

**Needham Finance Committee
Minutes of Meeting of March 11, 2015**

The meeting of the Finance Committee was called to order by the Chair, John Connelly, at approximately 7:30 pm in the Great Plain Room at the Town Hall.

Present from the Finance Committee:

John Connelly, Chair; Louise Miller, Vice Chair

Members: Richard Creem (arrived at 8:00 p.m.), Richard Reilly, Lisa Zappala, Rick Zimbone

Others present:

Kate Fitzpatrick, Town Manager

David Davison, Assistant Town Manager/Finance Director

Charles Laffey, Director of Facilities Operations

Stephanie Maloney, Administrative Analyst, Public Facilities

Richard Merson, Director of Public Works

Carys Lustig, Supervisor of Administration, DPW

Anthony DelGaizo, Town Engineer

Daniel Gutekanst, Superintendent of Schools

Anne Gulati, Director of Financial Operations, School Department

Citizen Requests

No citizens requested to address the Committee.

Approval of Minutes of Prior Meetings

Approval of minutes was deferred to the next meeting.

Public Facilities Maintenance Program

Mr. Laffey stated that the work will be mostly as described in the Capital Improvement Plan: duct cleaning, floor repair and refinishing, possibly some xeriscaping. He stated that the bathroom renovations at Pollard will be just minor work because with current building codes, more significant renovation work would be too expensive. He stated that much asbestos abatement work is still needed at Pollard, as there are still a lot of asbestos tiles. Ms. Miller asked about the Pollard auditorium renovation that was planned. He stated that there was a feasibility study so they know what needs to get done, but there has not been a discussion of funding the work. Mr. Laffey stated that Pollard also has problems with the science labs, which don't meet DOE requirements. Mr. Davison stated that the Public Facilities Maintenance program is being moved out of the cash capital article since it is all maintenance work and does not add value to the buildings that a capital improvement would.

Mr. Zimbone asked whether any schools are totally cleaned out of asbestos. Mr. Laffey stated that the majority of the old schools have had the asbestos removed, but some remains in walls and areas that cannot be accessed. He stated that Pollard is about 80% complete. He stated that over April vacation they will finish up small places in most schools so that the asbestos will be gone except for what is behind walls.

Mr. Connelly asked about the amount of the appropriation for the Public Facilities Maintenance program in FY15, and how much work has been done. Ms. Maloney stated that the appropriation was \$482,000 and she described the work, including duct cleaning, tile replacement, floor refinishing and installation of concrete steps.

MOVED: By Mr. Zimbone that the Finance Committee recommend approval of draft Annual Town Meeting warrant article, "Appropriate for Public Facilities Maintenance Program" in the amount of \$570,000. Ms. Zappala seconded the motion. The motion was approved by a vote of 5-0. (Mr. Creem had not yet arrived.)

General Fund Cash Capital (Energy Efficiency Upgrades)

Mr. Laffey stated that they are scheduling efficiency upgrades differently because there was a space issue last summer so the Eliot School was not available. They have deferred the retro-commissioning work at Eliot, and will change out gym lighting in several schools. Ms. Zappala asked if they still needed the \$96,323 for the lighting work. Mr. Laffey stated that they will, and that they will get incentives on the front end. He stated that the current appropriation is \$113,000 which has been used for new windows at the Fire Station as well as motion sensors, and that there is still \$17,000 left for exterior lighting at Broadmeadow and High Rock. Mr. Zimbone asked how they are coming on the upgrades designated in the energy upgrade study. Mr. Laffey said that in FY19 they will be finished with the recommended work.

Central Ave./Elliott St. Bridge

Mr. Davison state that the article will seek \$2 million instead of \$4 million because the City of Newton has signed off and will take responsibility for half of the project. He stated that this will authorize less debt. Mr. DelGaizo stated that the design was \$900K, which is being done by Needham using Beta Group. The design work is expected to be completed in January 2016, to go out to bid in February 2016. The bridge closure will be in July 2016. He stated that the project is planned to fit in between two other Mass. Department of Transportation (DOT) bridge projects, the Kendrick Street bridge and the Highland Ave. corridor work. The plan is to avoid having any two bridges closed at the same time. He stated that this project will redo the bridge and the sidewalks. The design work is underway, and all is going according to the plan. Ms. Zappala asked why they are seeking the appropriation now for work in summer of 2016. Mr. Merson stated that the contract will be awarded in FY16, so they need the appropriation. Ms. Miller stated that \$2 million of the 3% debt limit is being set aside for this project. She stated that the later estimates may be lower but the money will be tied up if the Finance Committee votes the funding now. Mr. Davison stated that it will not be materially different.

