

## Finance Committee Meeting

October 12, 2011 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  
Richard Molloy  
Susan Vecchi  
Charles Aspinwall, Town Administrator  
Charles Vecchi, Board of Selectmen  
Nate Maltinsky, Historic Commission  
Kathy LaPlant, Town Accountant

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

### New Business: Historical Commission – Reserve Fund Transfer:

Nate Maltinsky:

The Historical Commission is seeking financial assistance to purchase a new mower for lawn maintenance on the grounds of the Oak Grove Farm House.

- The current mower is ten years old and no longer working.
- Many repairs were performed to the old mower and it has outlived its lifespan.
- The caretaker cuts the lawn which is approximately 1 ½ – 2 acres around the farmhouse.
- The new mower is an end of the year model and is at a discounted price.
- The new mower is more conducive to cutting this type of lawn rather than the riding mower that was used previously.

The commission's budget is \$5,100.00 and the commission will contribute \$2,500.00 towards the new mower. The cost of the new mower is \$3,750.00 from Norfolk Power Equipment; it has a 54 inch cut and 24 horsepower. The reserve fund transfer request is for \$1,250.00 for the balance due on the mower. Accommodations will be made to store the mower away from harsh climate elements.

Craig Schultze made a motion for a Reserve Fund Transfer of \$1,250.00 to the Historic Commission for the purchase of a new mower; Susan Vecchi seconded. Vote: 6/0, motion carries.

Dewey Property Update:

Nate Maltinsky:

The CPC has purchased the Dewey property. The state requires a third party to oversee the property to ensure the property remains in its original condition. A committee will consist of volunteers; with five minimum and nine maximum number of members. If the committee is set up as a land trust group additional filings with the state will not be necessary.

Article #9 Review – Municipal Data Processing Plan \$40,000.00:

Kathy LaPlant:

The Town's server is nine years old. She has been working with Peter Jurmain and Craig Schultze outlining the needs of the town. The first quote they received totaled \$87,535.00 which they considered quite high and are in the process of looking for a scaled down quote. She would like to hire an outside consultant to put together the specs and get quotes; she is not qualified at this level to outline the town's needs. She is requesting \$40,000.00 to make sure the funds are available as soon as a decision is made for the server upgrade. The server upgrade is delaying the start up of the town's new website which was originally scheduled for May 1<sup>st</sup>. The consultant's fee will be covered under the upgrade article balance.

Richard Molloy made a motion to recommend approve of Article #9 in the amount of \$40,000.00; Susan Vecchi seconded. Vote: 6/0, motion carries.

Article #10 Review – Police Station Feasibility Study:

Charles Aspinwall:

In the study conducted in 1997 the committee recommended that the Police and Fire Departments be housed in separate facilities. Each department has separate and distinct functions which require different space. The police functions require being housed where privacy, safety and security for the complex nature of its operation is assured. The Fire Department needs more space for the day to day operation as well as providing space for the firefighters to use for storage of equipment and personal gear. The second study conducted in 2001 recommended the Police Department be located on the town-owned parcel that is best suited by its location, size and costs effectiveness near the center of town. Specifically, parcel 69-79 page 23 of the Assessor's map, better known as Centennial Park, the original location of the DPW. This study proposed a Fire Department building with 9,800 gross square feet after renovation and the Police Department building with 15,480 gross square feet. The estimated cost of the Fire Department renovation in 2009 dollars would be \$1,490,844.00 plus architect and engineering fees as well as a contingency.

This article is requesting funding to update the feasibility study including an expansion into St. Paul's Church.

The cost of the study should be available by October 26, 2011.

Article #11 Review – St. Paul’s Church Property:

Charles Aspinwall:

The following is the assessed value of the church and library:

St. Paul’s Church:	Land	\$149,100.00
	Building	\$500,700.00
Library:	Land	\$155,700.00
	Building	\$517,400.00

The Board of Selectmen has not made a recommendation on this article yet.

Article #26 Review – Annual Operating Budget:

The town has a balanced budget as of Town Meeting in May. After the state’s budget is finalized it affects the town’s budget. The budget has been adjusted as follows:

