

Finance Committee Meeting

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

In Attendance:

Chris Smith, Chairman
Peter Jurmain
Rick Manburg
Richard Molloy
Doug Riley
Jim Smith
Susan Vecchi
Charles Aspinwall, Town Administrator
Kathy La Plant, Town Accountant

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

Levy Capacity:

Charles Aspinwall:

The levy capacity is the limit on taxes towns can bring in over the course of the year. It is based on Proposition 2 ½. There is approximately \$193,000.00 in excess levy capacity for FY12. This amount cannot be billed to the taxpayers, it is lost revenue. Steps have been taken so that this will not happen again.

The following was listed in both the Sewer Enterprise Fund and the General Fund:

Health:	\$12,875.76
Pension:	\$12,178.27
Shared Employees:	\$13,124.75
Other-Auto Liab/Comp:	\$12,001.17
Other-Admin.	<u>\$38,632.41</u>
Total:	<u>\$88,812.36</u>

The following was listed in both the Water Enterprise Fund and the General Fund:

Health:	\$ 15,737.03
Pension:	\$ 14,884.55
Shared Employees:	\$ 13,124.75
Other-Auto Liab/Comp:	\$ 14,668.10
Other-Admin.	<u>\$ 47,218.71</u>
Total:	<u>\$105,633.14</u>

Kathy La Plant:

The Department of Revenue requires two separate reports for Water and Sewer Enterprise Funds which is a new way of reporting. The excess levy capacity was an oversight. At the May Town Meeting the town will vote to separate Water and Sewer from the General Fund.

Charles River Pollution Control District (CRPCD) – Capital Improvement Plan:

Charles Aspinwall:

The Town of Millis is a contract member of the CRPCD. Millis joined in 1995. Millis does not have a member on the board of five members: three from Franklin, two from Medway.

The existing facility was constructed in the late 1970's and partially upgraded in the late 1990's. The current design can treat an average annual flow of 5.7 mgd (million gallons/day). The current average daily flow is 4.7 mgd. Peak flows can exceed 15 mgd due to I/I during the spring time. There are 220 miles of sewer lines contributing to the treatment facility. Seven communities own capacity in the treatment facility:

Franklin: ~3.1 mgd

Medway: ~0.8 mgd

Millis: ~.03 mgd

Bellingham: ~.03 mgd

Septage from Norfolk, Dover, Sherborn plus four other communities

The treatment process includes the following:

Screening and grit removal

Single stage activated sludge system

Cloth disk filters and sand filters

Disinfection with gaseous chlorine

Gravity belt thickeners

Thickened sludge is trucked off-site for disposal

Effluent discharged to the Charles River

The major components and cost of the improvement plan include:

NPDES Permit Compliance: \$ 7.1 million

Landfill Closure: \$ 1.9 million

Plant Facility Improvements: \$ 8.6 million

Architectural Improvements: \$ 1.8 million

Total: \$19.4 million

A state grant will pay half of the interest.

The project has three phases:

Phase A: Facility improvements to headworks and primary settling tanks. Including new washer/compactor for screenings, new primary clarifier sludge collection mechanisms, HVAC and lighting improvements and a new security gate at the facility entrance. This phase is expected to be complete by December 2012.

Phase A costs are as follows:

Design:	\$ 225,400.00
Bidding:	\$ 26,500.00
Construction:	\$1,974,000.00
Engineering Services:	<u>\$ 473,000.00</u>
Total:	<u>\$2,698,900.00</u>

Phase B: Landfill closure. The landfill is located adjacent to the plant, near the parking lot, chlorine building and outfall. It is 2.5 acres. From 1979 to 1989 it dewatered sludge, grit and screenings. From 1989 to 2002 only grit and screenings were processed. The landfill has been closed since 2005 pending DEP guidance. The schedule for this phase:

Hydrogeologic Report – March 2011

Design and Permitting – August 2011

Project Bid – September 2011

Construction completion – June 2012

Closure Report – August 2012

Phase C: Improvements to meet NPDES permit requirements and remaining facility and architectural improvements.