MOVED: By Mr. Zimbone that the Finance Committee recommend approval of draft Annual Town Meeting warrant article, "Appropriate for Central Avenue/Elliott Street Bridge Construction" in the amount of \$2 million. Mr. Reilly seconded the motion.

DISCUSSION: Ms. Miller stated that she would prefer to time articles closer to the bidding process. She is concerned that contractors know about funding when they bid and price their bids accordingly.

VOTE: The motion was approved by a vote of 6-0.

Sewer Pump Station Improvements

Mr. Merson stated that this article will fund work on one of the smaller pump stations. He described the history of the pump, and described the needed improvements. He stated that the pump is planned for a total replacement. Mr. Merson stated that the design work will be in the summer. The project will go out to bid in the fall or winter. He stated that the replacement work will not be time-consuming. There will be some coordination to isolate flows and shut the pump down, but the pump is just dropped into place. He stated that the \$550,000 is for all of the construction. The design work is being done now.

MOVED: By Mr. Reilly that the Finance Committee recommend approval of draft Annual Town Meeting warrant article, "Appropriate for Sewer Pump Station Improvements" in the amount of \$550,000. Ms. Miller seconded the motion. The motion was approved by a vote of 6-0.

Water System Rehabilitation Program

Mr. Merson stated that the funding will replace the water lines on Norfolk and Pleasant Streets with new 8-inch lines. He stated that the design work was funded last year. This is for the construction. Mr. DelGaizo stated that they just received the final plans. He stated that they expect to do the work in the summer. Mr. Zimbone asked if this can be financed with MWRA funds. Mr. Davison stated that the language is included in the article just in case some funding becomes available. He stated that MWRA financing is at a lower rate, but he is assuming that this will be financed on the open market. He stated that the reappropriation of funds from articles are for prior projects, all of which are water-related and closed out. He stated that he would spend the cash first. If less money is needed to be borrowed, then he will borrow less.

MOVED: By Ms. Miller that the Finance Committee recommend approval of draft Annual Town Meeting warrant article, "Appropriate for Water System Rehabilitation Program" in the amount of \$820,500 using the sources listed. Mr. Creem seconded the motion. The motion was approved by a vote of 6-0.

Appropriate the FY2016 RTS Enterprise Fund Budget Appropriate the FY2016 Sewer Enterprise Fund Budget Appropriate the FY2016 Water Enterprise Fund Budget

Mr. Davison stated that the three Enterprise fund budgets reflect the Finance Committee's recommended changes, including an 18% reduction in vehicle fuel cost assumptions and a \$120,000 reduction in the solid waste removal expense for the RTS. He stated that the Water and Sewer funds also have reduced MWRA assessments. This has caused a reduction in the General Fund contribution to the Sewer Enterprise fund. Mr. Connelly asked if any changes to these budgets are expected between now and Town meeting. Mr. Davison stated that he did not expect any changes. It is possible that the MWRA could issue rate relief and cut the assessment, but he does not expect that to happen.

Mr. Davison stated that \$110K of retained earnings is being used for the RTS Enterprise Fund operating budget. He stated that he structured it this way because he is not allowed to assume

any revenues he knows that are coming in for the lease payments for the solar project. This solution is just to bridge a gap, and will not be done every year. He stated that the Sewer Enterprise Fund operating budget uses \$703K in retained earnings for the operating budget. He stated that he knows that the rate structure will not be sufficient to meet operations. He stated that certain revenue was not identified in time to be included in the estimates for FY16. Mr. Davison stated that the Water Enterprise Fund operating budget does not use retained earnings. He stated that the original proposed budget included \$110K of retained earnings, but the MWRA assessment was lower than the earlier estimates, so there is now no reason to use retained earnings for that budget.

