



**Town of Canton  
Finance Committee**

Rob Barker, Chair  
Tim McKenna, Vice Chair  
Christos Arsondiadis  
Dan Cole  
Cynthia Holcombe  
Emilio Mauro  
Barbara Saint André  
Cindy Thomas  
Wai Wong

**Finance Committee Meeting Notice**

**Meeting Date:** Thursday, November 8, 2018  
**Meeting Time:** 7:00 PM  
**Meeting Location:** Salah Meeting Room  
801 Washington Street, Canton

**Agenda**

*This meeting is being video recorded by Canton Community Television. Times are estimates. Items may be taken out of order.*

**7:00 PM** Call Meeting to Order (Minutes Primary/Alternate: Cindy Thomas / Barbara Saint André)

**New Business:**

**7:05 PM** Reserve Fund Transfer Request – Police Station Roof - \$45,000.  
Charlie Aspinwall, Town Administrator

**Other Business:**

Follow-up ATFC (Association of Town Finance Committees) Annual Meeting, Saturday, November 3.  
Attendees: Jim Murgia, Dan Cole and Emilio Mauro.

Budget Timeline – Update – Jim Murgia.

Liaison List.

**Minutes to be Approved:** October 23, 2018.

**Public Announcements/Public Comment:** To be determined.

**Next Meeting Date:** To be determined.

**Adjourn**

*If a topic becomes known prior to 48 hours before the scheduled meeting, the Committee will update this posting. The Committee may also discuss a topic or topics not reasonably anticipated by the Chair 48 hours before the meeting.*



# TOWN OF CANTON

## RESERVE FUND TRANSFER REQUEST FOR FISCAL YEAR 2019

### DEPARTMENT REQUESTING FUNDS:

Name of Department:	DPW Building Maintenance
Amount Requested to be Transferred:	\$45,000.00
Total Annual Budget (as voted by Town Meeting):	\$0.00
Total Annual Budget Shortfall	\$ 45,000.00
Current Balance in Reserve Fund	\$ 500,000.00

This Reserve Fund Transfer is necessary for the following reasons:

The Police Station roof has many leaks due to the method of installation and the inferiority of the product. It has been in place for about 14 years. The installer is out of business and the warranty of the product has expired. During the Nor'easter of last weekend several leaks occurred. Repairs were made in 2017 to try and extend the longevity of the roof but the repairs were not effective, again due to the inferiority of the product (early generation of PVC roofing). The cost, if funded by the budget, would take nearly 25% of the DPW Buildings expense budget, which is not sustainable. The upcoming winter, with many freeze/thaw cycles will certainly mean more leaks.

### SIGNATURES:

Department Head (Requesting Dept.) *[Signature]* date 11/1/18  
 Director of Finance *[Signature]* date 11/1/18  
 Town Accountant (Availability of Funds) *[Signature]* date

*[Signature]*  
 Town Administrator 11/1/2018  
 Finance Committee, Chairperson date approved

Board of Selectmen *[Signature]*  
 Board of Selectmen *[Signature]*  
 Board of Selectmen *[Signature]*  
 Board of Selectmen *[Signature]*  
 Board of Selectmen

