

Finance Committee Meeting

April 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  
Rich Molloy, Clerk  
Bud Drummey  
Peter Jurmain  
Rick Manburg  
Jim Smith  
Susan Vecchi  
Charles Aspinwall, Town Administrator  
Charles Vecchi, Board of Selectmen  
Andrea Wagner, Board of Selectmen  
Dave Baker, School Committee  
Paula Dumont, Assessors  
Kris Fogarty, Recreation Director  
Jim McKay, Assistant Director, DPW  
Scott Moles, Board of Health Director  
Trisha Perry, Library Director

Chris Smith called the meeting to order at 7:33 PM.

Town Meeting Warrant Article Review/Recommendations:

Article #1 Elections:

To choose a Moderator for one year, a Selectman for three years, two members of the School Committee each for three years, a member of the Library Trustees for three years, a member of the Planning Board for five years, a member of the Board of Health for three years and one Constable for a term of two years.

Article #3 Unpaid Bills: Postponed until further clarification of Constellation New Energy bills.

Article #4 Amendments to the Personnel Plan: Postponed

Article #26 GIS System: \$12,100.00

The Town Administrator did not recommend this article. The annual maintenance of the system is estimated at \$2,200.00 and the cost of the maps is \$1,800.00.

Rich Molloy made a motion to dismiss Article #26 GIS System; Susan Vecchi seconded. Vote: 8/0 motion carries.

Article #30 Police/Fire Station Design Development:

Charles Aspinwall:

The cost of a two story structure on the parcel of land where the existing library is has not been determined. The Town Administrator does not recommend this article at this time. They are looking to reduce square footage from the preliminary 13,000 sq ft. The feasibility study is not complete.

Rick Manburg made a motion to dismiss Article #30 Police/Fire Station Design Development; Susan Vecchi seconded. Vote: 8/0 motion carries.

Article #36 Clyde Brown School Carpet Replacement/Asbestos Removal: \$40,000.00

Dave Baker:

The project bids were due today and no contractor bid on the asbestos removal. All other costs came in at approximately \$27,000.00. The \$40,000.00 should cover the entire project including the asbestos removal.

Craig Schultze made a motion to recommend Article #36 Clyde Brown School Carpet Replacement/Asbestos Removal in the amount of \$40,000.00; Susan Vecchi seconded.

Chris Smith thought it was best to wait on a recommendation until hard numbers are in instead of potentially tying up \$40,000.00 that could be used for restorations in the event the asbestos removal cost came in much higher than expected. Craig Schultze was concerned future regulations and costs could become stricter and higher. Three bids need to be solicited on projects costing over \$5,000.00 but under \$25,000.00.

Vote: 7/1 motion carries.

Article #39 Rescind Borrowing Authority:

This article rescinds the borrowing authority on articles that were completed under the appropriated amount. In the case of the \$990,000.00 item the grant was not received.

- Article #15 of the May 2001 Annual Town Meeting for the DPW Building Improvements Project, \$267.00
- Article #22 of the May 2001 Annual Town Meeting for the Union Street Water Main Project, \$13,800.00
- Article #16 of the May 2000 Annual Town Meeting for the Wells #5 & 6 Project, \$93,321.00
- Article #18 of the May 2004 Annual Town meeting for the Walnut Street Tank Improvement Project, \$70,000.00
- Article #8 of the November 2009 Annual Town Meeting for the Pleasant Street Bridge Water Main Improvement Project, \$30,000.00

- Article #5 of the November 2011 Annual Town Meeting for the Exchange Street Improvement Project, \$990,000.00

Susan Vecchi made a motion to recommend Article #39 Rescind Borrowing Authority; Jim Smith seconded. Vote: 8/0 motion carries.

Article #42 CPC Budget and Fund Reservations:

Dave Baker confirmed the CPC has voted in favor of this article.

Craig Schultze made a motion to recommend:

FY Committee Administrative Expense:	\$ 6,534.00
Short Term Debt from Budgeted Reserve – Dewey Property:	\$60,000.00
Short Term Debt Interest from Budgeted Reserve – Dewey Property:	\$ 3,450.00
FY13 Historic Resources Reserve:	\$13,068.00
FY13 Community Housing Reserve:	\$13,068.00
FY13 Open Space Reserve:	\$13,068.00
Budgeted Reserve:	\$16,550.00

Rich Molloy seconded. Vote: 8/0 motion carries.

Article #46 Library Project – Contamination Assessment: \$27,269.00

During digging of the retaining wall contamination was discovered in the ground water. The test came back with 12 PPB (parts per billion) and the limit is 5 PPB. Several monitoring wells were used during the remainder of the dewatering. The cost of testing to determine if the contamination is at the library site was not included in the project's contingency fund. The cost of contamination on a town owned parcel of land is not part of the construction costs of the project. A Reserve Fund Transfer of \$30,000.00 in March 2012 covered the cost of the contamination before Town Meeting this article covers the cost of monitoring the site after Town Meeting. The DEP will probably require testing for all four quarters.

