

Town of Southwick, Massachusetts

454 College Highway, Southwick, MA 01077

STM May 21, 2013 Warrant Explanations

*****NOTE: THIS DOCUMENT REPRESENTS THE ACTUAL WARRANT SIGNED BY THE BOARD OF SELECTMEN AND POSTED BY THE CONSTABLE AT SOUTHWICK TOWN HALL, SOUTHWICK POST OFFICE AND SOUTHWICK PUBLIC LIBRARY.*****

SPECIAL TOWN MEETING
COMMONWEALTH OF MASSACHUSETTS
Tuesday, May 21, 2013
6:30 p.m.

Special Town Meeting, Tuesday, May 21, 2013, 6:30 p.m. at the Southwick Tolland Regional High School, Feedings Hills Road, in the Auditorium.

HAMPDEN SS. To either of the Constables of the Town of Southwick in the County of Hampden:

GREETINGS:

In the name of the Commonwealth of Massachusetts, you are hereby directed to notify and warn the inhabitants of said town qualified to vote in elections and town affairs to meet and assemble at the SOUTHWICK-TOLLAND REGIONAL HIGH SCHOOL AUDITORIUM ON Tuesday, May 21, 2013 at 6:30 p.m. then and there for the Special Town Meeting and to act on the following articles:

ARTICLE 1. To see if the Town will vote to appropriate and transfer from available funds the sum of \$28,576.00 for the following salary accounts:

Selectmen's Administrative Assistant	\$675	DPW Special Assistant Highway	\$190
Selectmen's Clerical	\$100	Sewer Clerical	\$50
Finance Committee Clerical	\$50	Director of Health Service	\$625
Assistant Town Accountant	\$675	Board of Health Clerical	\$50
Director of Assessments	\$178	Council on Aging Clerical Staff	\$100
Town Clerk/Treasurer/Collector	\$1,015	Library Director	\$1,050
Asst Town Clerk/Treasurer/Collector	\$675	Assistant Library Director	\$803
Conservation Coordinator	\$ 50	Library Part Time Staff	\$1300
Planning Board Planner	\$ 50	Park & Recreation Clerical	\$50
Planning Board Clerical	\$135	Emergency Management	\$150
Board of Appeals Clerical	\$ 50	Emergency Management Asst. Director	\$20
Building & Grounds Supervisor	\$758	TOTAL	\$27,724
Custodial	\$1,000		
Town Hall Part Time	\$2,000	DPW Special Assistant Sewer	\$230
Town Hall Overtime	\$2,500	DPW Supervisor Sewer	\$50
Police Department Secretary	\$630	DPW Part Time Clerical Sewer	\$50
Police Department Records Clerk	\$ 50	TOTAL	\$330
Dispatcher Salaries	\$4420		
Fire Chief	\$515	DPW Special Assistant Water	\$202
Fire Department Secretary	\$50	DPW Supervisor Water	\$50
Building Inspector	\$680	DPW Director Water	\$220
Animal Control	\$6,400	DPW Part Time Clerical Water	\$50

DPW Director Highway	\$630	TOTAL	\$522
DPW Supervisor Highway	\$50		

Or take any other action relative thereto.

Requested by the Board of Selectmen and
Water and Sewer Commissioners

ARTICLE EXPLANATION 1: Transfer money from FY13 existing Salary Reserve for Wage Negotiations Account and other available funds for the wage expenses for one union and non union staff wage adjustments for current year. Previously, three (3) unions have already received wage adjustments for the current year.

ARTICLE 2. To see if the Town will vote to appropriate and transfer the sum of \$120,000 from available funds (Free Cash) for the following Operational Line items or take any other action relative thereto.

Snow/Ice Removal Expenses	\$100,000
Finance Committee Reserve Fund	\$20,000

Requested by Town Accountant

ARTICLE EXPLANATION 2: Snow/Ice Removal Expenses - The Town experienced more than average snow and icing events, some of which required overtime and the use of outside hired vendors. The cost of road salt to treat roads contributed heavily to these expenses. This will allow the Town to close out its books in balance without a snow/ice deficit as of June 30th. Otherwise the deficit would be added to next fall's tax bill.

ARTICLE EXPLANATION 2: Finance Committee Reserve Fund – The Town's budgets have been pared back over the last seven years due to State and Town financial constraints. When unforeseen expenses arise, the Reserve Fund is used when no town meeting is scheduled in the near future. Funds are approved by a vote of the Finance Committee, Board of Selectmen or other managing committee, and the Department Head of the requesting department. This year \$118,762.50 of the original \$163,000.00 has been used so far. In order to allow for issues between now and the end of the year, it is estimated that an additional \$20,000.00 could be needed.

ARTICLE 3. To see if the Town will vote to appropriate and transfer the sum of \$23,000 from available funds in water retained earnings for the payment of the bills from the Springfield Water and Sewer Commission for payments for purchased water in fiscal year 2013, or to take any other action relative thereto.

Requested by Water Commissioners

ARTICLE EXPLANATION 3: The Springfield Water and Sewer Commission retroactively bills for sold water based on their annual operation expenses during the fourth quarter of the calendar year. This year Springfield billed the Southwick Water Department \$21,509 as adjustments to their originally estimated rate. The original budget line item value for payments for Springfield Water cannot support this payment without a transfer of funds from retained earnings.

