

Finance Committee Meeting

January 18, 2012 7:30 PM
Veterans Memorial Building, Room 229
900 Main Street
Millis, MA 02054

In Attendance:

Chris Smith, Chairman
Craig Schultze, Vice Chairman
Richard Molloy, Clerk
Peter Jurmain
Rick Manburg
Jim Smith
Susan Vecchi
Charles Aspinwall, Town Administrator
Charles Vecchi, Board of Selectmen
Trisha Perry, Library
Chief Champagne, Fire Department

Chris Smith called the meeting to order at 7:30 PM.

FY13 Budget Review – Library:

Trisha Perry:

The four goals of the library are:

- Revitalization
- Growth
- Challenges
- Opportunities

The library runs a number of programs for children, teens and “tweens” and adults. The library provides the following materials:

- Books
- DVD's
- Music CD's
- Recorded Books
- Periodicals
- Newspapers
- Reference Materials
- City and Country Guides
- Study Materials (SAT, MTEL, GMAT, etc)
- Maps and Atlases
- Online Database
- Overdrive Collection (e-books, downloadable audio books)

- Freegal Collection (downloadable music)
- Museum Passes
- Cake Pans
- Nook E-Book Readers

Most of the staff computers are more than five years old. While some enhancements have been made in the recent years they are at the point where three computers will need to be replaced.

As of June 30, 2011 there were 4,064 registered borrowers in the Minuteman Library Network who were residents of Millis. Books are sixty four percent of circulation. In FY12 a self-service checkout station has been added. The FY12 budget is understated in the salaries line item by about \$5,000.00.

FY13 Budget Request:

Salaries:	\$225,226.00
Expenses:	<u>\$119,551.00</u>
Total:	<u>\$344,777.00</u>

The Children’s Librarian is only budgeted for 24 hours and they are asking to increase the hours to 35 hours. The overall impact on the budget would be \$13,085.00 for FY13. The position is already benefitted so that cost will not change. A full-time Children’s Librarian is critical to fully engage the various populations served by the library. A survey was conducted of Children Librarians in surrounding towns. Millis is ranked on the lower end in terms of hours & salary other than Medway. Additional hours for the Children’s Librarian would create more programs. The salary line item includes the 4% increase to salaries approved at the November Town Meeting.

The Expenses are as follows:

• Building Repairs:	\$ 1,000.00
• Custodial Services:	\$ 9,334.00
• Books/Periodicals:	\$ 65,000.00
• Supplies & Expenses:	\$ 8,800.00
• Office Supplies:	\$ 3,000.00
• Water & Sewer:	\$ 1,200.00
• Postage:	\$ 300.00
• Membership:	\$ 26,773.00
• Equipment:	<u>\$ 4,144.00</u>
Total:	<u>\$119,551.00</u>

The Building Repairs line item will remain until the new building is built. Custodial Services have increased due to the larger library. Water & Sewer expense was increased due to the extra restrooms in the larger library and small kitchen area. The increase in Equipment includes the computer replacements.

There are no fees for any service the Library provides; it is all free except for photocopies. The idea of a public library is that everyone has “free access”. Regionalizing the Children’s Librarian would result in a

high turnover rate in the 24 hour position and the eleven hour position would be less vested in the community's interest.

Chris Smith noted that the FY13 priorities are: (1) Level Service (2) Reinstate positions/hrs from the FY12 budget and previous year's cuts (3) Additional staff hours.

FY13 Budget Review – Fire Department:

Chief Champagne:

The department provides emergency medical, fire suppression and rescue services. There were 1,250 Fire and Ems call answered in 2011. The average is 60% EMS and 40% Fire calls

FY13 Budget Request:

Salaries:	\$715,109.00
Expenses:	<u>\$ 92,890.00</u>
Total:	<u>\$807,999.00</u>

FY13 Salaries are lower than FY12 due to a readjustment in numbers in order to make it feasible to add a third person during the day. The department is also looking at Ambulance Receipts to generate revenue for an addition to day time staff. The Call Firefighters are not used often during the day, freeing up funds. Most Call Firefighters work out of town and respond after the average working day but during regular business hours there are only two in-town Call Firefighters that respond to calls. The third person during the day would make a significant difference. There is an increase in Holiday Pay for FY13; it was under budgeted in FY12.

Capital Item requests include:

- (1) Replace Car #1 (the chief's vehicle) to the larger and heavier duty Ford Expedition or comparable vehicle in order to carry the weight of required equipment. The current vehicle (Ford Explorer) is 10 years old and has 60,000.00 miles. The cost is estimated at \$42,000.00. The committee has requested more cost documentation for the replacement of the vehicle.
- (2) Replace Engine One and Ladder One with a combination ladder/pumper known as the "Quint". The cost to do so would be approximately \$675,000.00. The Ladder Truck was sent out last week for certification and has failed. Twenty seven repairs are needed for certification and the repair cost is estimated at \$4,200.00. The repairs cost will be absorbed in the FY12 Vehicle Repair line item. The cost could also fall under Reserve Fund Transfer due to the unexpected nature of the repairs. Repairs may be complete within a week or two. Certification is done annually on apparatus that is 20+ years old. The Ladder Truck is the 2nd vehicle on scene at structure fires, it is used to rescue people trapped, getting access to roofs and chimney fires. The lead time to buy and receive the new "Quint" is approximately one year. This capital request will be a Warrant Article. Investing in the "Quint" will replace two aging pieces of apparatus in their department. There are no available used "Quint"s; there are however used Ladder Trucks available.