The article will cover the following:

2 <sup>nd</sup> Quarter Monitoring:	\$ 1,900.00
RAM Status Report No. 1:	\$ 2,500.00
3 <sup>rd</sup> Quarter Monitoring:	\$ 1,900.00
4 <sup>th</sup> Quarter Monitoring:	\$ 1,900.00
RAM Status Report No. 2:	\$ 2,500.00
1 <sup>st</sup> Quarter Monitoring 2013:	\$ 2,100.00
RAM Completion & DPS Statement:	\$ 8,500.00
DEP Fees for DPS:	\$ 1,760.00
Contingency (10%):	<u>\$ 4,209.00</u>
Total:	<u>\$27,269.00</u>

Susan Vecchi made a motion to recommend Article #46 Library Project – Contamination Assessment in the amount of \$27,269.00; Craig Schultze seconded. Vote: 8/0 motion carries.

Article #45 Firefighter Contract Settlement:

Charles Aspinwall:

The contract has not been settled and it is unlikely the contract will be settled prior to Town Meeting.

Craig Schultze made a motion to dismiss Article #45 Firefighter Contract Settlement; Peter Jurmain seconded. Vote: 8/0 motion carries.

Article #47 SEIU Contract Settlement:

The contract has not been settled and it is unlikely the contract will be settled prior to Town Meeting.

Peter Jurmain made a motion to dismiss Article #47 SEIU Contract Settlement; Jim Smith seconded. Vote: 8/0 motion carries.

Dismissing of the contract settlement articles does not show bad faith in the bargaining process.

Article #48 Authorize the School Committee to enter into a power purchase contract with the owner or lessee of solar power electric generating facilities installed upon the roof of the Millis Middle-High School pursuant to a lease as authorized by vote under Article #15 of the November 7, 2011 Fall Town Meeting, for the same term of years as said lease not being more than twenty years.

Peter Jurmain made a motion to recommend Article #48 Authorize the School Committee to enter into a power purchase agreement; Susan Vecchi seconded. Vote: 8/0 motion carries.

Revenue and Expenses:

The Cherry Sheet State and County charges have been reduced by approximately \$11,000.00.

Article #5 Wage Increases: \$86,345.03

The amount of this article includes the projected wage increase (2%) for both the Firefighter and SEIU contract employees. The Town Administrator recommends deducting those contract employees' wage increase and reserving the funds for when a contract is settled. The amount also includes a \$13,795.00 increase negotiated for the Town Administrator. The increase was a result of a study/survey of surrounding town's Town Administrators salaries and adjusting Millis' accordingly; the increase is not retroactive and is effective July 1, 2012.

Original Article Amount:	\$86,345.03
Less SEIU Projected Increase:	\$31,206.82
Less Firefighter Projected Increase:	\$21,068.65
Less Water & Sewer SEIU Employees Increase:	<u>\$ 1,073.12</u>
New Article Amount:	<u>\$32,996.44</u>

Craig Schultze made a motion to recommend Article #5 Wage Increases in the amount of \$32,996.44; Rich Molloy seconded. Vote: 8/0 motion carries.

Article #6 Operating Budget:

Line #1 General Government:

The following restorations are included in the FY13 Operating Budget:

- Selectmen/Town Administrator: Restore a Department Assistant II at 16 hours per week.
- Assessors: Change the Department Assistant III to a Department Assistant II with an additional 15 hours making the position 35 hours per week.
- Treasurer/Collector: Restore the Department Assistant II at 15 hours per week with an additional 13 hours per week paid out of water and sewer. This position will be 28 hours per week.
- Town Clerk: Restore the Department Assistant II to 20 hours per week.
- Zoning Board of Appeals: Reduce the salary due to a decrease in activity.
- Town Buildings: Restore 2 hours per week for the maintenance worker.

Total Restorations \$73,024.03 Total Budget \$5,212,406.41.

Craig Schultze made a motion to recommend Line #1 in the amount of \$5,212,406.41; Susan Vecchi seconded. Vote: 8/0 motion carries,

Line #2 Public Safety:

The following restorations are included in the FY13 Operating Budget:

- Fire Department: Restore the full time firefighter position. The cost of this restoration will be offset by ambulance fees.
- Building Department: Add an additional 7 hours per week for the Department Assistant I bringing the total hours per week to 12. The cost is \$6,944.12. New requirements have created a need for heavy data entry of permits. The original 5 hours was for processing payroll only. In order to offset the cost of a full time building inspector clerical hours had been reduced.
- Animal Control: Restore the overnight stipend.

Total Restorations: \$74,681.92 Total Budget: \$2,831,181.02

Craig Schultze made a motion to recommend Line #2 in the amount of \$2,831,181.02; Peter Jurmain seconded. Vote: 0/8.

The committee decided to review all restorations and discuss before making recommendation.

Line #3 Millis Schools:

The request for \$57,069.00 in restorations was not included in the Town Administrator's recommendations. If the restorations to the school were restored the intended 65/35 split would change. The committee decided to include the restorations in the recommended budget.

Line #4 Tri-County School:

Total Budget: \$396,954.00

Craig Schultze made a motion to recommend Article #4 in the amount of \$396,954.00; Susan Vecchi seconded. Vote: 8/0 motion carries.

