

Finance Committee Meeting

March 21, 2012 7:30 PM  
Veterans Memorial Building, Room 229  
900 Main Street  
Millis, MA 02054

In Attendance:

Chris Smith, Chairman  
Craig Schultze, Vice Chairman  
Peter Jurmain  
Rick Manburg  
Doug Riley  
Jim Smith  
Susan Vecchi  
Charles Aspinwall, Town Administrator  
Charles Vecchi, Board of Selectmen  
Patty Kayo, Council on Aging Director  
Mike Giampietro, Building Commissioner  
Nathan Maltinsky, Historical Commission  
Steve MacInnes, Oak Grove Farm Commission  
Jim Lederer, Conservation Commission  
Jim McKay, Asst. DPW Director, Planning Board Member

Chris Smith called the meeting to order at 7:31 PM.

FY13 Budget Review – Council on Aging:

Patty Kayo:

FY13 Budget Request:

Salaries:	\$78,426.70
Expenses:	<u>\$ 8,434.00</u>
Total:	<u>\$86,860.70</u>

The salary line item has increased \$23,466.87. The salary request includes adding two van drivers to payroll and additional hours for the COA Director. Expenses are level funded. There are no Capital Item requests for FY13.

COA van drivers are paid a stipend. Town Counsel advised to treat these drivers as part time employees of the town. The increase in the salary line item would be \$12,480.00 (30 hours per week at \$8.00 per hour for 52 weeks).

The COA Board is requesting the Director's hours be increased from 20 hours to 30 hours per week. The Director was hired at 20 hours per week plus 15 hours per week as the Supportive Day Director.

The Director's hours were cut from 25 hours to 20 hours in 2003. The cost for additional hours for the Director is \$14,361.78 per year.

The additional hours would allow the Director to apply for grants, market the center and attend conferences. There has been a significant increase in the number of seniors that use the center and utilize the transportation.

FY13 Budget Review – Building Department:

Mike Giampietro:

FY13 Budget Request:

Salaries:	\$115,172.00
Expenses:	<u>\$ 6,905.00</u>
Total:	<u>\$122,077.00</u>

The budget supports a staff of 6 employees:

Building Commissioner:	40 hours per week
Department Assistant I:	5 hours per week
Plumbing & Gas Inspector:	Stipend
Electrical Inspector:	Stipend
Deputy Plumbing & Gas Inspector:	Stipend
Deputy Wire Inspectors:	Stipend

The department is requesting an additional seven hours per week for the Department Assistant. The annual cost for the additional hours is \$6,945.12 (using the highest step). The current assistant has resigned due to the work load. The COA has provided one volunteer to help with the clerical workload.

Residential building permits have increased 10 – 12 % from FY11 to FY12. The state is proposing issuing tickets for building code violations. The commissioner is not in favor of issuing tickets; they can be contested, similar to speeding tickets.

FY13 Budget Review – Historical Commission:

Nathan Maltinsky:

The commission currently receives \$5,000.00 annually to maintain the Oak Grove Farm House and \$146.00 for supplies, this budget is a sufficient amount for annual expenses. This year the commission formally received control of the Niagara Fire Engine House. Currently the town pays for any utility expenses for the building which are minimal at this time. The heat is turned off and there is very little electricity used. Upon completion of the next phase of restoration the building will be more operational and the heat will be turned on and there will be more electricity used as well as water and sewer cost. This will be a consideration for future budget requests. The roof on the Niagara Fire Engine House will be complete in the next few weeks; a CPA article was used to fund the repair.

FY13 Budget Review – Oak Grove Farm Commission:

Steve MacInnes:

The FY13 budget request is as follows:

(2) Portable toilets:	\$1,424.00	
NSTAR electric:	\$ 108.00	
Water:	\$ 104.00	** The balance of the water bills is paid through the OGF revolving account.
Total:	\$1,636.00	

FY13 Budget Review – Conservation Commission:

Jim Lederer:

The Conservation Commission is the official agency specifically charged with the protection of natural resources in the Town of Millis. In addition the Conservation Commission is charged with administering the Town's Wetland Protection Bylaw. Any work that involves removing, filling, dredging or altering an area within 100 feet of a wetland, or within 200 feet of any perennial river or stream, flood zone or other protected area, requires filing with the Conservation Commission.

The FY13 budget request is as follows:

Salaries:	\$11,564.80
Expenses:	<u>\$ 4 777.00</u>
Total:	<u>\$16,341.80</u>

Salaries are for (1) clerical staff \$222.40 per week for 52 weeks. Expenses are level funded.

FY13 Budget Review – Planning Board:

Jim McKay:

The board has seven members, members receive an annual stipend The board administers the division of land, subdivision control and zoning in an effort to influence long term growth. The most recent project was overseeing the drive-thru at the Dunkin' Donuts.

The FY13 budget request is as follows:

Salaries:	\$16,190.72
Expenses:	<u>\$ 5,675.00</u>
Total:	<u>\$21,865.72</u>

Salaries are for (1) clerical staff \$311.36 per week for 52 weeks. Expenses are level funded.

