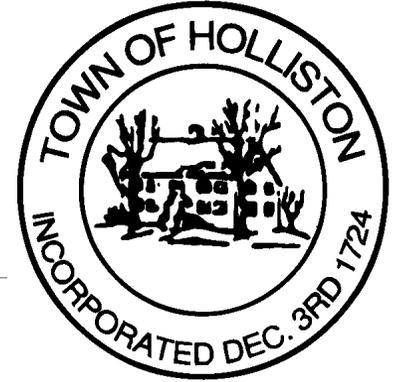


Town Administrator Mid Year Review

JANUARY 19, 2021

Mid Year Review – Introduction



TOWN ADMINISTRATOR

This presentation to the Select Board on January 19, 2021 is meant to serve as a “check-in” on topics that have arisen in the first six months of my time in Holliston.

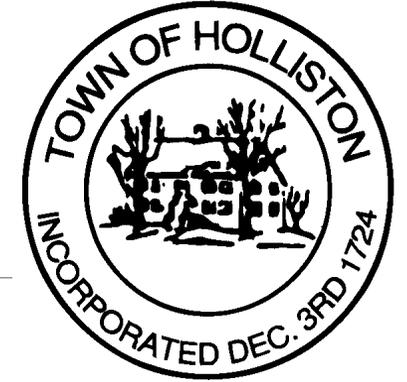
Many of these items are still pending and will continue to be on future Select Board agendas. For more information on any topic, please contact the Town Administrator’s Office.

Travis J. Ahern

GLOSSARY

Available at end of document

Mid Year Review – SB Goals (FY21)



JOHN CRONIN, CHAIR

1. Successful transition of new Town Administrator
2. Public Works infrastructure
3. Governance Committee recommendations and improvements

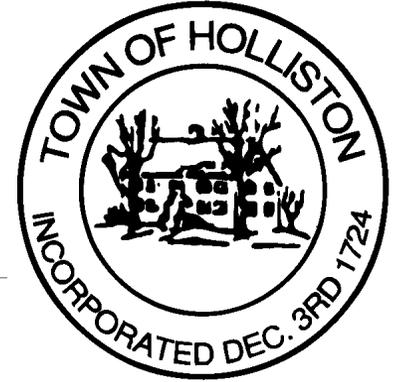
TINA HEIN, VICE CHAIR

1. Active transportation and recreation
2. Improved health-care costs for Town and employees
3. Sustainability and mitigation efforts with focus on water conservation

BEN SPARRELL, CLERK

1. Improve Capital Expense process
2. Develop Facilities Mgmt budget
3. Improve communications with Fincom
4. Lay groundwork for Strategic Plan
5. Work on retirement liability plan

Mid Year Review – FY21 Budget Q2



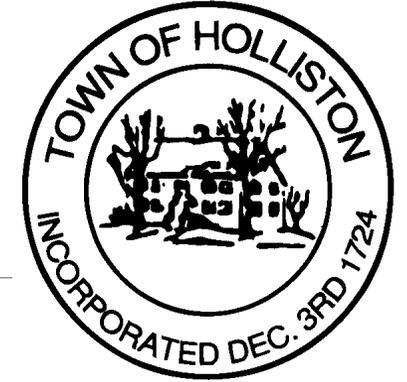
Q2 Budget & Revenue Update – presented to Select Board & Fincom in January as best practice

Revenue

1. **Local Receipts trending positively;** eye on March for MVE taxes; Building Dept. revenues higher than anticipated
2. **State Aid** – allowed for changes to FY21 budget at Dec. 5 Special Town Meeting

Expenditures

1. **Currently projected on trend,** due in part to CARES Act support (see later slide)
2. **Monitoring any potential overages**



Mid Year Review - Personnel

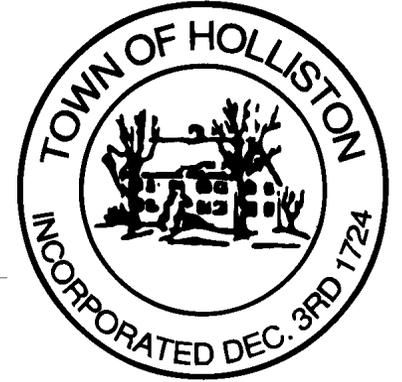
FY2021 Items Resolved (chronological order):

