

Finance Committee Meeting

October 17, 2012 7:30 PM
Veterans Memorial Building, Room 229
900 Main Street
Millis, MA 02054

In Attendance:

Peter Jurmain, Vice Chairman
Rich Molloy, Clerk
Rick Manburg
Doug Riley
Chris Smith
Susan Vecchi
Charles Aspinwall, Town Administrator
Chief Barrett, Fire Department
Kathy LaPlant, Town Accountant

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

Article #5 Public Safety Data Processing System:

Kathy LaPlant:

This article will fund a solid base system for the Fire Department. The existing equipment was donated and is outdated. The system does not have any security, is not networked and cannot be used for training. Originally the offsite backup would be installed at the library but the new library is not ready so offsite backup for the Town Hall and Fire Department will be at our IT vendor's site. The cost of this article is as follows:

Fire Department Upgrade:	\$14,074.00
One Time Set-up for Offsite Backup:	\$ 495.00
Estimated Monthly Cost for Offsite Storage: (\$300.00 per month for 7 months)	\$ 2,100.00
Monthly Equipment Maintenance: (\$175.00 per month for 7 months)	\$ 1,225.00
Miscellaneous Expenses:	<u>\$ 200.00</u>
	<u>\$18,094.00</u>

Chief Barrett:

The new system will have a positive impact on the application for grants and will help build the system for the future.

Chris Smith made a motion to recommend approval of Article #5, Public Safety Data Processing System, in the amount of \$18,094.00 from Free Cash; Susan Vecchi seconded. Vote: 6/0 motion carries unanimously.

Article #10 Well #3 Water Main:

Charles Aspinwall:

This article will fund unanticipated repairs to the Well #3 project. The costs are as follows:

Clogged piping inside the well station:	\$ 9,859.47
Potential clogged piping and flow meter outside the station:	\$30,203.85
Engineering fess related to evaluating and designing replacement pipe:	\$ 5,000.00
Window replacement:	\$ 6,445.40
Additional contingency:	<u>\$ 7,000.00</u>
Total:	<u>\$58,508.72</u>

The existing budget will cover \$14,859.47 of the costs. The funding request for this article is \$43,649.25.

Chris Smith made a motion to recommend approval of Article #10, Well #3 Water Main, in the amount of \$43,649.25 from Water Retained Earnings; Susan Vecchi seconded. Vote: 6/0, motion carries unanimously.

In the event all the funds are not needed, the Retained Earnings account will be reimbursed.

Article #17 Recreation Position:

Charles Aspinwall:

The Board of Selectmen have not made a decision on this article; it will be addressed at the October 22, 2012 BOS meeting.

Chris Smith made a motion to dismiss Article #17 due to alternative funding available to the Recreation Department; Susan Vecchi seconded. Vote: 6/0, motion carries unanimously.

Article #18 SEIU Contract Settlement:

Charles Aspinwall:

One more meeting will be held before Town Meeting to settle the contract. This article will be recommended at Town Meeting; the funding source would be Free Cash.

Hazard Mitigation Grant – Town Buildings:

Charles Aspinwall:

The engineering firm has not submitted the necessary information to move forward with this project and the article has been removed from the warrant by the Board of Selectmen.

Article #20 Main Street Culvert Repairs:

Charles Aspinwall:

The culvert discharges water from the Milliston Road area to the drainage ditch in front of Ann & Hope. A contractor exposed the pipe and removed the sidewalk, keeping the sidewalk intact. The metal pipe crosses under Rt. 109. The first twenty feet of pipe is collapsed and the assumption is the entire pipe is collapsed and will need replacement. The Conservation Commission will meet on October 29, 2012 and file the Notice of Intent. Our engineering firm will provide the costs for the project. The design phase will start after Town Meeting and the work will be done just before the December holidays. The work will be performed at night; approximately 3 – 4 nights. Although additional costs will be incurred for night work, the traffic along Rt 109 before the holidays will be very heavy. A coat of asphalt will be put down in December and the final coat will be put down in the spring. The typical life of a new pipe is fifty years. This article will be recommended at Town Meeting.

Article #8 Town Hall HVAC:

Charles Aspinwall:

This article will replace the entire piece of equipment rather than repair it. A Carrier unit will be installed and can be repaired by any HVAC vendor. The cost of replacement is \$65,000.00. The unit will be started up in the spring at which time the one year warranty will begin. The unit will be more energy efficient and future repairs will be less expensive. The useful life of the unit is 15 – 20 years.

Chris Smith made a motion to recommend approval of Article #8, Town Hall HVAC, in the amount of \$65,000.00 from Free Cash; Susan Vecchi seconded. Vote: 6/0, motion carries unanimously.

Article #27 Town Hall Roof/Gymnasium Repairs:

Charles Aspinwall:

The roof leaks in five locations. The roofing company estimated the repairs at \$29,600.00, the balance of the article, \$5,400.00, will be used for architect and inspection costs.

Chris Smith made a motion to recommend approval of Article \$27, Town Hall Roof/Gymnasium Repairs, in the amount of \$35,000.00 from Free Cash; Susan Vecchi seconded. Vote: 6/0 motion carries unanimously.

Article #6 Police Vehicles:

Rich Molloy made a motion to recommend approval of Article #6, Interceptor Utility Vehicle, in the amount of \$35,400.00; \$26,551.00 from Taxation and \$8,849.00 from Free Cash; Susan Vecchi seconded. Vote: 6/0, motion carries unanimously.

