

Finance Committee Meeting

March 6, 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
Jim Smith
Charles Aspinwall, Town Administrator
David Baker, School Committee
Deborah Brown, Business Manager, Schools
Jennifer Soule, School Committee
Nate Maltinsky, Historical Commission
John Northgraves, CPC/CPA
Kathleen Lannon, Board of Health
Scott Moles, Health Department

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

School Announcement:

David Baker:

The School Department welcomes Ms. Deborah Brown as the school's Business Manager. The previous manager retired in June 2012. Ms. Brown has a bachelor and masters degree and is a CPA with a great amount of experience.

FY Budget Presentation – Historical Commission:

Nate Maltinsky:

The commission currently receives \$5,101.00 annually for operating expenses and \$146.00 for supplies and expenses, this budget is a sufficient amount for annual expenses. The commission maintains the Oak Grove Farmhouse, Niagara Hall and the Ellis School. The Oak Grove Farmhouse will be painted in the spring. The improvements and design for Niagara Hall will be going out to bid.

FY 14 Budget Presentation – CPC/CPA:

John Northgraves:

The budget is a 1% surcharge on real estate bills and is matched by the Commonwealth of Massachusetts. Approximately \$132,000.00 is received each year. Annually, the Historic Resource, Open Space and Community Housing receive 10% each of the budget. In FY13 \$60,000.00 was allocated for the playground project and \$117,000.00 was allocated for the Daniels Street housing project. In FY11, \$300,000.00 was used to purchase the Dewey property which is now 6.7 acres of town owned land. In FY14, \$4,000.00 is expected to be allocated for the bandstand renovation.

FY14 Budget Presentation – Board of Health:

Scott Moles:

The FY14 budget:

Salaries:	\$110,459.12
Expenses:	<u>\$ 9,990.00</u>
Total:	<u>\$120,449.12</u>

The budget includes an additional 4 hours per week for the clerical position. The hours are being requested due to additional administrative duties and to increase organization within the office. The additional 4 hours could possibly be temporary until the department is caught up on administrative duties Expenses include \$1,800.00 for the new sharps program. The sharps program has started and the kiosk is located at the Fire Station. There is also a request to establish a Rabies Clinic Revolving Account. Currently the cost of the rabies clinic is a line item in their budget and the fees from the clinic are put into the General Fund. The Rabies Clinic will be held on April 6, 2013.

FY14 Budget Presentation – Employee Benefits:

Charles Aspinwall:

The FY14 budget request is \$156,901.00 more than FY13, of which \$86,188.00 is for health insurance. In FY13, the net addition of 13 employees enrolled in the town's health insurance and many have also enrolled in the town's life insurance. Most employees of the town have a 70/30 split (town/employee) and are part of the Harvard Pilgrim Independence Plan. A few years ago the town joined the GIC, the agreement with the GIC will renew next year. The town has the option of a 3 or 6 year term. The FY14 health and life insurance line items do not include an estimate of new enrollees during the open enrollment period later in this fiscal year.

FY14 Budget Presentation – Town Counsel:

Charles Aspinwall:

The FY14 budget is level funded at \$100,000.00. There is one case outstanding, Perdoni vs. Town that will go to trial later this month. The case is for the property that was taken by eminent domain for the library project.

FY14 Budget Presentation – Town Report:

Charles Aspinwall:

The FY14 budget is level funded at \$1,225.00. Printing is out to bid and the Board of Selectmen may vote to cease printing the report and make it available online. The report does provide financial information and other information to the community.

FY14 Budget Presentation – Emergency Management:

Charles Aspinwall:

The FY14 budget:

Stipend:	\$ 652.96
Expenses:	<u>\$1,619.00</u>
Total:	<u>\$2,271.96</u>

The budget is level funded for FY14. David Byrne and Buzz Downing apply and receive grants for revising the CEMP (Comprehensive Emergency Management Plan) and for hazardous materials programs.

FY14 Budget Presentation – Sealer, Weights and Measures:

Charles Aspinwall:

The FY14 budget:

Salaries:	\$3,256.00
Expenses:	<u>\$ 139.00</u>
Total:	<u>\$3,395.00</u>

This budget inspects, tests and if appropriate seals, as required by Massachusetts law, all measuring equipment used by town businesses in setting prices, fees, wages and other charges. When the town does not have the capability to test measuring devices, the department makes arrangements with Medfield and Medway to share equipment.

FY14 Budget Presentation – General Insurance:

Charles Aspinwall:

The FY14 is 2.5% higher than FY13 for the majority of line items with the exceptions being Flood Insurance, 5% and Police and Fire Accident Insurance, 15%. When a Police Officer or Firefighter is injured on duty, insurance reimburses the town a percentage while the individual is out on medical leave. All insurances in this budget are necessary and there is very little flexibility in this budget.

FY14 Budget Presentation – Finance Committee:

Craig Schultze:

The FY14 budget:

Salaries:	\$ 4,095.75
Expenses:	<u>\$ 7,473.00</u>
Total:	<u>\$11,568.75</u>

This budget includes a step raise for the clerical position as well as the cost for postage, printing, advertising, etc. the town's warrants for town meetings.

FY14 Budget Presentation – Reserve Fund:

FY14: \$75,000.00

This budget is used to cover unexpected/unforeseen emergency expenses.

Old Business/New Business:

Charles Aspinwall:

The ladder truck was inspected and regrettably has failed. There are 25 defects and the truck has been taken out of service. The estimate for repairs should be received in two weeks. The Fire Department will use mutual aid while the truck is out of service.

Chlorine Contact Loops:

Well #1 & 2	250 Linear Feet of 24 inch water main	Cost: \$140,000.00
Well #3	500 Linear Feet of 10 inch water main	Cost: \$135,000.00
Well #4	660 Linear Feet of 20 inch water main	<u>Cost: \$225,000.00</u>
		<u>Total: \$500,000.00</u>

Each location will be designed and built as a single project. The improvements are a DEP requirement.

The warrant will be reopened at Monday's Board of Selectmen meeting to add more articles and the board will also vote on moving the town's election.

Upcoming Meeting:

March 13, 2013

March 20, 2013

March 27, 2013

Town Meeting: May 13, 2013

Minutes Approval:

Rick Manburg made a motion to approve the February 27, 2013 meeting minutes as written; Peter Jurmain seconded. Vote: 5/0 motion carries unanimously.

Adjourn:

Peter Jurmain made a motion to adjourn the meeting at 8:40 PM; Rich Molloy seconded. Vote 5/0 motion carries unanimously.

Respectfully submitted,
Deirdre Gilmore