1. Dept. Head Contracts (Aug. 2020)
2. HPA 1-Yr CBA (Sept. 2020)
3. Police Chief contract (Oct. 2020)
4. Health Care Consultant Engagement
5. Non-Union COLA (12/5 STM)
6. Laborers' 1-Yr CBA (Dec. 2020)

Look Ahead

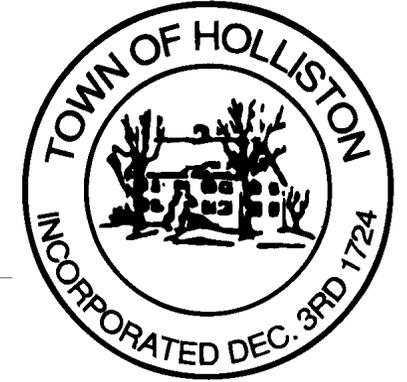
1. PEC Agreement – incl. WSHG rates for FY22
2. HPA – FY22 and beyond
3. Laborers' – FY22 and beyond
4. Dept. Head – performance reviews in process
5. Non-Union COLA – waiting on clarity from Feds and State on FY22

Mid Year Review – Traffic Response



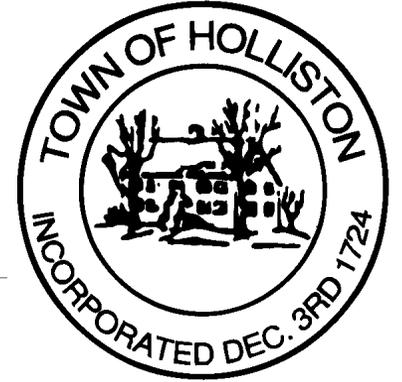
1. **Lowland Industrial Park Traffic Forum (Aug. 25, 2020)** – TA memo w/options
2. **MassDOT Site Visits** (Sept. and Oct. 2020)
3. **Woodland Street HCVE Application** – pending
4. **Special Town Meeting, Art. 15** (Dec. 5, 2020) – RFQ responses due Jan. 21
 1. South Street
 2. Bullard Street; Lowland Street; High Street; Locust Street; Fiske Street
5. **Truck Incidents with Wires** in LIP – pending follow up with business, Verizon/Comcast, DOT

Mid Year Review – STM Tracking



<u>Article</u>		<u>Approved</u>	<u>Update</u>
Art. 5	Capital Budget	\$ 1,255,316	Equipment ordered; facilities managed by Facilities Manager
Art. 6	Community Preservation Fund	\$ 345,619	IFBs posted for: Upper Town Hall; Town Hall Windows; Library Façade
Art. 7	Roadway, Drainage, Sidewalks	\$ 418,000	Start in Spring 2021, through Spring 2022
Art. 8	Sidewalk Prioritization Plan	\$ 40,000	Stantec engagement - kick off January 2021
Art. 9	Water System Modernization	\$ 75,000	Stantec engagement - kick off January 2021
Art. 10	Water Main (Winter St.)	\$ 2,800,000	Bid documents signed January 2021
Art. 11	Water Treatment Plant (Suppl.)	\$ 850,000	Waiting on SRF; bid documents prepared
Art. 12	Storm Water Mgmt. Plan	\$ 92,300	MS4 year-3 deliverable due end of Fiscal Year
Art. 13	9 Green Street - Engineering	\$ 54,900	PARE Corp. engagement - demo plan due by March 29
Art. 14	Public Safety - Signs & Equip.	\$ 52,500	Equipment procured
Art. 15	Traffic/Sound Engineering	\$ 40,000	RFQ responses due Jan. 21

Mid Year Review – Ongoing Items

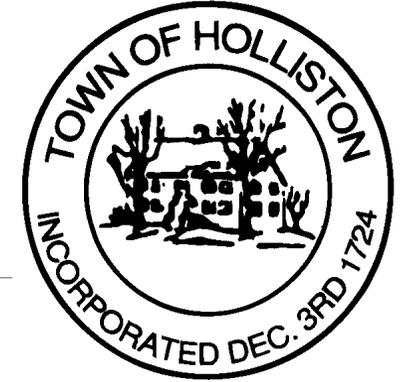


Ongoing Support – Alphabetical Order:

1. Blair Square activity (Committee; Farmers' Mkt; solid waste initiative; Front Street one-way)
2. Support EDC, as needed
3. Support Governance Committee, as needed; application for DLS Tech. Assistance
4. Support Stipend Committee, as needed

Ongoing Projects:

1. Water Treatment Plant – SRF, then bid process
2. DPW Studies – sidewalks and water system modernization
3. Dude Solutions rollout – tying in Facilities Management activities



Mid Year Review – Ongoing (Cont.)

Cost Saving Initiatives:

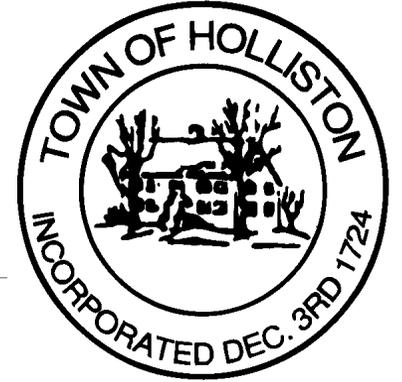
- 1. Utilities rate locks – Facilities Mgr.**
 1. Electricity (muni) – est. annualized savings: \$65,000
 2. Nat. Gas (muni) – est. annualized savings: \$7,000

- 2. Solar Arrays**
 1. Fire Station – Fire Chief – est. annualized savings: \$1,200
 2. Other Muni Options – Sustainability Coordinator / Facilities Mgr. reviewing options
 3. Marshall Street – (next slide)

- 3. Trash/Recycling/Food Waste – Sustainability Coordinator (see budget review)**

NEXT: Other facilities contracts (HVAC, custodial, etc.)

Mid Year Review – Ongoing (Cont.)



MARSHALL STREET - SOLAR

Turning a “cost center” into an environmentally beneficial “revenue generator.” Major dates:

SolSystems Engagement (Nov. 2019)

Public Hearing (Jan. 2021)

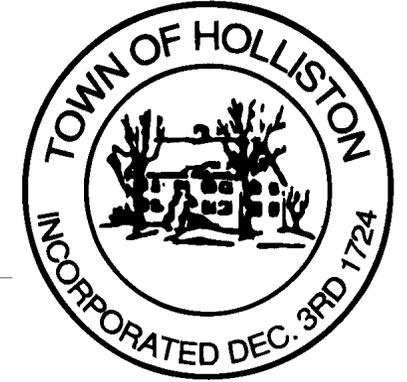
Mobilization (target Fall 2021)

SOLAR REVENUE

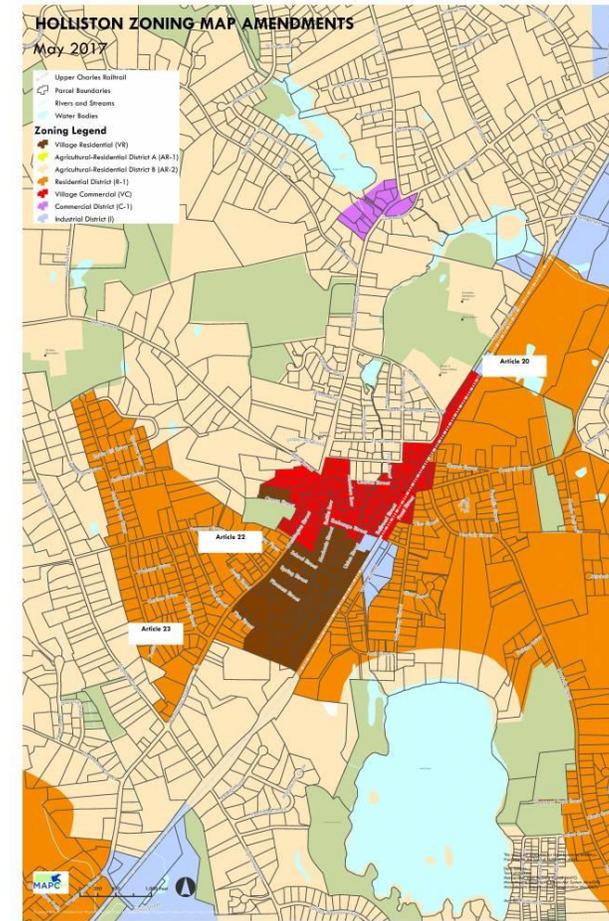
- 1. Payment in Lieu of Taxes (PILOT)**
(\$57,696/yr)
- 2. Lease Payment** (\$373,464/yr)
- 3. Net Metering** (\$50-79k/yr)

