of many integral Town vehicles. Mr. Gonsalves then detailed the nature of the request. He relayed that a routine yearly gas pump inspection (on the grounds of the Public Works Department) turned up several critical deficiencies. These deficiencies include water infiltration into the sumps. There has also been a failure of the safety mechanism that shuts down the system if the gas dispensers are struck.

Mr. Gonsalves went on to say that the Town has secured two proposals for repair costs. And that the proposals were obtained after the formal request for \$100,000.00 was submitted to the Board. The first proposal is for \$119,000.00. This proposal was found to only include one dispenser. Since the setup currently has two dispensers, a revised proposal for \$127,489.00 was given. Mr. Gonsalves offered two options. He would pursue repairs without dispenser replacement for the original requested amount, or the Board could approve a higher reserved transfer to cover the additional cost of replacing the dispensers.

Mr. Mashburn asked how long the new dispensers would be in place if repaired. Mr. Gonsalves opined that a new system would last the Town 20 years before it needed to be replaced. Mr. Hurley asked who used the tanks. Mr. Gonsalves replied that the tanks are used to fuel vehicles for Fire, Police and Public Works. Ms. Smith asked whether the inspection results were a surprise. Mr. Gonsalves indicated that the previous year's inspection turned up repairs that would be needed in the future, but it was not expected to become so critical this quickly. Monthly inspections revealed a more critical situation.

Ms. Smith then asked whether the State would accept a work order in progress as an acceptable result to a potential audit of the site. Mr. Gonsalves replied that approval for the funds and an estimate would likely be sufficient. He then indicated that the contractor is saying 2 weeks to complete the repair. He wanted to stress that an alternative fueling source would be needed in that timeframe. He then added that, beyond this repair, the Town should explore a generator for the Public Works site. Currently, there is no generator. So if the site loses power, fuel cannot be pumped.

This led to a general discussion by the Board about Town properties that have backup generations ability.

Ms. Gray asked whether the repaired units would be susceptible to accelerated corrosion. Mr. Gonsalves said the units are made with more corrosion-resistant materials, but he would ask about sources of corrosion. Mr. Waitkevitch then asked Mr. Gonsalves to clarify the transfer request. He replied that he is requesting \$125,000.00 which amounts to the Finance Board's entire reserve for FY21. Ms. Gray introduced a motion to approve a transfer of \$125,000.00. Ms. Smith seconded; all in favor.

Mr. Gonsalves then exited the meeting. Board Chair then moved discussion to Agenda Item #3. Mr. Waitkevitch announced that Mr. Doyle would be leaving the Board after this meeting. Mr. Doyle explained his decision and thanked everyone for his time on the Board. Mr. Waitkevitch then announced that there would be Board elections held after June 1st. All three positions (Chair, Vice Chair, and Secretary) would be voted on.

Board Chair then moved discussion to Agenda Item #4. Mr. Waitkevitch indicated that he would like to table this item, as the Town would be holding a Tri-Board meeting to review the audit report. Discussion was then moved to Agenda Item #5. Mr. Waitkevitch opined that historical Town Meeting recommendations would be a good addition to the Board's current webpage. He also suggested department assignments.

Board Chair then brought discussion back to Agenda Item #1. Mr. Harmon said no minutes were available for review, but that several minutes would be available for the next meeting.

Board Chair then moved discussion to Agenda Item #6. Mr. Harmon said that this budget cycle was not a good indication of what the Board did well and what it could improve on. Mr. Mashburn suggested that the Board could leverage more virtual meetings for department work. Ms. Gray added that it was good to get more department heads into Finance Board meetings because of the virtual capabilities.

Board Chair then moved discussion to Agenda Item #7. Mr. Mashburn indicated that there were no updates on the Capital Committee. He then gave a School Building Committee update. There is an ongoing Committee discussion about athletic field construction. Mr. Mashburn then added that there were two building projects in process. Northeast Tech is also building a new high school. There was then a general discussion about what the Town's obligations are for the Northeast Tech building project.

Ms. Gray asked whether Stoneham Public Schools could offer vocational programs to attract resident students back to the school system. Mr. Mashburn replied that there is a contract between Stoneham and Northeast Tech that prohibits that from happening. Ms. Bowerman asked whether we knew the tuition paid per student to Northeast Tech. Mr. Mashburn said that he would look into that figure. There were no subcommittee updates. Ms. Smith then provided an update on Water & Sewer. She asked that the Water & Sewer Review Board's existence be examined in the next Tri-Board meeting. Mr. Waitkevitch suggested that the Finance Board make its own recommendation on the Water & Sewer Review Board.

Board Chair then moved discussion to Agenda Item #8. Ms. Smith commended Mr. Castellarin on his service to the Town as he moves on. There was general agreement on this point. The Board then scheduled its next meeting. The Board then thanked Mr. Doyle on his service to the Finance Board.

Ms. Gray introduced a motion to adjourn. Mr. Harmon seconded; all in favor.