Line #5 Public Works:

The following restorations are included in the FY13 Operating Budget:

- DPW Highway: Restore summer help \$12,000.00
- Park Expenses: Restore \$20,000.00

In FY12 \$13,000.00 for Park Expenses was cut from the DPW budget. The Recreation Department increased fees to cover the cost of maintaining the fields. Fees were increased by \$10.00 for the basketball and soccer programs. This increase in fees totaled approximately \$4,000.00. Recreation Department fees are set by the Recreation Committee. Field user fees were also used to offset the \$13,000.00.

Craig Schultze made a motion to recommend Line #5 Public Works in the amount of \$886,764.79; Rick Molloy seconded. Vote: 8/0 motion carries.

Line #6 Health & Human Services:

The Board of Health has requested 2 additional clerical hours and the Council on Aging has requested additional hours for the Director. Both requests are not included in the FY13 Operating Budget. The additional salaries for the COA drivers are included in the budget.

Craig Schultze made a motion to recommend Line #6 Health & Human Services in the amount of \$210,308.51; Peter Jurmain seconded. Vote: 0/8

Line #7 Culture and Recreation:

A request for an additional \$1,250.00 to replace the Route 109 3 x 5 flags was requested for the Memorial Day Budget. A request for \$2,500.00 to cover expenses was requested for the Legion Budget.

Discussion: If \$4,000.00 was reduced in the Recreation Department budget due to increased fees, that amount would offset the increase in both the Memorial Day and the Legion. There is a balance in the Recreation Department Revolving Account of approximately \$60,000.00 which is carried over from fiscal year to fiscal year. The cost of the flags \$1,250.00 will not be incurred until next spring when the flags will be replaced. This item can be reviewed at a future date.

Craig Schultze made a motion to recommend approval of the Memorial Day Budget in the amount of \$1,828.00; Susan Vecchi seconded. Vote: 8/0 motion carries.

Craig Schultze made a motion to recommend approval of the Legion Budget in the amount of \$3,935.00; Susan Vecchi seconded. Vote: 8/0 motion carries.

The Library Director has requested additional hours for the Children's Librarian totaling \$13,085.00 per year. The position is part of the SEIU contract and the Finance Committee is not in a position to vote hours for that position.

Rich Molloy made a motion to recommend Line #7 in the amount of \$364,428.10; Peter Jurmain seconded. Vote: 8/0 motion carries.

Line #8 Debt Service:

Susan Vecchi made a motion to recommend Line #8 in the amount of \$924,871.80; Rich Molloy seconded. Vote: 8/0 motion carries.

Craig Schultze made a motion to recommend Line #3 in the amount of \$12,398,045.26; Susan Vecchi seconded. Vote: 8/0 motion carries

Susan Vecchi made a motion to recommend Line #2 in the amount of \$2,831,181.02; Peter Jurmain seconded. Vote: 7/1 motion carries.

Total Operating Budget:

Craig Schultze made a motion to recommend the Operating Budget in the amount of \$23,224,959.89; Susan Vecchi seconded. Vote: 8/0 motion carries.

This vote will leave a surplus of \$38,703.00 which could be used for further restorations or for capital items such as paving roads.

Article #7 Water Enterprise Fund: \$856,864.01

Wages: \$261,797.42  
Expenses: \$341,613.00  
Debt: \$253,453.59

Craig Schultze made a motion to recommend Article #7 Water Enterprise Fund in the amount of \$856,864.01; Jim Smith seconded. Vote: 8/0 motion carries.

Article #8 Sewer Enterprise Fund: \$993,388.26

Wages: \$209,418.74  
Expenses: \$453,225.63  
Debt: \$330,743.89

Craig Schultze made a motion to recommend Article #8 Sewer Enterprise Fund in the amount of \$993,388.26; Susan Vecchi seconded. Vote: 8/0 motion carries.

Article #10 Add to Stabilization Fund:

Rich Molloy made a motion to dismiss Article #10; Susan Vecchi seconded. Vote: 8/0 motion carries. It was noted that at the November 2011 Town Meeting \$100,000.00 was approved to be put back into the Stabilization Fund.

Article #18 Local Road Work: \$ 38,703.00

Craig Schultze made a motion to reconsider Article #18; Susan Vecchi seconded. Vote: 8/0 motion carries.

Craig Schultze made a motion to recommend funding Article #18 in the amount of \$38,703.00; Susan Vecchi seconded. Vote: 8/0 motion carries.

Old Business/New Business:

Chris Smith made a motion to approve payment of \$18.50 to W.B. Mason for Bud Drummey's nameplate; Susan Vecchi seconded. Vote: 8/0 motion carries.

Minutes Approval:

Susan Vecchi made a motion to accept the April 11, 2012 meeting minutes as written, Craig Schultze seconded. Vote: 7/0 motion carries.

Upcoming Meeting Schedule:

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

May 2, 2012 7:30 PM  
Veterans Memorial Building, Room 229

Adjourn:

Susan Vecchi made a motion to adjourn the meeting at 11:05 PM; Craig Schultze seconded Vote 8/0 motion carries.

Respectfully submitted,  
Deirdre Gilmore