

Finance Committee Meeting

February 27, 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
Charles Aspinwall, Town Administrator
Jeff Cannon, Treasurer/Collector
Lisa Hardin, Town Clerk

Craig Schultze called the meeting to order at 7:32 PM.

FY14 Budget Review – Treasurer/Collector:

Jeff Cannon:

The FY14 budget:

Salaries: \$177,827.00
Expenses: \$ 27,475.00
Total: \$205,302.00

One employee had not received two step raises which are reflected in the FY14 budget.

The Collector issued the following bills throughout the fiscal year:

	<u># of Bills:</u>	<u>FY12 Collection:</u>
Real Estate Tax Bills:	12,824	\$15,345,238.00
Personal Property Tax Bills:	936	\$ 342,808.00
Motor Vehicle Excise Tax Bills:	9,673	\$ 918,369.00
Water/Sewer Bills:	<u>9,424</u>	<u>\$ 1,738,429.00</u>
Total:	<u>32,857</u>	<u>\$18,344,844.00</u>

The Treasurer's Department is responsible for the following:

- All Town/School receipts (cash, checks and wire transfers)
- All Town/School expenditures are funded through the office
- All cash and receivable accounts are reconciled monthly
- Provide administrative support to 334 subscribers to the town's health insurance
- Provide administrative support to 361 life insurance subscribers
- The office expects to offer credit/debit card payment options in FY14.
- As of June 30, 2012, the end of fiscal 2012, 97.6% of the FY12 real estate tax levy had been collected.

FY14 Budget Review – Debt:

Charles Aspinwall:

The town pays down debt aggressively. Building project costs can be borrowed for 30 – 40 years; Millis typically borrows for 20 years saving on interest. The town has three types of debt:

- Taxation – The total debt increase is due to the library project. The total debt service decrease was due to school construction projects were paid off.
- Water – The town is considering a project adding “loops” to the system to allow more contact time for chlorine in order to reduce bacteria. This requirement is part of the DEP groundwater rule.
- Sewer – The town purchased additional capacity from Franklin.

A new development on Acorn Street could produce \$150,000.00 - \$180,000 in tax revenue.

FY14 Budget Review – Elections:

Lisa Hardin:

The FY14 budget:

Salaries:	\$ 5,339.90
Expenses:	<u>\$ 6,360.00</u>
Total:	<u>\$11,699.99</u>

The FY14 budget includes one Town Election (May 2014) and 2 Town Meetings (Fall 2013 and May 2014). Funds for a Special Election are not included in this budget.

In FY13, there will be two special elections in the current fiscal year which were not budgeted to replace Senator John Kerry: a Special Primary on April 30, 2013 and a Special Election on June 25, 2013.

FY14 Budget Review – Board of Registrars:

Lisa Hardin:

The FY14 budget:

Salaries:	\$ 608.07
Expenses:	<u>\$3,385.00</u>
Total:	<u>\$3,993.07</u>

An increase of \$80.00 is due to rising costs of postage and postings.

FY14 Budget Review – Town Clerk:

Lisa Hardin:

The FY14 budget:

Salaries:	\$82,730.30
Expenses:	<u>\$ 4,400.00</u>
Total:	<u>\$87,130.30</u>

The above FY14 budget includes an additional 10 hours, \$10,699.70, for the Department Assistant II position from 10 hours to 20 hours per week. However, the Town Clerk has reconsidered and proposes splitting the funds between the Town Clerk and the Department Assistant III position. The Town Clerk feels the stipend for the Town Clerk, which is voted at Town Meeting, needs to be increased and the Department Assistant III's salary should be re-evaluated to reflect her hard work. The total increase for both the Town Clerk and the Department Assistant III is approximately \$27,000.00.

In order to see exactly what the department is requesting, the committee asked the Town Clerk to re-present the budget with the actual budget request at a later date. The presentation will be on March 20, 2013.

The Town appropriated \$20,000.00 for new voting machines several years ago; the machines have not been purchased due to a software problem. The town's voting machines are still working properly. The committee considered using those funds for other requests and in the event that voting machines are needed addressing it at that time.

Old Business/New Business:

Charles Aspinwall:

The IDA (Initial Damage Assessment) for the blizzard was submitted to MEMA. If the threshold is met FEMA would reimburse 75% of the costs. The cost of the damage to the DPW building has not been determined.

The warrant will be reopened at the Board of Selectmen meeting on March 11, 2013 to add the school warrant articles.

Upcoming Meeting:

March 6, 2013
March 13, 2013
March 20, 2013

Town Meeting: May 13, 2013

Minutes Approval:

Chris Smith made a motion to approve the February 13, 2013 meeting minutes as written; Jim Smith seconded. Vote: 8/0 motion carries unanimously.

Adjourn:

Chris Smith made a motion to adjourn the meeting at 8:55 PM; Peter Jurmain seconded. Vote 8/0 motion carries unanimously.

Respectfully submitted,
Deirdre Gilmore