The Firefighter position is a service restoration position. The position was approved by the Town but no funding has been available. Restoration of positions in FY13 will have to have justification and will be recommended with advice from Charles Aspinwall.

Revolving Accounts/Funds:

Charles Aspinwall:

- The Ambulance Revolving Fund is very variable month to month. The fund builds funds in FY12 to be used in FY13. They are hoping to use \$15,000.00 of the funds in FY13 to fund part of the third day time firefighter. The collection rate on fees is approximately 75%; due to Medicare/Medicaid patients and patients without medical insurance. The Town does not take outstanding balances to small claims court. The rate that is charged must be justified under Mass General Law and the Board of Selectmen set the rate according to those guidelines.
- Chapter 90 Funds: The majority of funds were used to pave Baltimore Street, Forest Road, Curve Street, etc. there is a balance of \$33,399.37 available.
- Special Revenue: Includes the Septic Loan Betterment Program, Community Preservation and the Sewer Betterment Program. The Septic and Sewer Betterment Programs are accounts used to pay off/transfer out the debt owed on the programs.
The Community Preservation Fund is based on one percent of taxes plus the state's match. The balance in the fund is \$295,577.01 which includes \$62,786.00 reserved for open space, \$11,037.00 reserved for historic resource, \$67,386.00 reserved for community housing, a \$40,000.00 budgeted reserve and \$114,368.01 in UFB (undesignated fund balance).

- School Special Revenue:

<u>Revolving Fund:</u>	<u>Available Balance (12/31/11):</u>
Safe & Drug Free Schools	\$ 1,489.00
Academic Support	\$ 829.00
Italian Enrichment Gift	\$ 0.22
SPED Improvements	\$ 1,253.20
Educational Field Trips	\$ 200.00
SPED Early Childhood	\$ 946.70
SPED 94-142 Allocation	\$ 4,032.18
Title 1 Distribution	(\$ 1,672.36)
SPED Education Cost (Circuit Breaker)	\$ 46,036.66
Athletic and Special Programs	\$ 31,135.04
Custodial	(\$ 1,155.50)
Millis Preschool Revolving	\$ 84,901.81
School Rental	\$ 35,762.08
Lost Books	\$ 2,182.07
School Vandalism	\$ 1,781.47
Extended Day Care	\$ 103,609.27
School Transportation	\$ 137,737.39
Kindergarten Enhancement Program	\$ 1,691.94
School Art/Drama Account	\$ 298.00
School Choice Tuition	\$ 437,423.82
School Gift Fund	\$ 51,872.68

School Lunch	\$ 34,014.99
Full Day Kindergarten	\$ 100,973.49
Federal ARRA Grant	<u>\$ 3,794.00</u>
Total:	<u>\$1,079,137.15</u>

Most of the revenues in these accounts are gifts/grants. Please note some salaries and expenses are paid out of these accounts. The School Department could answer any questions about these accounts.

- Fund 25-Special Revenue Funds:

<u>Revolving Fund:</u>	<u>Available Balance (12/31/11):</u>
Direction Sign Revolving Account	\$ 650.00
Planning Board Consultant Fees	\$ 64,908.37
ZBA Review Fund	\$ 3,653.70
Off Duty Detail	(\$13,097.13)
Fire Alarm Fines	\$ 2,981.18
Ambulance Billing Costs	\$ 66.72
Stray Animal Fund	\$ 329.68
DPW Engineering Fund	\$ 1,127.48
BOH Environmental Health Fee	\$ 7,305.51
COA Respite Care Fund	\$ 5,238.40
COA Transportation	\$ 8,703.43
Youth Commission Revolving	\$ 1,469.21
Oak Grove Land Revolving	\$ 52,100.70
Historical Revolving	\$ 352.60
Insurance Reimbursement	\$ 40,552.99
Gas Account	(\$ 9,149.36)
Memorial Building Maintenance	\$ 2,489.42
E-911 Training	(\$ 7,636.76)
Conservation Review Fund	\$ 16,134.52
Wetlands Protection	\$ 31,174.82
Selectmen's Taped Meeting Gift	\$ 48.00
Law Enforcement Trust	\$ 2,388.20
Charles River Sewer Pump Maintenance	\$ 5,000.00
Fire Homeland Security	\$ 1,807.11
Sidewalk Fund	\$ 13,878.65
Meriel Hardin Memorial	\$ 5,020.00
Police Gift Fund	\$ 2,722.17
Ambulance Gift Fund	\$ 4,696.10
COA Gift Fund	\$ 2,391.00
Library Gift Fund	\$ 3,523.48
Oak Grove Land Gift	\$ 498.73
Historical House Gift Fund	\$ 5,304.68
Police D.A.R.E.Gift	\$ 13,651.00
COA Medical Assistance Fund	\$ 68.71
Fire Department Gift Fund	\$ 238.04
Storm Water Mgmt Engineering Fees	(\$ 359.65)
Homeland Security Grant	\$ 3,020.00

