

Finance Committee Meeting

February 13, 2013 7:30 PM
Veterans Memorial Building, Room 229
900 Main Street
Millis, MA 02054

In Attendance:

Craig Schultze, Chairman
Peter Jurmain, Vice Chairman
Rich Molloy, Clerk
Bud Drummey
Rick Manburg
Doug Riley
Chris Smith
Jim Smith
Susan Vecchi
Charles Aspinwall, Town Administrator
Charles Vecchi, Board of Selectmen
Patty Kayo, Council on Aging
Brenda Hamelin, Animal Control

Craig Schultze called the meeting to order at 7:33 PM.

FY14 Budget Review – Council on Aging:

Patty Kayo:

The Millis Council on Aging is committed to maintaining the highest level of independence for older individuals by developing and coordinating community care, reducing isolation, educating and improving the overall understanding of various community based services. They provide transportation for the elderly and disabled; provide a Supportive Day Program, an Outreach Program and Meals on Wheels Program. The center is an intake site for the state's Fuel Assistance Program, The Millis Fund and acts as a liaison to many state and federal programs. The 2012 census count included 1,739 senior residents with 608 participating in Council on Aging programs.

The FY14 budget:

Salaries:	\$78,218.00
Expenses:	<u>\$ 8,434.00</u>
Total:	<u>\$86,652.00</u>

The budget includes a \$13,097.67 increase in salaries; expenses are level funded. The increase in salaries will include:

Five hours per week for the Director \$7,481.91; total hours per week twenty five

Two hours per week for the Outreach Worker \$3,143.76; total hours per week fifteen

Two hours per week for the Department Assistant \$2,472.00; total hours per week fifteen

The Outreach Worker works hours without getting paid. The committee emphasized that hourly employees should not work without getting paid; it is illegal and not advised. Unfair labor practices could possibly lead to an IRS audit.

The Part-Time Van Drivers receive \$8.00 per hour; a total of \$12,480.00 per year. The Transportation Revolving Fund has a balance of approximately \$5,000.00 which is used to offset transportation expenses not covered by the budget. Transportation fees have not been raised in several years.

Transportation fees:

Local Trips:	\$ 2.00
Surrounding Towns:	\$ 3.00
Out of Town:	\$ 5.00
Medical Trips to Boston:	\$25.00

Capital Request:

Replace one of the vans with a more economical/comfortable vehicle.

The van fleet consists of three vehicles:

2007 Ford – 25,800 miles

2002 Ford – 98,254 miles

2011 Ford – 8,630 miles

FY14 Budget Review – Animal Control:

Brenda Hamelin:

The function of Animal Control is to act upon and resolve to the best of their ability all complaints received and enforce all town and state laws regarding animals that fall under the jurisdiction. Both Millis and Medway have a 95% licensing rate. The Animal Control Officer attends at least one educational seminar per year to either better or update knowledge on animal issues, mandates, etc.

The FY14 budget:

Salaries:	\$65,747.76
Expenses:	<u>\$12,200.00</u>
Total:	<u>\$77,947.76</u>

The increase to the salary line item reflects a step raise for the Full-Time Animal Control Officer and the reinstatement of paid coverage for nights and weekends.

The annual split remains the Town of Millis 45%, \$35,076.50, and the Town of Medway 55%, \$42,871.26.

FY14 Budget Review – Historical Commission – Postponed

FY14 Budget Review – CPC/CPA – Postponed

Revenue Analysis: Police Department FY13 Shortfall:

Charles Aspinwall:

The shortfall remains the same. A Reserve Fund Transfer would not be necessary until the following is used to offset shortfall :

- (1) Insurance - approximately \$17,000.00
- (2) Use of the Dispatcher Grant – approximately \$20,000.00
- (3) Inter-Function Transfer from other budget line items
- (4) Use of Training Expenses

Fire Department Salary Clarification:

Charles Aspinwall:

The Fire Chief presented a total Salary Budget of \$857,799.01 however the Town Administrator's recommendation is for a total Salary Budget of \$817,222.80.

Old Business/New Business:

Charles Aspinwall:

The Snow & Ice Budget has a \$9,598.74 deficit as of today. Costs for removing snow from the Town Hall, Police/Fire Station, Library and Clyde Brown School roofs are not included in the deficit. The committee acknowledged the excellent job of snow removal from the blizzard.

There is extensive damage to the DPW, including leaks that saturated the insulation, wallboard and the new equipment for the heating system. An insurance adjuster has been on site and an architect will survey the damage on Thursday. There has been damage to the building due to leaks three times in the last five years.

If the municipal election is scheduled within 30 days either before or after April 30th or June 25th, the town may vote to change the date of that election to coincide with the Special Election. This requires a vote of the Board of Selectmen; the vote must take place at least 35 days before the rescheduled election. The change in dates would affect the mailing of the town's warrant and the dates of the Quint and Police Station overrides. Combining the elections will only have a small savings.

The low bidder on the library bond was Janney Montgomery Scott LLC at 2.25% with a \$400,000.00 bond premium. The bond premium will pay the costs of issuance, approximately \$60,000.00 and the balance must be used toward the debt budget.

After discussion about the environmental limits on development of the remaining undeveloped land, the Commonwealth's Interagency Permitting Board approved the Priority Development Site application for 1073 Main Street.

Upcoming Meeting:

February 27, 2013 (no meeting February 20th – school vacation)

March 6, 2013

March 13, 2013

March 20, 2013

Town Meeting: May 13, 2013

Minutes Approval:

Peter Jurmain made a motion to approve the February 6, 2013 meeting minutes as written; Susan Vecchi seconded. Vote: 9/0 motion carries unanimously.

Adjourn:

Chris Smith made a motion to adjourn the meeting at 8:20 PM; Rick Manburg seconded. Vote 9/0 motion carries unanimously.

Respectfully submitted,
Deirdre Gilmore