

Finance Committee Meeting

March 20, 2013 7:30 PM
Veterans Memorial Building, Room 229
900 Main Street
Millis, MA 02054

In Attendance:

Craig Schultze, Chairman
Bud Drummey
Rick Manburg
Doug Riley
Chris Smith
Jim Smith
Susan Vecchi
Charles Aspinwall, Town Administrator
Charles Vecchi, Board of Selectmen
Trisha Perry, Library
Lisa Hardin, Town Clerk
Nate Maltinsky, CPC & Historic Commission
John Northgraves, CPC

Craig Schultze called the meeting to order at 7:31 PM.

FY Budget Presentation – Library:

Trisha Perry:

The new library should open sometime between the end of May and the beginning of June. The shelving is scheduled for delivery on May 15, 2013. The new address of the library is 961 Main Street. The new library will contain an afterhours Community Room which can hold up to 80 people and a Historical Room which can hold up to 20 people. Friends of the Library donated a large flat screen television for the Community Room. The new library will be three times larger than the old library. The new library will have wireless internet access throughout the building. There are currently 4,115 registered borrowers.

The goals and initiatives for FY14 include:

- Increase availability of new technology: E-readers/Tablets
- Self-service holds and self-service checkouts
- Increase programming initiatives and improve collections of interest to older patrons
- Continue efforts to be more responsive to patron interests
- Periodical titles
- Museum Passes

Funding of the Millis Public Library is primarily from municipal appropriation. However, they collect fines for overdue library materials. In FY12, approximately \$7,400.00 was collected and turned over to the town's General Fund. FY12 State Aid was \$7,876.00. Bequests are also made to the library and are used to fund collection development, in accordance with the conditions set by the donors. The library has seven trust funds which are used to purchase materials the library could not otherwise afford. The library has also received Millis Cultural Council Grants. Friends of the Library, through private fundraising, have provided supplementary funding for library services and materials. A Revolving Fund Account is being requested for the Community Room fees that will be used to cover additional custodian services.

Materials Circulation:

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| Books | 54,585 |
| DVDs | 22,829 |
| Music CDs | 2,544 |
| Audio Books | 3,567 |
| Console Games | 210 |

FY14 Budget:

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|-----------|---------------------|
| Salaries: | \$227,579.00 |
| Expenses: | <u>\$133,877.00</u> |
| Total: | <u>\$361,456.00</u> |

The Children's Librarian is only budgeted for 24 hours and they are asking to increase the hours to 35. The overall impact on the budget would be \$13,378.00 for FY14. The position is already benefitted so that cost will not change. A full-time Children's and Youth Librarian is critical to fully engage the various populations served by the library. Additional hours for the Children's and Youth Librarian would create more programs. They are advocating that this position be reclassified as a full-time 35 hours per week position.

Discussion: The position is part of the SEIU; the reclassification would have to be agreed upon by the union and voted on by the Board of Selectmen. The Building Repairs line item has increased in FY14 by \$1,500.00 to replace lighting, electrician costs and other items that are unforeseen during their first year in a new building.

FY Budget Presentation – Town Clerk:

Lisa Hardin:

FY14 Budget:

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| Salaries: | \$ 96,466.30 |
| Expenses: | <u>\$ 4,400.00</u> |
| Total: | <u>\$100,866.30</u> |

The FY14 request has an increase in expenses of \$50.00 and an increase of \$24,536.00 in salaries. The \$24,536.00 includes a \$10,000.00 increase for the Department Assistant III position and a \$14,536.00 increase in the Town Clerk's annual stipend, increasing the stipend to \$20,000.00 per year. The Town Clerk's office believes their workload has increased by 50% in the last ten years. The Town Clerk averages 10 hours per week in the office; originally the position was 2 hours per week. Although the Town Clerk believes an additional 10 hours is necessary for the Department Assistant II position, the position is included in the recently formed union and the union would have to be involved in the changes to hours for that position. The Department Assistant III position is also included in the union, therefore the Town Clerk proposes a \$10,000.00 stipend per year for that position for compensation of increased responsibility.

Discussion: The committee asked if Town Counsel could clarify who appoints the Assistant Town Clerk. Town Counsel opined the Town Administrator is the appointing authority for both the Department Assistant II & III positions as well as the title of Assistant Town Clerk. Changes to any hours, wages and working conditions have to be negotiated through the union for both positions. The employee can address the issue with the union and the issue would be negotiated. The Town Clerk position is an elected position and the annual stipend is voted on at the May Town Meeting.