**SOMWBA-CERTIFIED MBE  
ROOFING & SHEET METAL  
CONTRACTOR**

**TITAN ROOFING, INC  
115 OLD COLONY AVE  
QUINCY, MA 02170**

PHONE: (617) 773-7660  
FAX: (617) 773-7727  
CELL: (781) 760-3549

<p><b>PROJECT / LOCATION:</b>  CANTON POLICE STATION CANTON, MA</p>	<p><b>ROOF AREA:</b>  FRONT ENTRANCE AREA: 200 SF2 UPPER MIDDLE AREA: 1,800 SF2 LOWER REAR AREA: 2,000 SF2</p>	<p><b>BASE BID PRICE:</b>  FRONT ENTRANCE ROOF: \$11,800.00 UPPER MIDDLE ROOF: \$39,100.00 REAR LOWER ROOF: \$56,825.00</p>
<p><b>SECTIONS BIDDING:</b> (SITE VISIT SEPTEMBER 27, 2017)</p>		<p><b>UNIT PRICES:</b> THE PRICE TO REPLACE ANY WET / DETERIORATED INSULATION (3.0") THICK - IN LIKE THICKNESS WILL BE: \$5.00 / SF2</p>
<p><b>EXCLUSIONS:</b> SALES TAX / BONDS / LIGHTNING ROD CABLE RECERTIFICATIONS / ANY ELECTRICAL OR MECHANICAL DISCONNECTS &amp; RECONNECTS /</p>		<p><b>ADDENDA:</b>  N/A</p>
<p><b>CLARIFICATIONS:</b> WE ARE A 100% UNION ROOFING AND SHEET METAL CONTRACTOR WITH M.B.E. STATUS. SCOPE OF WORK IS AS FOLLOWS:</p> <ol style="list-style-type: none"> <li>1. INSTALL SAFETY EQUIPMENT NECESSARY TO MEET OSHA, AND TRI, REQUIREMENTS.</li> <li>2. REMOVE OR SLICE THE EXISTING STEVENS HYPALON MEMBRANE INTO 10' GRIDS. ALLOW ANY TRAPPED MOISTURE TO DISAPATE.</li> <li>3. INSTALL (1/2") HIGH-DENSITY; (100-PSI) POLYISO COVER-BOARD; (MECHANICALLY FASTENED THROUGH-ALL INTO STEEL DECK).</li> <li>4. INSTALL: (60-MIL); SIKA-SARNAFIL; G-410; WHITE COLOR; PVC MEMBRANE (ADHERED SYSTEM).</li> <li>5. INSTALL RISING WALL; PARAPET WALL; PERIMETER; RTU, CURB, AND PENETRATION FLASHING IN STRICT ACCORDANCE WITH THE MEMBRANE MANUFACTURER'S SPECIFICATIONS, AND DETAIL DRAWINGS.</li> <li>6. INSTALL PVC COATED EDGE-METAL, COUNTER FLASHING AND SKIRT METAL.</li> <li>7. REUSE THE EXISTING ROOF DRAINS; PROVIDE 4' X 4' SUMP, AND FLASHING.</li> <li>8. INSTALL NEW SARNA-TRED WALK WAPDS / TREDS IN EXISTING LOCATIONS.</li> <li>9. CLEAN AREAS AFFECTED BY TRI WORK.</li> </ol> <p style="text-align: center;"><i>THIS QUOTE INCLUDES ALL 100% UNION LABOR, MATERIALS, HOISTING AND DUMPSTERS. AS WELL AS A (15-YEAR) ROOF MEMBRANE MANUFACTURER'S SYSTEM WARRANTY</i></p> <p>ACCEPTANCE OF PROPOSAL – THE ABOVE PRICES, SPECIFICATIONS, SCOPE OF WORK, AND CONDITIONS ARE SATISFACTORY AND HEREBY ACCEPTED. YOU ARE AUTHORIZED TO DO THE WORK AS SPECIFIED.</p> <p>SIGNATURE: _____</p>		<p><b>PERFORMANCE &amp; PAYMENT:</b> <b>BOND INCLUDED</b> YES                      <b>NO</b> (IF NEEDED) (PLEASE CALL)</p>
		<p><b>SITE VISIT:</b> 9/27/2017 <b>PLANS DATED:</b> N/A <b>SPECS. DATED:</b> N/A</p>
		<p><b>DATE:</b> OCTOBER 30, 2018</p>
		<p style="text-align: center;"><b>ESTIMATOR</b> Authorized Signature</p> <p style="text-align: center;"><i>Arthur Cohen</i> <b>ARTHUR COHEN</b></p> <p style="text-align: center;">NOTE: THIS PROPOSAL MAYBE WITHDRAWN IF NOT ACCEPTED WITHIN 60 DAYS</p>

## Police upper roof repair

The whole police roof has had innumerable leaks due to a defect in material and application.

We had extensive repairs done in 2017 knowing that this is a short term cure but hoping for it to last longer than it has.

There are more leaks showing up monthly at different location and even at the drain penetrations

We are doing the lower roof this year (11/18) as it was in the worst condition and had the most sublayer damage to the substrate. Luckily the plywood decking is still in very good condition.

