

Finance Committee Meeting

September 7, 2011 7:30 PM
Veterans Memorial Building, Room 229
900 Main Street
Millis, MA 02054

In Attendance:

Chris Smith, Chairman
Craig Schultze, Vice Chairman
Rick Manburg
Richard Molloy
Jim Smith
Susan Vecchi
Charles Aspinwall, Town Administrator
Charles Vecchi, Board of Selectmen

Chris Smith called the meeting to order at 7:32 PM

Tropical Storm Irene Response Costs:

Charles Aspinwall:

DPW: Incurred:	\$53,000.00		
Estimated:	\$40,730.61		
		Subtotal:	\$ 93,730.61
Police: Incurred:	\$ 2,617.12		
Estimated:	\$11,563.20		
		Subtotal:	\$ 14,180.32
Fire:		Estimated:	\$ 7,733.00
School:			\$ 278.76
Miscellaneous (food for workers):			\$ 118.46
Grand Total:			\$116,041.15

Curbside chipping is estimated to take 10 days. Millis has not been declared an emergency in Norfolk County. Reports to MEMA will be filed to cover the first forty-eight hours of the storm. Curbside pickup will not be reimbursed; it is outside the first forty-eight hour period. If declared an emergency, up to seventy five percent of costs incurred during the first forty-eight hours could be reimbursed.

Charles River Pollution Control District Sewer Rates:

Charles Aspinwall:

The Town is a member of their treatment plant. Millis owns approximately 11% of the plant. The District is facing more stringent National Pollution Discharge Elimination System permitting requirements. The project is divided into three phases:

Phase I: Includes replacement of both primary clarifier mechanisms, addition of two screenings washer/compactors, a primary scum handling system and plant lighting and security improvements.

Phase II: The capping of the on-site residuals landfill.

Phase III Concentrates on upgrades to the phosphorus removal and disinfection system and building upgrades.

The Capital Costs for FY12 are \$19,170.00. In FY13 they will increase to \$118,490.00. Millis is not on the District's Board. Franklin has three members on the board and Medway has two.

Fall Town Warrant Articles:

Charles Aspinwall:

- COA Respite Program Revolving Fund: No longer funded by a grant; the revolving fund will have no impact on the budget.
- Personnel Plan Amendments:
 - Respite Program Activities Coordinator
 - Supportive Day Program Director
 - Deputy Fire Chief Reclassification
 - New Personnel Plan
 - Salary Amendments Resulting From Survey

Five thousand dollars was appropriated at Town Meeting to research/revise/approve policies and procedures as well as a salary assessment. The Town's salaries are approximately 3.5% below the average of surrounding towns. The following policies will be included in the plan:

- Conduct Policy
- Conflict of Interest and Financial Disclosure
- Political Activity Policy
- Town Property Policy
- Credit Card Policy
- Vehicle Use and Reimbursement Policy
- Travel and Expense Reimbursement Policy
- Anti Fraud Policy
- Access and Use of Telecommunications Systems
- Social Networking Policy
- Sexual Harassment Policy
- Workplace Violence Prevention
- Discrimination Prevention Policy
- Disability Discrimination Grievance Procedure
- Whistleblower Policy
- Drug Free Workplace

Alcohol and Drug Use Policy

Town Counsel has reviewed the entire Personnel Plan and it will be presented to the Board of Selectmen for review on Monday, they will not vote on the plan at that time.

- Budget Amendments:
 - Reduced Revenue:
 - Lower State Aid \$1,667.00
 - Reduced Tax Levy \$8,000.00 due to lower debt costs for Library borrowing.
 - Increased Costs:
 - Increased School Choice Costs: \$8,404.00
 - Increased Insurance Costs: \$20,000.00 due to Police and Fire Accidents
 - Increased State and County Charges \$24,365.00
 - Decreased Costs:
 - Debt Budget: \$18,554.53
 - Hurricane Irene Cost:
 - Estimated: \$115,643.00
- Debt Reserve Reduce Tax Rate: \$198,090.00 returned to the taxpayers due to refinancing.
- Unfunded Health Insurance Liability
- Massworks Infrastructure Grant: The Board of Selectmen approved plans to redesign Exchange Street from Main Street to Curve Street. The Town is responsible for engineering costs if they come in over ten percent of the overall project cost.
- St. Paul's Church Property: \$300,000.00 Purchase the land adjacent to the Police/Fire Station.
- Petitioned Article – Online Budgets: Both the School and Municipal's detailed operating budgets would be available to residents to view online.
- DPW Vehicle (s): Approximately \$33,000.00 each
- Police Station Feasibility Study
- Niagara Hall Improvements: Repair the roof from CPC funds.
- Water System Improvements: The following was recommended by the Drinking Water Committee:
 - Disinfection Improvements Wells #1 & 2 and the WTP (Water Treatment Plant)
 - Well #3 Backup Generator
 - Well #3 Disinfection Improvements
 - Well #4 Disinfection Improvements
 - All Above Facilities – Hazardous Materials Inspection
- Unpaid Bills
- Earlier Liquor Sales on Sunday: At restaurants serving brunch, change time to 10:00 AM.
- Zoning Bylaw:
 - Reference to Main Street in Overlay District
 - Missing Verbiage in Overlay District
- Municipal Data Processing Plan: The plan should be complete in the next couple of weeks.
- School Department Technology Revolving Account
- School Department Special Ed Vehicle (s) \$48,000.00
- Town Clerk Budget: \$5,000.00 to cover salaries at upcoming elections.

Old Business/New Business:

Craig Schultze made a motion to assign the Chairman and Vice-Chairman to approve/sign payroll on behalf of the committee; Susan Vecchi seconded. Vote: 6/0, motion carries.

The Strategic Budget Planning Committee will begin meeting to plan for FY13.

Upcoming Meeting Schedule:

September 14, 2011 7:30 PM
Veterans Memorial Building, Room 229

September 21, 2011 7:30 PM
Veterans Memorial Building, Room 229

September 28, 2011 7:30 PM
Veterans Memorial Building, Room 229

October 5, 2011 7:30 PM
Veterans Memorial Building, Room 229

Minutes Approval: Postponed

Adjourn:

Craig Schultze made a motion to adjourn the meeting at 8:30 PM; Susan Vecchi seconded. Vote 6/0 motion carries

Respectfully submitted,
Deirdre Gilmore