

Finance Committee Meeting

January 25, 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  
Doug Riley  
Jim Smith  
Susan Vecchi  
Charles Aspinwall, Town Administrator  
Charles Vecchi, Board of Selectmen  
Paula Dumont, Assessors  
Scott Moles, Board of Health

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

FY13 Budget Review – Assessors:

Paula Dumont:

The FY13 budget is less than the FY12 budget by \$6,165.94. The newly hired Assistant Assessor and Assistant Clerk started at a lower rate.

Salaries:	\$87,387.00
Expenses:	<u>\$ 6,830.00</u>
Total:	<u>\$94,217.00</u>

The Assessor's Department is responsible for measuring the value of real estate and personal property and insuring that owners of such property pay their fair and equitable share of the tax burden based upon those values. The department is also responsible for meeting the certification requirements of the Department of Revenue. To meet these requirements the Assistant Assessor revalues all properties annually and a state recertification audit is performed every three years. Maps, property record card printouts and abutter's lists typically generate \$600.00 a year; these funds go into the General Fund. New Growth was originally estimated at \$100,000.00 but is expected to come in at approximately \$263,000.00. The Assistant Clerk's hours have been reduced from 35 hours per week to 20 hours per week. The impact to the department includes the Assistant Assessor covering the counter and telephones, assisting homeowners, realtors and appraisers as well as processing motor vehicle abatements, exemptions and real estate abatements. The Assessor's Department generates the majority of tax revenue in the town, it is crucial that this position's hours be restored to 35 per week.

In cost to restore this position's hours is \$16,013.00.

Expenses are as follows:

Map Updating:	\$1,500.00
Printing:	\$500.00
Supplies & Expenses:	\$1,200.00
Postage:	\$200.00
Advertising:	\$100.00
Dues & Subscriptions:	\$230.00
Meetings:	\$1,200.00
Administrative Expense:	\$900.00
Mileage Reimbursement:	<u>\$1,000.00</u>
Total:	<u>\$6,830.00</u>

The Administrative Expense is for annual stipends to the members of the Board of Assessors.

The department would like to request property record cards be available online. The cost to create the database is approximately \$7,000.00 and annual maintenance is estimated at \$1,500.00. A GIS (Geographic Information System) would reduce the traffic in the office but would not alleviate the need for more Assistant Clerk hours. This item was requested at the November Town Meeting and would cost approximately \$30,000.00.

#### FY13 Budget Review – Board of Health:

Scott Moles:

Salaries:	\$105,924.16
Expenses:	<u>\$ 8,020.00</u>
Total:	<u>\$113,944.16</u>

The increase in salaries from FY12 to FY13 is due to the Health Director's reclassification in November 2011. The expenses are level funded. The department would like to request 5.5 hours per month for an Administrative Assistant to attend the board's meetings and prepare the meeting minutes, \$1,585.98 per year and 2 additional hours for the Department Assistant III \$2,499.12 per year.

The mission of the Board of Health is to provide protection of Public Health, control disease, promotion of sanitary living conditions and protect the environment from damage and pollution. The Board of Health proposes to utilize portions of outside funding: Medicare flu vaccination reimbursement, portions of the Food Establishment fess to fund the Consulting Food Inspector services, an annual Rabies Clinic and all other permits and plan reviews. The Board of Health office has received a small grant from the Department of Public Health for emergency preparedness. The Board of Health supports the South Norfolk County Arc providing the following services to Millis residents:

- Family Support and Respite Care Programs
- Family Autism Center
- Autism and Law Enforcement Coalition (ALEC)
- Day Habilitation Programs

- Harbor Counseling Center
- Social Recreation Programs
- Employment Training and Residential Programs

The total value of all services provided last year to residents of the Town of Millis was \$142,900.00

FY13 Budget Review – Council on Aging - Postponed:

FY13 Revenue Projections:

Charles Aspinwall:

Preliminary Revenue Changes for FY 13:	<u>Permanent</u>	<u>One Time</u>
Increase in Local Receipts:	\$ 60,000.00	
<ul style="list-style-type: none"> <li>• Local Receipts are down \$35,000.00 from the same first six month period last year.</li> </ul>		
Septic Betterments:		\$ 75,534.00
<ul style="list-style-type: none"> <li>• The balance in the fund is \$85,635.79 the debt due is \$10,102.00. The debt will be paid off next year.</li> </ul>		
Ambulance:		\$ 65,000.00
<ul style="list-style-type: none"> <li>• In FY11 \$155,000.00 was used, the current balance is \$178,000.00 plus three month at \$14,000.00.</li> </ul>		
Cell Tower Revenue:	\$ 35,000.00	
<ul style="list-style-type: none"> <li>• This revenue is used to pay the debt associated with the Crestview Drive and Klifford Circle project.</li> </ul>		
State Aid:	\$202,854.00	
<ul style="list-style-type: none"> <li>• Chapter 70 is estimated to increase 3.5% in FY12-13.</li> </ul>		
CPC Funds:		\$ 63,450.00
<ul style="list-style-type: none"> <li>• These funds will be used to pay the Dewey land debt for year one out of five.</li> </ul>		
Excess Levy Capacity:	\$198,090.00	
FEMA Reimbursement:		\$191,327.00
<ul style="list-style-type: none"> <li>• These funds will be used to pay debt associated with the Ridge Street culvert project.</li> </ul>		
FY13 Levy Increase:	\$485,815.00	
<ul style="list-style-type: none"> <li>• This includes Prop 2.5% plus \$100,000.00 in growth.</li> </ul>		
Additional State Aid from FY12 not appropriated:		\$ 64,029.00
<ul style="list-style-type: none"> <li>• These funds were not appropriated at the November Town Meeting; they will be appropriated at the May Town Meeting for FY13.</li> </ul>		

	Sum:	\$981,759.00	\$459,340.00
After subtracting revenue losses and fixed revenue			
	Net:	\$892,587.00	\$75,534.00
Preliminary Expense Changes for FY 13:		<u>Permanent</u>	<u>One Time</u>
Unemployment:			\$60,000.00
Norfolk County Pension:		\$ 50,000.00	
Health Insurance at a 10% increase:		\$220,000.00	
Sewer Assessment (CRPCD)		\$100,000.00	

The ambulance, cell tower, CPC funds, and FEMA reimbursement revenues will be used for a specific purpose.

Old/New Business:

- (1) Ladder Truck Update: The cost to repair the ladder truck has increased to approximately \$10,000.00. Repairs are necessary for certification. The repair will have to go through the competitive procurement process. A cap for repairs is \$20,000.00. If a new truck is appropriated at the May Town Meeting and repairs are not done there is a potential for the town to be without a ladder truck for 18 months; the lead time to order and have delivery of the replacement "Quint" is one year.
- (2) Water Street Sewer Pumps: The cost to repair the pump is approximately \$21,000.00 and will go through the competitive procurement process. If the pump fails a pump truck would have to be hired to pump the sewage. This cost would be paid for from the Sewer Enterprise Fund.
- (3) The Norfolk County Agricultural High School Board of Trustees, at its meeting held on January 11, 2012 has set the 2012-2013 school year tuition for students from Norfolk County at \$2,000.00 per student in accordance with the authority granted in Chapter 6, Section 82 of the Acts of 1991.
- (4) Regarding the Five Year Plan Sub-Committee, Town Counsel has advised that any committee consisting of more than one member falls under the Open Meeting Laws therefore meetings and agendas must be posted and meeting minutes prepared.

Upcoming Meeting Schedule:

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

February 8, 2012 7:30 PM  
Veterans Memorial Building, Room 229

February 15, 2012 7:30 PM  
Veterans Memorial Building, Room 229

Minutes Approval:

Susan Vecchi made a motion to accept the January 18, 2012 meeting minutes as written, Peter Jurmain seconded. Vote: 7/0 motion carries.

Adjourn:

Peter Jurmain made a motion to adjourn the meeting at 8:35 PM; Susan Vecchi seconded, Vote 8/0.

Respectfully submitted,  
Deirdre Gilmore