Article #18 DPW Trailer Review:

James McKay:

The cost to purchase a trailer is \$8,240.00. The department is in need of a licensed trailer. The three the DPW has will not pass inspection. The trailer would be used to transport the Bobcat and Holder to cut grass and plow sidewalks and all equipment not intended to travel over roads.

Article #17 DPW Van Review:

James McKay:

The cost to purchase a van is \$23,685.00. The article would be funded by the Water and Sewer Enterprise Funds. The van would be used for meter readings and meter replacements and will be equipped with shelves to store the meter reading equipment. A closed confinement tripod would also be stored in the van. This vehicle will replace one of the cruisers.

FY13 Budget Review – Town Counsel:

The annual budget is \$100,000.00 as of January 2012 \$59,275.99 has been spent. Town Counsel provides advice for law suits against the town and represents the town in the following:

Accumulated Disbursements  
Appellate Tax Board  
Bahery vs. Town  
Board of Health vs. Kilmartin  
Dewey Property Purchase  
411 Union Street Water Charges  
General Labor Services  
General Legal Services  
Keough Land Gift  
Library Project  
Library Project – Special Permit Modification 2011  
Midland Funding vs. Town  
O’Keefe vs. Town  
Planning Board  
Roche vs. Planning Board  
SEIU Town Hall Certification  
Zoning Board of Appeals

The firm offers several attorneys with different areas of expertise.

FY13 Budget Review – Town Reports:

Charles Aspinwall:

The FY13 budget request is level funded at \$1,225.00. These funds are used to print 375 bound books of the Annual Town Report and 15 spiral bound. The report will be available on the town's website.

FY13 Budget Review – Emergency Management:

Charles Aspinwall:

The FY13 budget request is as follows:

Salaries:	\$1,305.92
Expenses:	<u>\$1,619.00</u>
Total:	<u>\$2,924.92</u>

The team helps in response to hurricanes and storms and staffs the EOC. The team is working on updating the response plan.

FY13 Budget Review – Sealer Weights and Measures:

Charles Aspinwall:

The FY13 budget request is level funded.

Salaries:	\$3,266.92
Expenses:	<u>\$ 132.00</u>
Total:	<u>\$3,398.92</u>

This budget is for the inspection of measuring devices throughout town.

Warrant Article Review:

Charles Aspinwall:

Article #19 Forest Road Water Main:	\$828,000.00
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The current main is undersized and unlined and the road needs improvements. So far 40% of the road has been repaired. With the water main replacement the remaining 60% would be complete. The main would be replaced with 8 inch ductile iron pipe. The replacement would improve the quality of the water; there are complaints of color, odor and taste. Although the amount could be borrowed over 40 years the Town Administrator suggests borrowing for 30 years. The average cost per customer for year 1 is \$20.39; the cost by year 30 is \$11.94.

The Board of Selectmen will contact the Forest Road residents prior to Town Meeting.

The costs are as follows:

Construction:	\$710,778.00
10% Contingencies:	\$ 71,077.80
Engineering Design:	\$ 12,500.00
Construction Admin/Inspection:	\$ 29,600.00
Permits- ConCom/Stormwater, etc.:	<u>\$ 3,500.00</u>
Total:	<u>\$827,455.80</u>

Article #21 Pleasant Street Sidewalk Road Improvements: \$358,000.00

This project would exhaust all the Chapter 90 funds plus any funds left over from the Crestview Drive and Klifford Circle project (~\$60,000.00). If the project is not approved, the leftover funds could also be used to pave roads throughout town including Pleasant Street, Dover Road, Grove Street, Exchange Street, a small stretch of Farm Street etc.

Article #43 & #44 FEMA/FIRM Map:

The town has to adopt the map FEMA determined as flood areas. The new map defines where flood areas are located. In order to adopt the map there needs to be a change in the town's bylaws. Town Counsel has combined the bylaws into one warrant article. There is no negative impact to any resident. Approximately 6 town-owned properties are in flood zones and the town has purchased flood insurance. Copies of the maps are available at the Board of Selectmen and Town Clerk's offices.

Police Station Study Schedule:

Charles Aspinwall:

The final report will be presented to the Board of Selectmen on April 26, 2012, not in time for the May Town Meeting. The warrant article would fund the design and the Town Administrator's recommendations do not include this article. The recruitment of the new Police Chief delayed the final report.

Minutes Approval:

Rick Manburg made a motion to accept the March 14, 2012 meeting minutes as written, Peter Jurmain seconded. Vote: 7/0 motion carries.

Upcoming Meeting Schedule:

March 28, 2012 7:30 PM  
Veterans Memorial Building, Room 229

April 4, 2012 7:30 PM  
Veterans Memorial Building, Room 229

Adjourn:

Peter Jurmain made a motion to adjourn the meeting at 9:20 PM; Susan Vecchi seconded, Vote 7/0 motion carries.

Respectfully submitted,  
Deirdre Gilmore