Mr. Connelly asked if there is any concern about the \$703K retained earnings being used in the Sewer budget. Mr. Davison stated that this leaves the Sewer Enterprise Fund with about \$400K in retained earnings, which is lower than the target below which the Town prefers to not go below, but there is not much flexibility to do things differently. He stated that the assessed rates are fixed as are the costs for operating the Sewer Division. The only item that is flexible is the Sewer Reserve Fund, which could be reduced but which he does not recommend. In addition, a reduction in the Sewer Reserve Fund would not bridge the revenue deficit. The Sewer Enterprise Fund deficit is a result of two factors. The rates are too low. Also, the Department of Environmental protection has pushed for lower water consumption, which results in lower sewer revenue, since sewer use is tied to water consumption. He stated that the Town's sewer rate hearings are each year in June. Mr. Zimbone stated that the Sewer budget does not seem to have changed much. Mr. Davison stated that the deficit is not caused by a budget increase but is primarily due to lower usage and lower revenue.

MOVED: By Mr. Reilly that the Finance Committee recommend adoption of draft Annual Town Meeting warrant article, "Appropriate for FY 2016 RTS Enterprise Fund" in the amounts in the table shown in the article. Ms. Zappala seconded the motion. The motion was approved by a vote of 6-0.

MOVED: By Ms. Zappala that the Finance Committee recommend adoption of draft Annual Town Meeting warrant article, "Appropriate for FY 2016 Sewer Enterprise Fund" in the amounts in the table shown in the article. Ms. Miller seconded the motion. The motion was approved by a vote of 6-0.

MOVED: By Ms. Miller that the Finance Committee recommend adoption of draft Annual Town Meeting warrant article, "Appropriate for FY 2016 Water Enterprise Fund" in the amounts in the table shown in the article. Mr. Reilly seconded the motion. The motion was approved by a vote of 6-0.

Snow and Ice Overdraft Update

Mr. Davison stated that the Town has paid \$1.087 million for snow removal as of March 6. He stated that there are approximately \$212K in bills incoming for storms to date. He stated that just the cost of removing snow from School roofs has been about \$270K. He stated that he is estimating an additional \$46K for salt and chemicals and \$79K for snow and ice work for the remainder of the season. Mr. Davison requested authorization for total Snow and Ice expenses up to \$1,693,826, which is an increase of \$330,395 from the prior overdraft authorization. He stated that hopefully FEMA will provide some money. He stated that there will be a Snow and Ice deficit going into the next fiscal year. He stated that the Reserve Fund currently has

\$1,439,657. To date, the only expenditure from the Reserve Fund has been one transfer of \$50,000 for a study at the High School. Mr. Zimbone stated that he spoke to Mr. Laffey who stated that he expects to need a reserve fund transfer of about \$150K for increased energy costs in FY15.

MOVED: By Mr. Reilly that the Finance Committee authorize the Snow and Ice overdraft request that would allow total expenditures in the Snow and Ice budget of up to \$1,693,826 in Fiscal Year 2015. Ms. Zappala seconded the motion. The motion was approved by a vote of 6-0.

Appropriate FY2016 Operating Budget

Mr. Zimbone stated that the last School liaison meeting discussed the 1:1 program, and how to finance it. Mr. Gutekanst stated that the School Committee decided that the district will provide devices for students next year, but has not decided whether to lease or purchase. Mr. Zimbone stated that the budget for the program includes both the hardware and the apps. Some issue have been raised, including whether some students will provide their own devices so the district may not need to purchase 100% of the devices, and also whether the students will keep the devices over the summer and how that would work. He stated that the original budget asked for \$202,000 but did not include everything needed. In order to fully fund the purchase of all the equipment and apps the cost is \$260,280. The apps, \$18,000, can be moved into the operating budget, which would leave a remaining budget shortfall of \$40,280. They are looking at the possibility of a lease for three years which would cost \$120K in the first year, and a total of \$270K over three years. Mr. Zimbone stated that the issue is whether it is better to find \$40K to purchase the devices, or to go forward with the lease. He stated that there is reason to hesitate, since the School Department is asking parents how many will borrow from the School vs. bring a device from home next year. Mr. Gutekanst stated that they are looking for a commitment from parents in April.