Article #7 Police Station Design:

Susan Vecchi made a motion to recommend Article #7, Police Station Design, in the amount of \$97,500.00; \$51,000.00 from Taxation and \$46,500.00 from Free Cash; Doug Riley seconded. Vote: 6/0, motion carries unanimously.

Article #11 Irving Street Water Main:

Charles Aspinwall:

There is approximately 600 feet of old 6" water main that is unlined and undersized. In preparation of paving of this road, the water main would be replaced and installation of new water services and hydrants would be included. The work will be complete in April or May 2013.

Chris Smith made a motion to recommend Article #11, Irving Street Water Main, in the amount of \$219,610.00; \$80,000.00 from Water Retained Earnings and \$139,610.00 from Borrowing; Susan Vecchi seconded. Vote: 6/0, motion carries unanimously.

Article #14 DPW Equipment:

Charles Aspinwall:

Jim McKay is concerned about two small dump trucks; both have transmission and front end issues. Due to the amount of Free Cash funding other articles and the need for Free Cash for the May Town Meeting, this article has not been recommended. The sanders will be funded by DPW Encumbrance Funds.

Discussion: Typically \$175,000.00 is needed at the May Town Meeting for mandatory articles such as School Bus Leases, Audit, etc. leaving a little over \$200,000.00 in Free Cash available for the May Town Meeting. In the event the repairs become exorbitant or the vehicle is no longer useful, Reserve Funds could be used for repairs only, not the purchase of a new truck. The repairs of \$2,000.00 – \$3,000.00 will not carry the vehicle past the May Town Meeting. In the event more information is available before Town Meeting the article will be reconsidered.

Chris Smith made a motion to recommend approval of Article #14 DPW Equipment, in the amount of \$11,900.00 for two sanders. The source of funding will be DPW Encumbrance Funds

Article #15 Needle and Syringe Disposal Program:

A town disposal program is mandated.

Rick Manburg made a motion to recommend approval of Article #15, Needle and Syringe Disposal Program, in the amount of \$3,950.00 from Free Cash; Susan Vecchi seconded. Vote: 6/0, motion carries unanimously.

Article #16 Geographic Information System:

A grant for \$10,000.00 may be awarded at the end of October for this article; if the grant is received each funding source will be reduced. equally

Chris Smith made a motion to recommend approval of Article #16, Geographic Information System, in the amount of \$42,900.00; \$14,300.00 from Free Cash, \$14,300.00 from Water Retained Earnings and \$14,300.00 from Sewer Retained Earnings; Susan Vecchi seconded. Vote: 6/0 motion carries unanimously.

Article #19 Unpaid Bills:

<u>Department:</u>	<u>Vendor:</u>	<u>Amount:</u>
Police Department	Rocky's Ace Hardware	\$ 63.44
DPW	Snobandit Manufacturing	\$2,400.00
Weights & Measures	Michael Clancy	\$ 111.40
Police Department	Barrett's Truck and Auto Repair	<u>\$ 426.56</u>
	Total:	<u>\$3,001.40</u>

Chris Smith made a motion to recommend approval of Article #19, Unpaid Bills, in the amount of \$3,001.40; \$2,400.00 from DPW Encumbrance Funds and \$601.40 from Free Cash; Susan Vecchi seconded. Vote: 6/0, motion carries unanimously.

Article #1 Amend Debt Budget and Veterans Services:

A new Veteran has applied for services and is due \$12,915.00 for November 2012 thru June 2013. The committee felt the funding of this portion of the article should be from Taxation not Free Cash.

Chris Smith made a motion to recommend approval of Article #1 Amend Debt Budget and Veterans Services; \$31,998.33 from Taxation and \$5,838.01 from Overlay Surplus; Susan Vecchi seconded. Voter: 6/0, motion carries unanimously.

Article #26 Stabilization Fund:

The Stabilization Fund balance is \$1,018,165.00. The committee agreed to add \$82,000.00 to the fund.

Chris Smith made a motion to recommend approval of Article #26, Stabilization Fund, in the amount of \$82,000.00; \$37,085.00 from Taxation and \$44,915.00 from Free Cash; Rich Molloy seconded. Vote: 6/0, motion carries unanimously.

Committee Member Article Assignments:

Craig Schultze: Article #1, 7, 21, 22 & 23
Peter Jurmain: Article #5, 8 & 9
Rich Molloy: Article #10, 11 & 12
Bud Drummey: Article #26 & 27
Rick Manburg: Article #2, 3 & 4
Doug Riley: Article #13 & 14
Chris Smith: Article #17, 24 & 25
Jim Smith: Article #18, 19 & 20
Susan Vecchi: Article #6, 15 & 16

Upcoming Meeting Schedule:

October 24, 2012 7:30 PM
Veterans Memorial Building, Room 229

Pre-Town Meeting/Public Hearing:

Thursday, November 1, 2012 7:30 PM
Veterans Memorial Building, Room 229

Annual Fall Town Meeting:

Monday, November 5, 2012 7:30 PM
Middle/High School Auditorium

Minutes Approval:

Susan Vecchi made a motion to accept the October 10, 2012 meeting minutes as written; Chris Smith seconded. Vote: 6/0 motion carries.

Adjourn:

Susan Vecchi made a motion to adjourn the meeting at 9:08 PM; Chris Smith seconded. Vote 6/0 motion carries

Respectfully submitted,
Deirdre Gilmore