We are now getting frequent leaks in the upper roof which we are continually repairing, now done in-house

If we can find the money quickly then this roof can be done at the same time as the currently scheduled lower roof.

I am worried that going through a winter with freeze / thaw cycles and slush sitting up there could mean many more leaks

If not I will put it in for a capital expense for FY 20

Thank you

Steven Choiniere

Supervisor of Facilities

## FISCAL 2020 BUDGET TIMELINE

---

September 13, 2018 (Thursday) – Finance Department sends memo to all departments, boards & committees asking that their fiscal 2020 capital requests & their estimated capital plans for fiscal 2021 thru 2024 be submitted to the Finance Director's office by Monday, November 12, 2018.

**November 13, 2018 (Tuesday)** – Municipal departments, boards & committees submit their capital plans for fiscal 2020 thru 2024 to the Finance Director's office.

November 2018 – Municipal Departments explain their fiscal 2020 capital requests to Town Administrator & Finance Director.

**November 26, 2018 (Monday)** – Finance Department sends out memo to all departments, boards & committees asking that they complete the fiscal 2020 operating budget worksheets & return to the Finance Director's office by Wednesday January 2, 2019.

**November 27, 2018 (Tuesday)** – Municipal Department heads begin their discussion of their fiscal 2020 capital requests with the BOS.

**December 11, 2018 (Tuesday)** – Municipal Department heads conclude their discussion of their fiscal 2020 capital requests with the BOS.

December 31, 2018 (Monday) – The municipal & school balanced capital plans for fiscal 2020 thru 2024 are sent to the Capital Planning Committee.

**January 2, 2019 (Wednesday)** – Municipal departments, boards & committees submit their fiscal 2020 operating budget worksheets to the Finance Director's office.

January 2019 – Municipal Departments explain their fiscal 2020 operating budgets to Town Administrator & Finance Director if exceeding base budget.

**January 18, 2019 (Friday)** – Finance Director sends to the Finance Committee the fiscal 2020 operating budgets requested by all municipal departments, boards & committees.

**January 25, 2019 (Friday)** – Finance Director sends to the Finance Committee the fiscal 2020 operating budget requested by the school department.

January 30, 2019 (Wednesday) – The Governor’s fiscal 2020 state budget is released to show estimated state aid & assessments for fiscal 2020.

**February 6, 2019 (Wednesday)** – The Revenue Forecasting Committee (RFC) meets to agree on general fund revenue estimates for fiscal 2020.

**February 8, 2019 (Friday)** – Finance Director sends spreadsheets to the Finance Committee showing the fiscal 2020 revenue voted by the RFC along with fixed costs estimates & cash capital estimates.

**February 2019** – Finance Committee meets to set fiscal 2020 school & municipal operating budget targets after considering the general revenues estimated by the RFC & the revenue sharing model used in the past.

February 2019 – The municipal department heads discuss with the BOS their fiscal 2020 requested operating budgets if exceeding base budget.

February 2019 – BOS & SC discuss their fiscal 2020 capital plans with the Capital Planning Committee (CPC).

**February 28, 2019 (Thursday)** – CPC presents their recommended fiscal 2020 capital requests to the Finance Committee.

**March 2019** – BOS & SC discuss their fiscal 2020 requested operating budgets with the Finance Committee.

**March 21, 2019 (Thursday)** – Finance Committee votes on fiscal 2020 capital requests to be recommended to annual town meeting.

**April 4, 2019 (Thursday)** – Finance Committee votes on fiscal 2020 operating budgets to be recommended to annual town meeting.