ARTICLE 4. To see if the Town will vote to appropriate and transfer the sum of \$16,000 from water retained earnings to the water department line item for road resurfacing or to take any other action relative thereto.

Requested by Water Commissioners

ARTICLE EXPLANATION 4: In fiscal year 2013 the water department needed to do a number of road surface repairs from water main breaks, and also paved the parking areas and road aprons at the newly constructed water booster pump stations on Coes Hill Road and Granville Road. These projects depleted the current value of the budget line item and put it in a deficit of \$10,000

ARTICLE 5. To see if the Town will vote to appropriate and transfer the sum of \$20,000 from sewer available funds to the sewer department line item for contracted equipment or take any other action relative thereto.

Requested by Sewer Commissioners and DPW

ARTICLE EXPLANATION 5: In fiscal year 2013 the sewer effluent pumps needed electrical repairs to circuitry and controls due to lightning strikes and associated power surges. Additionally the wet wells for three pumps required pumping out of accumulated solids as routine maintenance.

The line item for contracted equipment cannot support the additional costs of electrical repairs from storms during this fiscal year. Insurance claims have been filed with the Town's insurance company.

ARTICLE 6. To see if the Town will vote to appropriate and transfer the sum of \$7,000 from available funds in water retained earnings to the water department line item for contracted equipment or take any other action relative thereto.

Requested by Water Commissioners

ARTICLE EXPLANATION 6: In fiscal year 2013 the water department needed to clear, clean, and remove stumps from the water transmission line from the water tank area as maintenance to the underground conditions so that roots of trees do not impact the water line. This work costs \$10,000. Additionally expenses for storm related lightning strikes and subsequent power surges required work on electrical wiring and controls.

ARTICLE 7. To see if the Town will vote to appropriate and transfer from sewer available funds the sum of \$50,000 in order to increase the construction contingency account for the Sewer Parallel Interceptor Project or take any other action relative thereto.

Requested by Sewer Commissioners and DPW

ARTICLE EXPLANATION 7: The parallel sewer project will install a sewer pipe from South Meadow Street in Westfield to the Westfield Waste Water Treatment Plant. This project will allow Southwick the opportunity to increase the sewer flows we currently send to Westfield from 175,000 gallons per day to 500,000 gallons per day. The project is currently funded by the United States Department of Agriculture through a grant/loan package totaling \$2.07 million dollars. The projected cost of the project after bids were received and the low bid was awarded is \$2.20 million dollars. The \$2.2 includes construction costs, engineering costs, and contingency costs of 2.38% of the construction costs or \$46,182 dollars. Contingency funds are included in order to be able to pay for unforeseen conditions or required design changes once construction has started. In this case the contingency of 2.38% is low by industry standards. This warrant article will approve the increase of the contingency funds by \$50,000 to a total of \$96,182 or 4.97%. This \$50,000 will be appropriated through available funds in the sewer accounts.

ARTICLE 8. To see if the Town will vote to appropriate and transfer from available funds (\$15,000 Water Retained Earnings, \$15,000 Sewer Retained Earnings, \$15,000 Free Cash) the sum of \$45,000 for the following activities related to the Planning Board Special Permit compliance for the DPW Garage at 661 College Highway or take any other action relative thereto.

Signage	\$15,000
Fencing	\$15,000
Landscaping	\$15,000

Requested by the DPW

ARTICLE EXPLANATION 8: The renovations to the old Suburban Chevrolet building at 661 College Highway completed in 2012 had provisions for landscaping, security fencing, and signage placed on it during the planning board hearing and approval process. Those items were to be done outside the general contractor scope of services and contract. However, several change orders for extra items determined by the architect, general contractor and owner used up funds originally intended for the items. This article will provide funds for the completion of the Planning Board requirements mentioned above.

ARTICLE 9. To see if the Town will vote to appropriate and transfer from Free Cash the sum of \$10,000 to the Other Post Employment Benefits Trust fund established under the provisions of M.G.L. Chapter 32B, Section 20 or take any other action relative thereon.

Requested by Town Accountant

ARTICLE EXPLANATION 9: This article allows us to make our second deposit to the Post Employment Benefit Trust Fund established at a Town Meeting last year. The Town currently pays for post employment health care expenses on a pay as you go basis. This type of fund, which was authorized by recent State law in last few years, provides a tool for municipalities to recognize the liability and begin to cover future costs. Eventually this fund will hold somewhere between \$100,000 and \$200,000 to cover health costs. Starting this fund and annually contributing to it when possible is recommended by our outside Auditors and is looked upon favorably by our bond rating agencies.

Given under our hands at said Southwick this 6th day of May the year of the Lord two thousand and thirteen.

BOARD OF SELECTMEN

Arthur G. Pinell, Chairman

Russell S. Fox, Vice-Chairman

Tracy L. Cesan, Clerk

(Tracy L. Cesan is signing for all Articles except Fire, EMS, Dispatch and Salary related Articles)

HAMPDEN SS.

Pursuant to the within warrant I have notified and warned the inhabitants of the Town of Southwick by posting up attested copies of the same three (3) public places in said Town fourteen (14) days before the date thereof, as within directed.

Constable of Southwick, MA
Kelly A. Magni

A TRUE COPY
ATTEST:

TOWN CLERK, SOUTHWICK, MA

Michelle L. Hill, Town Clerk

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