Fire Alarm Gift Fund	\$ 20,218.20
Ambulance Task Force	\$ 2,000.00
Ambulance Fund	\$ 178,904.49
Cemetery Lot Funds	\$ 9,100.00
Apple Rock Estates Escrow	\$ 3,000.00
Cellular Antennae Lease	\$ 65,667.62
Elections Grant	\$ 2,009.79
COA Formula Grant	\$ 1,887.50
Library State Aid	\$ 30,101.10
Cultural Council (Arts Lottery)	\$ 1,786.57
Mass Technology Collaborative	\$ 230.89
Library Construction Grant	\$ 2,698.07
Board of Health Service Fees	\$ 2,362.00
Wetland Protection BMP Grant	\$ 6,116.58
Centennial Tree Fund	\$ 5,000.00
Southend Farm Escrow	\$ 21,000.00
911 Grant	(\$ 4,542.72)
BOH Medical Services & Vaccines	\$ 4,781.43
Daniels Street Repairs (Tuckerdale)	\$ 18,730.38
FEMA	\$ 18,210.21
Chapter 90	(\$369,303.56)
Recreation	<u>\$ 80,019.46</u>
Total:	<u>\$ 373,229.71</u>

Please note: The Off Duty Detail and Gas Accounts are pending payments. In FY11 the Town wrote off approximately \$7,000.00 in Off Duty Details due to construction companies going out of business, etc. The Sidewalk Fund was used to replace the Pleasant Street sidewalks. The Cellular Antennae Lease is used to pay off repairs to Klifford Circle and Crestview Drive. Insurance Reimbursement is turned back to the General Fund. The Fire Alarm Gift Fund will be used to install a wireless alarm system. The FEMA account is turned back to the General Fund to fix water problems and repave roads.

- Trust Funds: The balance as of December 31, 2011 is \$1,352,781.32 which includes \$1,014,079.59 in Stabilization Funds. These funds are held or used for specific purposes. The Town uses the interest earned off the funds.
- Agency Funds: The balance as of December 31, 2011 is \$37,246.71 which includes \$9,209.88 in High School Student Activity, \$2,416.97 in Clyde Brown Student Activity and \$18,363.08 in Middle School Student Activity. The remaining funds will close out at the end of FY12.
- Transfer Station Collections: The balance as of December 31, 2011 is \$59,361.00 which includes fees for permits, large item/electronics disposal fees and bags. Recycled revenue is not included in this figure.

November 2011 Town Meeting Warrant Article Status/Update (Municipal Departments):

Charles Aspinwall:

- Unpaid Bills: paid
- MassWorks Grant: did not receive grant; will rescind appropriation at the May Town Meeting

- Sewer I/I: repair contract was signed; work began today
- Water Improvements: the design contract was executed, bids are scheduled to be opened in April
- DPW Vehicle: has been ordered and delivery is expected in two weeks
- Data Processing: bids were received this week
- Police Station Study: RFP issued, the Board of Selectmen will award the bid at the January 23rd meeting. The request for design funds will be ready for the May Town Meeting
- Purchase St. Paul's: Please see above
- Non Lethal Weapons: TASERs are been purchased; training will be done by the end of the month. The 40 MM Launchers have been ordered and delivery is expected in two weeks. Training on the launchers should be complete by the end of February
- Niagara Hall Improvements: CPC needs to meet with the Permanent Building Committee to ensure the shingle color does not conflict with the new library roofing materials.

Town Trip Update:

The Finance Committee took a tour of the Town's facilities on Saturday, January 14th. Sites included the Police and Fire Station, Department of Public Works' Facilities, Prospect Hill Cemetery and the Niagara Hall. The trip was insightful and committee thanks Charles Aspinwall for taking the time to do so.

Old/New Business:

Middle School Open House – 8th Grade iPads Program: Tuesday, January 31st from 12:00PM – 3:00 PM.

Upcoming Meeting Schedule:

January 25, 2012 7:30 PM
Veterans Memorial Building, Room 229

February 1, 2012 7:30 PM
Veterans Memorial Building, Room 229

Minutes Approval:

Susan Vecchi made a motion to accept the January 11, 2012 meeting minutes as written, Rick Manburg seconded. Vote: 7/0 motion carries.

Adjourn:

Rich Molloy made a motion to adjourn the meeting at 9:40 PM; Susan Vecchi seconded, Vote 7/0.

Respectfully submitted,
Deirdre Gilmore