- The General Insurance cost in FY12 has increased by approximately \$20,000.00 due to police and fire accidents/injuries.
- Short term debt was estimated at 2.5% but has come in at 1.5%.
- Certified Free Cash = \$699,478.00
- Water Surplus = \$261,012.00
- Sewer Surplus = \$232,156.00
- Overlay Surplus = \$61,438.77
- New Growth = \$168,878.00
- Borrowing = \$990,000.00(MassWorks Project)
- Tax Rate Reserve = \$198,090.00 (These funds will be returned to the taxpayers)
- CPA \$120,000.00 (Niagara Hall Project)
- Hurricane Irene Cost = \$80,685.17 (this represents direct costs)
  - The town is eligible for Category B FEMA reimbursement which is estimated at \$133,393.00. It has not been determined if the town will qualify for Category A reimbursement (debris removal, etc) which is estimated at \$99,756.00. Category B reimbursement includes equipment use per hour whereas the \$80,685.17 does not.
- Another source of revenue that has not yet been determined is the state budget turn backs; this figure will not be available until late October. It is estimated at \$64,000.00

Article #19 Review – Geographic Information System \$30,000.00:

The Board of Assessors has requested a Geographic Information System (GIS) to digitize the tax maps. The tax map would be the base layer and additional layers could be added such as water and sewer maps. The GIS would keep track of development and new projects in town. However the department does not currently have the staff to manage the system.

Craig Schultze made a motion to dismiss Article #19; Peter Jurmain seconded. Vote: 6/0, motion carries.

Article #20 Review – FY11 Overlay Account Deficit (\$7,333.41):

Charles Aspinwall:

The Board of Assessors granted abatements over the \$100,000.00 appropriated on an annual basis. A deficit is typical in a revaluation year.

Craig Schultze made a motion to recommend Article #20; Susan Vecchi seconded. Vote: 6/0, motion carries.

Article #8 Review – DPW Vehicle \$33,048.00:

Charles Aspinwall:

In order to maintain a balance in both the water and sewer surplus accounts of approximately \$50,000.00 each, he recommends replacing one DPW vehicle not two. The department would prefer the pickup truck which will be funded by water, sewer and general.

Peter Jurmain made a motion to recommend Article #8 for one vehicle; Susan Vecchi seconded. Vote: 8/0, motion carries.

Article #12 Review – Police Department - Non-Lethal Weapons \$16,630.00:

After discussion, it was agreed this investment would benefit the police officers as well as the citizens of Millis.

Susan Vecchi made a motion to recommend Article #12 in the amount of \$16,630.00; Peter Jurmain seconded. Vote: 6/0, motion carries.

Article #24 Review – Personnel Plan Amendments:

Charles Aspinwall:

- (1) The amendment to Schedule C relates to sick time buyback. Currently upon retirement employees are eligible to 25% of their accumulated sick time with a cap of \$1,250.00. The amendment would change the cap to \$1,800.00 matching the DPW contract. The cap for both the Police and Fire Departments is \$2,500.00.
- (2) Reclassification of Schedule A and B
- (3) Vacation Time Accrued: If an employee starts at three weeks of vacation then after five years the employee would accrue four weeks of vacation as opposed to after ten years.

The Board of Selectmen has not made a recommendation on this article yet.

Article #27 Review – Purchase of Electrical and Natural Gas Contract:

The purpose of this article is to authorize the Board of Selectmen to enter into a contract longer than three years. The contract with Constellation New Energy is for forty seven months at 8.1 cents per KWH.

Craig Schultze made a motion to recommend Article #27, authorizing the Board of Selectmen to enter into a forty seven month contract with Constellation New Energy; Rick Manburg seconded. Vote: 6/0, motion carries.

FY12 Budget Update:

Charles Aspinwall:

Please note the following:

- (1) The Police Department's overtime budget is at 46% utilized after one quarter. This is due to filling shifts with the department down a chief and one police officer.
- (2) Real Estate issues with several properties (Dewey, Library, etc.) have impacted the legal budget.

Any questions the committee has on any of the budget line items for FY12 will be addressed at the October 19, 2011 Finance Committee Meeting.

Important Dates:

Final Recommendations: October 19, 2011

Warrant to Printer: October 24, 2011

Warrant Delivered to Residents: October 31, 2011

Pre-Town Meeting/Public Hearing: November 2, 2011

Town Meeting: November 7, 2011

Upcoming Meeting Schedule:

October 19, 2011 7:30 PM

Veterans Memorial Building, Room 229

October 26, 2011 7:30 PM

Veterans Memorial Building, Room 229

November 2, 2011 7:30 PM – Pre-Town Meeting

Veterans Memorial Building, Room 229

November 7, 2011 7:30 PM – Town Meeting

Veterans Memorial Building, Room 229

Minutes Approval:

Peter Jurmain made a motion to accept the October 5, 2011 meeting minutes as written, Susan Vecchi seconded. Vote: 5/0 motion carries.

Adjourn:

Richard Molloy made a motion to adjourn the meeting at 9:30 PM; Susan Vecchi seconded, Vote 6/0.

Respectfully submitted,  
Deirdre Gilmore