

Finance Committee Meeting

March 27, 2013 7:30 PM  
Veterans Memorial Building, Room 130  
900 Main Street  
Millis, MA 02054

In Attendance:

Peter Jurmain, Vice Chairman  
Rick Manburg  
Doug Riley  
Chris Smith  
Susan Vecchi  
Kathy LaPlant, Accounting Department  
Mike Giampietro, Building Department  
Donna Cabibbo, Tri-County Schools  
Stephen Dockray, Tri-County Schools  
John Roy, Tri-County Schools

Peter Jurmain called the meeting to order at 7:31 PM.

FY Budget Presentation – Data Processing:

Kathy LaPlant:

FY14 Budget:

Salaries:	\$ 14,870.10
Expenses:	<u>\$ 89,741.00</u>
Total:	<u>\$104,611.10</u>

The salary line item is level funded. Additional expenses include the Fire Department's Firewall \$2,100.00 and Fire Department's Maintenance Fee \$2,100.00. The Fire Department's IT system works well however the Police Department's IT system is in need of an upgrade. The Fire Department's patient information is only accessible to the Fire Department staff. The town's library administers its own IT system. The School Department is on a separate system than the town. If the schools would convert from Micro-Budget to MUNIS duplicate efforts of data entry would be eliminated. The accounting department spends approximately 5 hours per pay period (every two weeks) processing the school's payroll.

Article #21 Data Processing:

This article will fund 5 new PCs for the following:

Treasurer's Office:	Replace 5 year old PC
Building Department:	Replace 7 year old PC
Board of Health:	Replace 6 year old PC
Town Administrator/Board of Selectmen Office:	Replace 5 year old PC
Town Clerk:	Additional PC for the Town Clerk

The total cost is \$6,500.00 and the PCs will include all software.

Chris Smith made a motion to recommend approval of Article #21, Data Processing, in the amount of \$6,500.00; Susan Vecchi seconded. Vote: 5/0 motion carries unanimously.

FY Budget Presentation – Accounting Department:

Kathy LaPlant:

FY14 Budget:

Salaries:	\$188,963.00
Expenses:	<u>\$ 4,188.00</u>
Total:	<u>\$193,151.00</u>

The FY14 budget request includes clerical staff step raises and longevity. The Town Accountant/Finance Director's salary is level funded pending a contract agreement. Expenses were increased \$500.00 due to a rise in overall costs.

FY Budget Presentation – Building Department:

Mike Giampietro:

Salaries:	\$123,585.00
Expenses:	<u>\$ 6,905.00</u>
Total:	<u>\$130,490.00</u>

The staff includes:

- 1 Full-time Building Commissioner
- 1 Part-time Department Assistant I
- 1 Plumbing & Gas Inspector
- 1 Electrical Inspector
- 1 Deputy Plumbing & Gas Inspector
- 1 Deputy Wire Inspector

The department is responsible for:

- Reviewing permit applications
- Issuing and tracking permits
- Inspections
- Record keeping for all structures
- Enforcing Planning and Zoning Regulations

FY Budget Presentation – Tri-County School:

Revenues:

Assessments:

Minimum Local Contribution:	\$ 9,103,232.00
Chapter 70 Aid:	<u>\$ 5,595,567.00</u>
Net School Spending Requirement:	<u>\$14,698,799.00</u>

Other Required Assessments:

Net Transportation:	\$ 396,037.00
Capital Assessment:	\$ 100,000.00
State Transportation Aid:	\$ 421,663.00
Non-Resident Tuitions:	\$ 884,302.00

Local Revenues:

Medicaid:	\$ 10,000.00
Interest:	\$ 5,000.00

Total Revenues: \$16,515,801.00

Expenditures:

Operating Expenditures:	\$16,415,801.00
Capital Expenditures:	\$ 100,000.00

Total Expenditures: \$16,515,801.00

Millis' enrollment has declined by 30% from 40 students to 28. Therefore, Millis' assessment has decreased by \$114,342.00. The per pupil expenditures for Millis is \$10,634.07. While the per pupil expense is higher than Millis Schools, Tri-County is both an academic and vocational school and requires more staff. The increase from FY13 to FY14 in expenditures is \$661,222.00 (a 4.2% increase). The increased expenses include Health, Dental & Life Insurance, staff contracts and transportation. The \$100,000.00 capital expenditure is for the purchase of a used front end loader.

Upcoming Meetings:

April 3, 2013

April 10, 2013

April 24, 2013

Town Meeting: May 13, 2013

Adjourn:

Chris Smith made a motion to adjourn the meeting at 9:00 PM; Susan Vecchi seconded. Vote 5/0 motion carries unanimously.

Respectfully submitted,  
Deirdre Gilmore