**May 13, 2019 (Monday)** – First session of annual town meeting.

Canton Finance Committee - Liaisons - subject to change					
Departments / Committees	FinCom Liaison	FinCom Alt. Liaison	Contact Name	Contact Email	Contact Phone #
Assessors	<b>Tim McKenna</b>		Karen Zukauskas, Director of Assessing	<a href="mailto:kzukauskas@town.canton.ma.us">kzukauskas@town.canton.ma.us</a>	781-821-5008
Blue Hills Regional School	<b>Cynthia Holcombe</b>		James Quaglia, Supt.-Director	<a href="mailto:iquaglia@bluehills.org">iquaglia@bluehills.org</a>	781-828-5800 ext 200
Board of Health			John Ciccotelli, Director of Public Health	<a href="mailto:jjciccotelli@town.canton.ma.us">jjciccotelli@town.canton.ma.us</a>	781-821-5021
Building Department / Zoning	<b>Barbara Saint Andre</b>		Ed Walsh, Building Commissioner	<a href="mailto:ewalsh@town.canton.ma.us">ewalsh@town.canton.ma.us</a>	781-821-5003
Building Renovation Committee	<b>Rob Barker</b>		Bob McCarthy, Chair	<a href="mailto:bobmcarthy2@verizon.net">bobmcarthy2@verizon.net</a>	
Capital Planning Committee			Dave Emhardt, Chair	<a href="mailto:cdemhardt@gmail.com">cdemhardt@gmail.com</a>	
Community Preservation Committee	<b>Cindy Thomas</b>		Lisa Lopez, Chair	<a href="mailto:lisaruthlopez@gmail.com">lisaruthlopez@gmail.com</a>	
Conservation Commission	<b>Cynthia Holcombe</b>		Regen Milani, Conservation Agent	<a href="mailto:rmilani@town.canton.ma.us">rmilani@town.canton.ma.us</a>	339-502-5740
Council on Aging	<b>Barbara Saint Andre</b>		Diane Tynan, Director of COA	<a href="mailto:dtynan@town.canton.ma.us">dtynan@town.canton.ma.us</a>	781-828-1323
Department of Public Works	<b>Barbara Saint Andre</b>		Mike Trotta, DPW Superintendent	<a href="mailto:mtrotta@town.canton.ma.us">mtrotta@town.canton.ma.us</a>	781-821-5023
Fire Department	<b>Cynthia Holcombe</b>		Charlie Doody, Fire Chief	<a href="mailto:cdoody@town.canton.ma.us">cdoody@town.canton.ma.us</a>	781-575-6654
Historical Commission	<b>Rob Barker</b>		Sepp Bergschneider, Chair	<a href="mailto:seppb12@hotmail.com">seppb12@hotmail.com</a>	
Human Resources	<b>Tim McKenna</b>		Jody Middleton, HR Director	<a href="mailto:jmiddleton@town.canton.ma.us">jmiddleton@town.canton.ma.us</a>	781-821-2936
Library	<b>Barbara Saint Andre</b>		Andrea Rounds, Library Director	<a href="mailto:arounds@ocln.org">arounds@ocln.org</a>	784-575-6632
Parks & Recreation /Rink	<b>Cindy Thomas</b>		Liz Francis, Recreation Director	<a href="mailto:efrancis@town.canton.ma.us">efrancis@town.canton.ma.us</a>	781-821-5030
Planning Board	<b>Tim McKenna</b>		Laura Smead, Town Planner	<a href="mailto:lsmead@town.canton.ma.us">lsmead@town.canton.ma.us</a>	781-575-6575
Police Department		<b>Cindy Thomas</b>	Ken Berkowitz, Police Chief	<a href="mailto:kberkowitz@town.canton.ma.us">kberkowitz@town.canton.ma.us</a>	781-828-1214
School Department	<b>Rob Barker</b>	<b>Barbara Saint Andre</b>	Kristin Mirliani, Chair, School Committee	<a href="mailto:mirlianik@cantonma.org">mirlianik@cantonma.org</a>	
Selectmen			Charlie Aspinwall, Town Administrator	<a href="mailto:caspinwall@town.canton.ma.us">caspinwall@town.canton.ma.us</a>	781-821-5000
Town Clerk			Tracy Kenney, Town Clerk	<a href="mailto:tkenney@town.canton.ma.us">tkenney@town.canton.ma.us</a>	781-821-5013
Veterans Services	<b>Cindy Thomas</b>		Tony Andreotti, Veterans' Agent	<a href="mailto:tandreotti@town.canton.ma.us">tandreotti@town.canton.ma.us</a>	781-821-5005
Water and Sewer Rate Advisory Committee	<b>Cindy Thomas</b>	Appointed by BOS on 6/12/18.	Mike Trotta, DPW Superintendent	<a href="mailto:mtrotta@town.canton.ma.us">mtrotta@town.canton.ma.us</a>	781-821-5023