Town to look at using Net Metering revenue to establish a revolving fund to support increased service level of Recycling Center

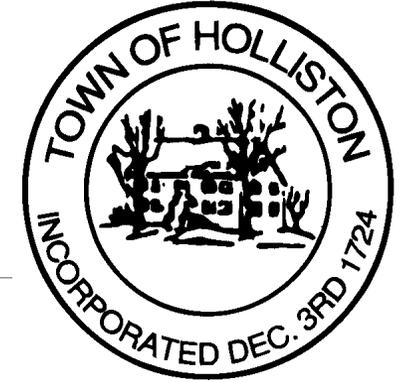
Mid Year Review - Grants



1. **Green Communities** (School, Pinecrest, etc) – *Team led by IT Director*
2. **Upper Charles Rail Trail** (Behind Casey's) – *Planning & DPW*
3. **Shared Streets & Spaces** – Front Street (One-Way)
4. **Recycling Dividends Program** – *Sustainability Coordinator*
5. **Local Rapid Response Planning (LRRP)** – "Village Commercial" (**pictured**)



Mid Year Review – CARES



Federal Funding - COVID-19	Total
COVID-19 CARES CvRF Revenue	\$ 1,317,137
<u>CvRF School Reopening Revenue (102)</u>	<u>\$ 604,575</u>
Total CvRF Funding Received	\$ 1,921,712

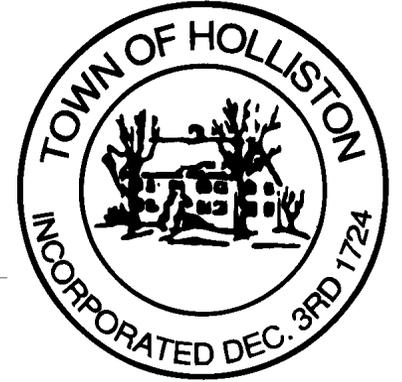
Expenses - FY20 (March to June 2020)	\$ (233,363)
Expenses - FY21 (July to Dec. 2020)	\$ (1,299,630)
<u>Encumbrances</u>	<u>\$ (118,430)</u>
Total CvRF Spending	\$ (1,651,422)

Current Balance	\$ 270,290
Potential FEMA Reimbursement	\$ 45,817

Town-Side - Ongoing Spending via CARES

	Monthly
Municipal Buildings Cleanings	\$ 8,485
Public Health Surveillance	\$ 8,040
Remote Meetings	\$ 2,610
<u>Crossing Guard (Additional)</u>	<u>\$ 2,025</u>
Monthly Subtotal - Ongoing Expenses	\$ 21,160

Mid Year Review – Look Ahead



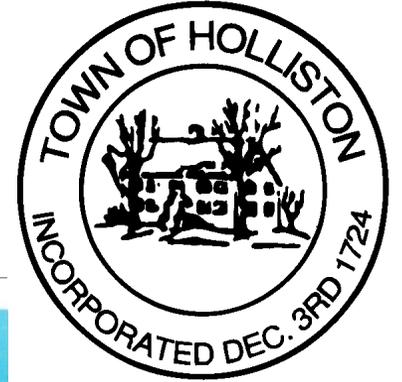
MAY 10, 2021 – ATM

1. Budget Prep. – January thru March
2. Development of 3-Year Budget v. Revenue Projection
3. Development of a 5-Year Capital Improvement Plan (CIP)
4. Warrant Open thru March 29