The District's I/I Requirements;

Map and description of inspection and maintenance activities/expenditures

Map of areas for inspection and maintenance activities

Calculation of annual average I/I and maximum month for previous year

Report of I/I related corrective actions including unauthorized discharges

The Phosphorus Effluent Limits:

Current:

.02 mg/l (April 1st – October 31st)

Proposed in draft NPDES Permit:

.012 mg/l (April 1st – October 31st)

1 mg/l (November 1st – March 31st)

Proposed in final TMDL (Total maximum daily load):

.10 mg/l (April 1st – October 31st)

.30 mg/l (November 1st – March 31st)

Architectural Improvements – Exterior Building Restoration include:

Brickwork: repair and replace

Exterior doors: replace as needed

Windows: reseal and weather strip

Exterior walkways and platforms: replace bricks where needed, refinish concrete
Lime silo: recoat

Phase C Schedule:

Project Evaluation Report – January 2012
Design March 2012 – March 2013
Bidding April 2013 – September 2013
Construction September 2013 – September 2015

The Phase C Budget:

Planning:	\$ 361,000.00
Design and Permitting:	\$ 1,039,000.00
Bidding:	\$ 65,000.00
Construction:	\$12,303,500.00
Engineering Services:	<u>\$ 1,800,000.00</u>
Total:	<u>\$15,568,500.00</u>

Total Cost of the Improvements;

Phase A:	\$ 2,698,900.00
Phase B:	\$ 1,032,500.00
Phase C:	\$15,568,500.00

Member Community Assessment:

Franklin:	62.90%
Medway:	16.75 %
Millis:	12.00%
Bellingham:	6.60%
Norfolk:	0.85%
Dover:	0.45%
Sherborn:	0.45%

The impact of the project to Millis:

FY12 – no additional assessment

FY13 – FY32 – additional assessment of approximately \$126,000.00 per year. The cost to the average household is approximately \$100,00 per year. Sewer consumption is based on water consumption. There are no capital assessment charges to sewer customers at this time.

The project will result in the following:

The district is proactively addressing issues at the wastewater treatment facility and will improve the facilities reliability, efficiency, life expectancy, safety and environmental compliance.

The Board of Selectmen will decide how the \$126,000.00 will be spread out over sewer customers. One option is a capital assessment charge. Most of the costs are due to increased regulations.

Downtown Development Steering Committee:

Charles Aspinwall:

The Board of Selectmen has applied for federal grants for improvements throughout the town. The Metropolitan Planning Council evaluated potential areas in town for development. The Downtown Development Steering Committee will work with the Planning Board to help guide the development. New development generates revenue. The GAF and Ann & Hope properties are prime areas for both affordable housing and business opportunities. Design and market analysis would be done to ensure the development would complement the existing businesses. The committee would probably hold quarterly public meetings for approximately six to twelve months.

Chris Smith made a motion to recommend Rich Molloy to the Downtown Development Steering Committee; Susan Vecchi seconded. Vote: 7/0, motion carries.

The Board of Selectmen will appoint the member at the next selectmen's meeting

Five Year Plan Sub-Committee:

Chris Smith:

The Strategic Budget Committee will be coming to an end. A four member sub-committee of the Finance Committee will be formed as its replacement.

Chris Smith made a motion to create a Finance Committee Five Year Plan Sub-Committee; Susan Vecchi seconded. Vote: 7/0, motion carries.

Chris Smith made a motion to recommend Doug Riley, Rick Manburg and Susan Vecchi to the Five Year Plan Sub-Committee; Jim Smith seconded. Vote: 7/0, motion carries.

School Committee Liaison:

Chris Smith:

Electing/Assigning a liaison will be revisited at a later date. School Committee meetings are held on Tuesdays.

Finance Committee Webpage Updates:

Chris Smith:

Meeting agendas and minutes have been posted on the new website and will continue to be posted for each fiscal year.

Ideally all meeting materials will be posted on the webpage. Materials should be sent in electronic format to the Administrative Assistant by close of business the Monday prior to the meeting,

specifically, budget presentations so that they can be reviewed by the committee prior to the presentation.

Old/New Business:

The committee has picked January 14th 2012 as the date to make a road trip throughout town to assess the condition of the town.

Chris Smith will send the Ethics Certification link to all Finance Committee members.

Upcoming Meeting Schedule:

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

January 11, 2011 7:30 PM
Veterans Memorial Building, Room 229

January 18, 2011 7:30 PM
Veterans Memorial Building, Room 229

January 25, 2011 7:30 PM
Veterans Memorial Building, Room 229

Minutes Approval:

Susan Vecchi made a motion to accept the November 16, 2011 meeting minutes as written, Rich Molloy seconded. Vote: 7/0 motion carries.

Adjourn:

Peter Jurmain made a motion to adjourn the meeting at 9:00 PM; Jim Smith seconded, Vote 7/0.

Respectfully submitted,
Deirdre Gilmore