Article #45 – CPC Bandstand Project:

John Northgraves:

On February 7, 2013, the CPC voted to appropriate \$4,000.00 from the Historic Reserve for the Millis Bandstand Renovations Project. Part of the CPC funds is a 1% surcharge collected from taxpayers. Without the renovations, the bandstand was in a state of vandalism and unsafe which could cause injury.

Nate Maltinsky, Vice Chairman of the Bandstand Committee:

The committee has raised approximately \$3,000.00 for repairs; \$4,000.00 would complete the restoration. A lot of materials and services for the project were donated. The Recreation Department is planning to hold a summer concert series however the cost of hosting such an event is not in the Recreation Department's budget. Middlesex Savings Bank has offered to sponsor the concert series. Restoration included: new roof, steel railings, interior lighting, and a security camera will be provided by Jim McKay. The CPC cannot take on the responsibility of the bandstand's maintenance which the DPW currently maintains.

Rick Manburg made a motion to recommend approval of Article #45, CPC Bandstand Project, in the amount \$4,000.00; Susan Vecchi seconded. Vote: 6/1, motion carries.

Review FY13 Year to Date Budgets:

Charles Aspinwall:

FY13 Receipts look strong. At the end of February \$1,079,418.96 has been collected with four more months of receipts to be collected.

FY13 Expenses:

The Police Department Overtime Budget will be short approximately \$50,000.00 at the end of June. The deficit is as follows:

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| Beginning Deficit: | (\$142,904.00) |
| Available Sources to Offset Deficit: | |
| Training Wages: | \$ 10,000.00 |
| Dispatch Wages: | \$ 20,000.00 |
| Dispatch Grant: | \$ 21,000.00 |
| Insurance Due – Officer #1: | \$ 22,000.00 |
| Insurance Due – Officer #2: | \$ 22,000.00 |
| Deficit as of June 30, 2013: | (\$ 47,904.00) |

The timing of the insurance reimbursement could be covered by a Reserve Fund Transfer.

The FY13 Snow & Ice Budget has a deficit of \$140,470.72. There are a number of small invoices outstanding and the salt shed is not full. If additional loads of salt are not ordered to fill the shed, the cost to fill the shed for the 2013/2014 winter will be included in the FY14 budget.

Authorization to Spend In Excess of Appropriation – Snow & Ice:

Chris Smith made a motion to recommend approval for the DPW to spend in excess of appropriation for Snow & Ice; Susan Vecchi seconded. Vote: 7/0 motion carries unanimously.

Review FY14 Estimated Revenues:

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| State Aid: | \$ 6,105,442.00 |
| Local Receipts: | \$ 1,606,480.42 |
| Transfer in From Sewer Fund: | \$ 97,915.63 |
| Transfer in From Water Fund: | \$ 127,866.69 |
| Enterprise Revenue: | \$ 2,014,428.61 |
| CPA Fund: | \$ 178,589.00 |
| Free Cash: | \$ 460,197.00 |
| Other Available Funds: | \$ 637,296.61 |
| Levy: | \$ 17,181,268.65 |
| Amount Available: | \$ 28,409,484.61 |

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| Taxable Valuation: | \$999,286,250.00 |
| Total Tax Rate: | \$ 17.19 |

The Levy is determined by the FY13 Levy plus Prop 2 ½ plus \$100,000.00 in New Growth.

Article #18 – OPEB Valuation:

Charles Aspinwall:

Other Post Employment Benefits (OPEB):

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| Current Law Valuation: | \$6,500.00 |
| Recent Government Changes: | <u>\$3,000.00</u> |
| Total: | <u>\$9,500.00</u> |

Chris Smith made a motion to recommend approval of Article #18, OPEB Valuation, in the amount of \$9,500.00; Jim Smith seconded. Vote: 7/0 motion carries unanimously.

Ballot Recommendation:

The purchase of the Quint will cost the average household \$26.43 the first year and \$19.70 the final (15th) year.

Chris Smith made a motion to recommend approval of Ballot Question #2, for the purchase of a Quint Fire Truck; Susan Vecchi seconded. Vote: 7/0 motion carries unanimously.