He stated that the Finance Committee's draft budget has \$52K for the 1:1 program. For either leasing or purchasing, additional funds will be needed in the School Department operating capital budget. Ms. Zappala stated that the Finance Committee put aside an additional \$150K in the Reserve Fund to make sure that there is funding for this program. She stated that she does not see why the Committee would try to cover the \$40K deficit. She stated that it is not known how many devices will need to be purchased. She stated that she would be careful about leasing because if \$120K is needed this year, then twice as much will be needed next year to fund the next year of the lease, plus the new devices for next year. Three times as much will be needed the third year. She stated that she does not see how the Town can continue to come up with the differential moving forward. She stated that she thinks the School Department should go forward with the purchase, and find ways to fill in the gap. Mr. Reilly asked whether there is a benefit to leasing, and whether the vendor upgrades the apps. Ms. Zappala stated that they do not. Mr. Gutekanst stated that the School Committee had the same discussion. It is better to purchase than lease in the long run, but they need the money. Mr. Zimbone suggested moving \$40K from the cash capital technology replacement into this budget. Ms. Zappala stated that money should not be moved into the budget until it is known what is really needed.

Mr. Connelly stated that \$52K has already been allocated to this program in the draft budget. He stated that the options are (1) to keep the amount the same, with the remaining \$150K in the Reserve Fund, (2) to modify the School Department line to give sufficient funding for a lease,

which means adding \$68,298 to the budget, or (3) fund the entire \$260K for the program from somewhere. Ms. Zappala stated that the Finance Committee should not change the number now, but should give some advice to the School Committee. Mr. Zimbone stated that the School Committee would prefer not to lease, and are only considering it because it is all they can afford next year. Mr. Gutekanst stated that leasing will cost more in the long run. There was discussion of moving funds on Town Meeting floor. Mr. Davison stated that the Moderator usually has a rule that a budget line can be increased only if another line is decreased to fund it. Mr. Zimbone asked what if the funds were to come from cash capital. Ms. Fitzpatrick stated that that would mean putting more money from Free Cash into the operating budget which is not recommended. Ms. Miller stated that would not bother her, since that is the same thing that is being done by moving the School operating capital into the School Department budget. Mr. Zimbone agreed that it would not bother him either. Mr. Reilly stated that the amount of Free Cash in the FY16 budget already exceeds the recommended amount of Free Cash being used in the operating budget. Ms. Fitzpatrick stated that it will in FY16, but not in FY17. Mr. Zimbone stated that Free Cash is one-time money, and that the same adjustment will not necessarily need to be made next year. He stated that funding of the 1:1 program next year will be a whole new discussion. Mr. Connelly stated that the lease option can be discussed again next year if the Town finds that the program is not sustainable. Purchasing the devices in the coming year will give the Schools time to figure out if the whole \$260K will be needed each year. Mr. Zimbone stated that the funds could come from another article. Ms. Zappala noted that the operating capital was just moved into the operating budget from cash capital, and now the Committee is trying to put it back in cash capital. Ms. Fitzpatrick stated that the operating capital items are annual appropriations and should be part of the operating budget. Ms. Zappala stated that the Committee tried to put aside enough money to fund the program, and now the Schools are saying it is not enough. She stated that she wants them to live with the original budget request.

Ms. Miller proposed adjusting the operating budget and the cash capital amount. Mr. Connelly stated that he is not inclined to do that, as it goes against what is being done. Mr. Zimbone stated that otherwise the devices cannot be purchased. He stated that he can't imagine if the devices are free that many people will purchase their own. Ms. Zappala stated that people may want more freedom to do what they want with the devices. She stated that the School Department will still provide the apps to student-supplied devices. Mr. Zimbone suggested making no change to the budget now, but make a commitment that if the School Committee makes a plan to purchase 100% of the necessary devices, then the Finance Committee will shift \$190,000 from the Reserve Fund to the School Department budget in the FY 16 recommended budget. Ms. Zappala stated that the adjustment should be made prior to Town Meeting. She stated that this means no more than \$150,000. Mr. Zimbone stated that there was a \$40,280 deficit. The additional funding needed for the program is \$190,280. Ms. Zappala stated that they can find \$40K in their budget.

Mr. Connelly stated that the recommendation is to fund the School Department 1:1 technology program now with \$52,000 and the Finance Committee will commit up to an additional \$190,000 for a purchase of the devices for the 1:1 program. Ms. Miller stated that Mr. Gutekanst should advise the School Committee that purchasing is the Finance Committee's preferred option for financing and that the Finance Committee will fund the additional amounts from the Reserve Fund as stated and that the Finance Committee will require that amount before Town Meeting.