POLICY UPDATES

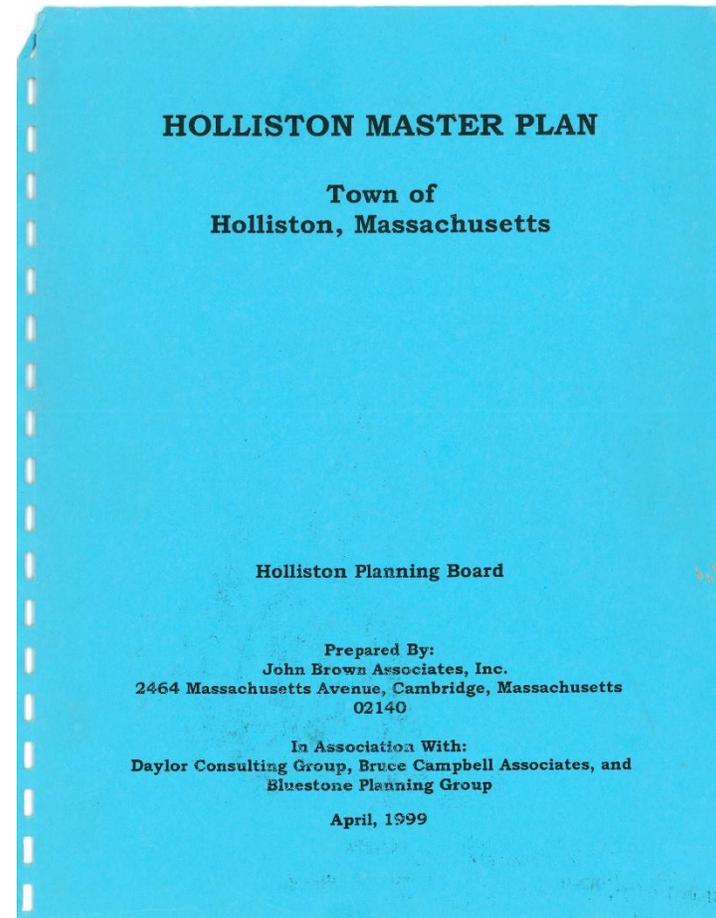
1. Solid Waste / Recycling Policy
2. Procurement Policy (Muni. Mod. Act)
3. Gift/Grant Acceptance Policy
4. General Policy Handbook Development

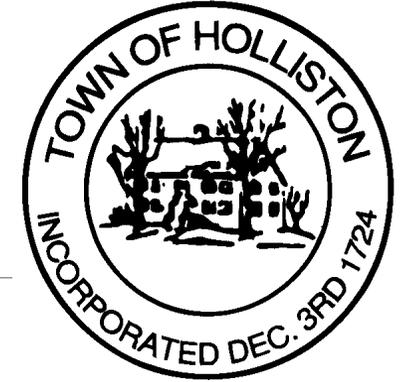
Mid Year Review – Look Ahead



MASTER PLAN

1. 1999 Master Plan digitized and added to website (pictured)
2. Looking to collaborate with other Boards & Committees on needs for next Master Plan (Planning, Zoning, EDC, and others)
3. Need for resident survey
4. Pursuing grant opportunities for development of Town-wide Master Plan
Targeted planning approaches to Downtown also potential options (LRRP, MassDevelopment, others)





Mid Year Review – Glossary

Pg.4	MVE - Motor Vehicle Excise tax	Pg.7	IFB – Invitation for Bids
Pg.5	CBA – Collective Bargaining Agreement	Pg.7/8	SRF – State Revolving Fund
Pg.5	HPA – Holliston Police Association	Pg.7	MS4 Permit – Separate Storm Sewer System
Pg.5	PEC – Public Employee Committee	Pg.8	EDC – Economic Development Committee
Pg.5	WSHG – West Suburban Health Group	Pg.8	DLS – Division of Local Services
Pg.5	COLA – Cost of Living Adjustment	Pg.9	HVAC – Heating, Ventilation, Air Conditioning
Pg.6	HCVE – Heavy Commercial Vehicle Exclusion	Pg.12	CvRF – Coronavirus Relief Fund
Pg.6	DOT – Department of Transportation	Pg.12	FEMA – Federal Emergency Mgmt Agency
Pg.6/7	RFQ – Request for Quotes	Pg.14	LRRP – Local Rapid Response Planning