Warrant Article Recommendations:

Article #24 Fire Department Equipment & Vehicles:

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| Qunit Fire Truck: | \$850,000.00 |
| Turnout Gear: | \$ 13,800.00 |
| Pagers and Portable Radios: | <u>\$ 14,311.80</u> |
| Total: | <u>\$878,111.80</u> |

Chris Smith made a motion to recommend approval of Article #24, Fire Department Equipment & Vehicles, in the amount of \$878,111.80; Jim Smith seconded. Vote: 7/0 motion carries unanimously.

Article #4 Unpaid Bills:

| Department: | Vendor: | Amount: | Comment: |
|-------------|-------------------------|-----------|---------------------------|
| Police | Staples | \$ 129.99 | June 2012 Invoices |
| Finance | Sentinel Benefits Group | \$ 700.49 | Calendar 2011 Forfeiture |
| Selectmen | Paul Merrif | \$ 579.00 | Medicare & Reimbursements |

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| Treasurer/Collector | Gail Grivois | <u>\$ 650.98</u> | FY12 Wage Correction |
| | Total General Fund: | <u>\$2,060.46</u> | |

Rick Manburg made a motion to recommend approval of Article #4, Unpaid Bills, in the amount of \$2,060.46; Susan Vecchi seconded. Vote: 7/0 motion carries unanimously.

Article #17 Audit:

Annual audit of the school and municipal accounting practices: \$34,500.00

Chris Smith made a motion to recommend approval of Article #17, Audit, in the amount of \$34,500.00; Jim Smith seconded. Vote: 7/0 motion carries unanimously.

Article #19 Revaluation of Property Values:

Chris Smith made a motion to recommend approval of Article #19, Revaluation of Property Values, in the amount of \$43,000.00; Jim Smith seconded. Vote: 7/0 motion carries unanimously.

Article #25 DPW Equipment & Vehicles:

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| Dump Truck: | \$41,811.00 |
| Hydrostatic Vibratory Roller: | <u>\$15,038.10</u> |
| Total: | <u>\$56,849.10</u> |

Chris Smith made a motion to recommend approval of Article #25, DPW Equipment and Vehicles, in the amount of \$56,849.10; Susan Vecchi seconded. Vote: 7/0 motion carries unanimously.

Article #28 Sewer System Improvements:

Chris Smith made a motion to dismiss Article #28, Sewer System Improvements; Jim Smith seconded. Vote: 7/0 motion carries unanimously.

Article #30 Stormwater Management Improvements:

Chris Smith made a motion to dismiss Article #30, Stormwater Management Improvements; Susan Vecchi seconded. Vote: 7/0 motion carries unanimously.

Article #51 Refuse Facility Zoning By-Law:

Revise the current By-Law to include the word "only".

Chris Smith made a motion to recommend approval of Article #51, Refuse Facility Zoning By-Law, as written in the Town Warrant; Susan Vecchi seconded. Vote: 7/0 motion carries unanimously.

Article #50 Temporary Moratorium on Medical Marijuana Treatment Centers:

The Town of Millis will adopt a temporary moratorium on the use of land or structures for Medical Marijuana Treatment Centers until June 30, 2014. During the moratorium period, the town shall undertake a planning process to address the potential impact of medical marijuana centers in the town, consider Board of Health regulations and consider adopting new Zoning By-Laws to address the impact and operation of Medical Marijuana Treatment Centers.

Chris Smith made a motion to recommend approval of Article #50, Temporary Moratorium on Medical Marijuana Treatment Centers, as written in the Town Warrant; Jim Smith seconded. Vote: 7/0 motion carries unanimously.

Old Business/New Business:

Chris Smith made a motion to approve payment to the United States Post Office in the amount of \$520.34 for the mailing of the Spring Town Meeting Warrant; Susan Vecchi seconded. Vote: 7/0, motion carries.

Town Meeting: May 13, 2013

Minutes Approval:

Jim Smith made a motion to approve the March 13, 2013 meeting minutes as written; Susan Vecchi seconded. Vote: 6/0 motion carries unanimously.

Adjourn:

Chris Smith made a motion to adjourn the meeting at 9:30 PM; Rick Manburg seconded. Vote 7/0 motion carries unanimously.

Respectfully submitted,
Deirdre Gilmore