Mr. Connelly asked if there were comments on other budget lines. Mr. Creem stated he questioned the addition of a new full-time, benefit eligible administrative position in the salary

line covering the Council on Aging. He stated that he reviewed the minutes of the February 11 meeting and found the underlying support unsatisfying, and that the Health and Human Services department has not made a compelling case. He reiterated his other primary concerns about the proposal: “(i) adding staff in the private sector is virtually impossible these days, with professional staff continually being asked to do more with less; (ii) while the Town is not a for-profit enterprise, it is nonetheless accountable to its shareholders, the taxpayers, and the FinCom has a unique role in protecting the interests of taxpayers vis-à-vis the political bodies of Town government; and (iii) while not foreclosing the possibility of revisiting this issue in the future, I do not believe that this is the appropriate time to be adding a full-time, benefit-eligible, position, in light of the projected snow and ice deficit (which will impact 2016 revenue) and the fact that the 2016 operating budget, as proposed, may contain a sizable deficit in the funding of health insurance.” Mr. Creem stated that for those reasons he cannot vote for the budget if it includes this position.

MOVED: By Mr. Creem that \$42,491 be moved from the Health and Human Services salary and wage line into the Employee Benefits and Employer Assessments line. Mr. Zimbone stated that he seconded the motion for purposes of discussion.

Mr. Connelly stated that he respected Mr. Creem’s feelings, but felt that the Town Manager carefully considers all of the DSR4 requests and takes a measured approach to weighing the needs. He stated that the decision to have this position can be changed if it turns out it is not effective. Ms. Zappala stated that there was extensive discussion about whether the administrative support could be moved from somewhere else, and whether the COA could continue with volunteers and using other staff, which limits their time to work on and improve programming. She stated that the Finance Committee did not want to add to staff, and pushed the Health and Youth Services departments about where they could help and not add a position. She stated that the Committee pushed hard on this, and felt that it would be second guessing management to exclude the position. Mr. Creem stated that it is not an appropriate time to add staff, and that he does not know the specific work the position will accomplish. Mr. Reilly stated that it is clear that the work is there, and being parceled out to volunteers and others who would otherwise be doing programming. Mr. Zimbone stated that the DSR4 sets out an explanation of the position. He stated that it supports the Board of Selectmen’s goal to increase utilization of the senior center building and that they are anticipating expanding usage of the building. He stated that this is an instance of hiring a lower-salaried position to do the administrative tasks to allow the others to do their work. He stated that he expects a benefit from this position, but that like all positions, this one is subject to review. He stated that he would support the budget with this position.

Ms. Miller stated that she is uncomfortable with a Committee member dissenting on the whole budget. She stated that she, too, had questions about how this position fit into the global structure of the HHS department. Mr. Creem stated that he feels that he has documented his concerns and that he has spoken with individual Town Meeting Members to make them aware of his concerns. He stated that he will vote with the rest of the Committee in support of the budget, but that it is “not a vote that I take comfort in making.”

WITHDRAWN: Mr. Creem withdrew his motion. Mr. Zimbone withdrew his second.

MOVED: By Mr. Zimbone that the Finance Committee recommend the FY 2016 General Fund Operating budget as presented. Ms. Zappala seconded the motion. The motion was approved by a vote of 6-0.

General Fund Cash Capital

Ms. Miller clarified that the vehicle replacement being requested is based on the revised replacement discussed at a prior meeting. Mr. Davison confirmed that the amount in the Warrant is the reduced amount. Ms. Miller asked about the School technology replacement request for \$403,000. Mr. Zimbone stated that the funding would replace computers and printers. He stated that the plan is to eventually require all incoming freshman at the high school to bring their own computers.

MOVED: By Mr. Reilly that the Finance Committee recommend adoption of draft Annual Town Meeting warrant article, "Appropriate for General Fund Cash Capital" in the amount of \$1,941,411. Mr. Zimbone seconded the motion. The motion was approved by a vote of 6-0.

