

FINANCE COMMITTEE MINUTES MONDAY, MARCH 20, 2017

LYNNFIELD FINANCE COMMITTEE MEETING NOTES

MARCH 20, 2017

BOS ROOM, TOWN HALL

Present: Christopher Mattia, Rob Look, Stephen Riley,
A.J. Qualtieri, Kevin Sullivan, Tom Kayola.

Not Present: Jack Dahlstedt, Tom Kennedy, Gene Covino,
Jason Caggiano, Robert Priestley.

Guest: Director of DPW John Tomasz

Chris called the meeting to order at 7:05 p.m.

- * The FinCom welcomed DPW Director John Tomasz.
- * Director Tomasz informed the FinCom of the options pertaining to buses, adding new buses with seat belts and cameras are \$83,000 each, which at 3.09 percent. would be \$35,000 for five years. Also, commenting the DPW currently own five buses.
- * Director Tomasz explained the rotation of buses and his plan for future maintenance and replacement of vehicles.
- * The FinCom and Director Tomasz discussed current deployment and schedule of buses and drivers concerning the town-owned and outsourced buses.
- * Director Tomasz discussed upcoming drainage plans; Longbow Circle this year, Ledge and Canterbury next year. He mentioned that although funds are currently in budget, logistically, the Ledge and Canterbury projects will not begin until next year.
- * The FinCom requested Director Tomasz to prioritize future drainage projects.
- * Rob asked for a clarification on the process by which road replacements are handled.
- * DPW Director Tomasz updated the FinCom on the prioritization of the road re-pavement program. He mentioned this program is in coordination with National Grid's intended projects.

- * DPW Director Tomasz informed the FinCom he believes the Town's street replacement program was very generous, stating it's the best he's ever seen, and that it's a great investment for the Town.
- * The FinCom requested DPW Director Tomasz for an updated sidewalk repair and replacement schedule.
- * DPW Director Tomasz summarized his maintenance plan for the fields, breaking down man-hours and number of tasks per Arthur Bourque's list of one hundred and twenty-five items.
- * DPW Director Tomasz explained his process of assessing in-house versus contract work, providing a sport field maintenance items and responsibility spreadsheet.
- * The FinCom acknowledged their appreciation to DPW Director Tomasz for his work in providing such a comprehensive field maintenance plan.
- * The FinCom questioned how DPW Director Tomasz arrived at his man-hour figures.
- * DPW Director Tomasz provided his process by which task hours are accounted for via his self-authored Excel program. He also mentioned a tracking system would also be useful to track manpower.
- * The FinCom questioned DPW Director Tomasz about the current process by which payroll is accomplished and whether or not new technology would be more efficient. DPW Director Tomasz informed the FinCom he will investigate and report back to FinCom his findings.
- * The FinCom and DPW Director Tomasz discussed future plans for replacing the Middle School track.
- * The FinCom requested DPW Director Tomasz' opinion of the proposed rail trail and projected maintenance costs. DPW Director Tomasz will check with surrounding communities.
- * DPW Director Tomasz is working on a ten-year plan for fleet and building maintenance, and he projects that to be completed within six months.
- * The FinCom and DPW Director Tomasz discussed a MUNIS-like module for tracking vehicle maintenance and replacement plan.

- * The FinCom and DPW Director discussed the useful life of the turf fields.
- * DPW Director Tomasz informed the FinCom he will be attending a CFAC meeting this coming Friday.
- * DPW Director Tomasz and the FinCom discussed the OSHA request to put in a new air handling hose to vent the garage.
- * DPW Director Tomasz discussed the three safety component projects pursuant to schools.
- * The FinCom asked DPW Director Tomasz to opine on the biggest challenges the Town could do better on.
- * DPW Director Tomasz replied he was very impressed with the financial support the Town has provided to the DPW.
- * DPW Director Tomasz informed the FinCom he had a sit-down with each DPW employee to enable them to express their opinions so he could gauge their mood to increase productivity.
- * DPW Director Tomasz discussed the plowing protocol.
- * Steve made a motion to adjourn, seconded by Tom Kayola. The Committee voted unanimously in favor, and the meeting was adjourned at 8:30 p.m.

Respectfully submitted by
Debbi Mallett, FinCom secretary