Articles Not Yet Voted

Ms. Fitzpatrick stated that if the Finance Committee wanted to change the numbers in the OPEB Trust Fund article or the Athletic Facility Improvement Fund article, it should be discussed before the warrant is printed. She stated that it can be a problem with the Moderator with requests to increase any amount shown in the warrant. Mr. Connelly stated that he has been approached by the Board of Selectmen about earmarking additional funds in the Athletic Facility Fund for Memorial Park upgrades. He stated that he would be open to some shift, but moving no more than half of the \$320,000 now in the OPEB article into the Athletic Facility article for Memorial Park. Mr. Zimbone asked what would be done with the money. Mr. Connelly stated that nothing would be done at this time. There would be feasibility work in the fall of 2015 or spring of 2016. Ms. Zappala stated that feasibility work could be paid for through the fund. She believes that there is a significant need at Memorial Park, and that there is no way to fund it through the 3% levy limit. Earmarking money in the Athletic Facility Fund will provide for a feasibility study and to fund part of the work. Mr. Zimbone asked if there were other reserves that could fund the work. Ms. Fitzpatrick stated that legally it could also be funded from the Capital Facility Fund, but that the funds in the Capital Facility Fund are held for something immediate like an emergency boiler replacement. Ms. Zappala stated that there is not that much money there, and the type of work at Memorial Park is not the intent of the fund. Mr. Reilly stated that there are two actuarial assumptions that are involved in the OPEB funding calculation. The first is the earnings rate that has been reduced. The second is the rate of inflation for health care premiums. He questioned whether, given the recent increase we had seen for active employees, the assumption on retiree health care inflation might be too low. Mr. Davison stated that there were different forces at work for retiree health care inflation, and that he is still comfortable with the actuarial assumption.

Mr. Connelly asked if the Town can repair the Memorial Park building with \$500K already designated and an additional \$160K from the OPEB article. Ms. Fitzpatrick stated that the Town will need \$2.5 million for synthetic field replacement, and currently has \$942K. The plan is to put in \$300K per year for four years. She stated that the \$500K plus any other amount added from OPEB can be set aside for Memorial Park. She stated that she can put in the article

information that this money would be earmarked for this purpose. Ms. Miller stated that funds within the Athletic Facility Fund cannot be earmarked. There can only be a plan on how they will be spent. They can be spent some other way. If they are not spent on the building, they can be used to meet the known need for new turf. Mr. Connelly stated that he would like to send a message to the Board of Selectmen that the Finance Committee is open to increasing the appropriation to the Athletic Facility Fund in the warrant by the same amount reduced from the OPEB Trust fund article. He suggested taking no more than half of the \$320K shown in the draft OPEB article, for a total appropriation to the Athletic Facility Fund of no more than \$1,026,412. Mr. Reilly stated that he recommends discipline in funding the OPEB liability. Mr. Connelly asked if the Committee was in agreement with the message to the Board of Selectmen. The Committee concurred. Mr. Zimbone recommended switching the order of the articles so that OPEB is after the Athletic Facility Fund because most of the discussion involves the Athletic Facility Fund.

MOVED: By Mr. Reilly that that for any articles for which no action has been taken, the Finance Committee's position appear in the printed 2015 Annual Town Meeting Warrant as "Recommendation at Town Meeting." Ms. Miller seconded the motion. The motion was approved by a vote of 6-0.

Finance Committee Updates

Mr. Connelly stated that Mr. Flinton is resigning from the Finance Committee. He stated that the Moderator has appointed a new member, Barry Coffman.

Mr. Connelly stated that he attended a PPBC meeting. He stated that in his opinion, they are not ready to come forward to request design funding for the High School expansion project. He stated that he has issues with the numbers, particularly for School enrollment. He stated that the enrollment numbers do not justify the number of classrooms. He stated that he does not believe that there will be a feasibility report with recommended options before Town Meeting. Ms. Zappala asked whether they might go forward with the cafeteria. Mr. Connelly stated that the total project is projected to cost \$4.5-\$6 million, but they have not talked about pulling that portion of the project out. Ms. Zappala stated that the situation is moving in the direction of a Finance Committee vote against the project if there is insufficient information to support a recommendation.

Adjourn

MOVED: By Mr. Reilly that the Finance Committee meeting be adjourned, there being no further business. Mr. Zimbone seconded the motion. The motion was approved by a vote of 6-0 at approximately 10:10 p.m.

Documents: 2015 Annual Town Meeting draft warrant; Finance Committee FY2016 draft budget; Town of Needham Capital Improvement Plan FY2016 – FY2020; FY2016 Proposed Annual Budget, Office of the Town Manager, dated January 27, 2015; Request for Authorization for Snow and Ice Overdraft, dated March 10, 2015.

Respectfully submitted,

Louise Mizgerd

Executive Secretary/Staff Analyst

Approved March 25, 2015