

Finance Committee Meeting

September 12, 2012 7:30 PM
Veterans Memorial Building, Room 229
900 Main Street
Millis, MA 02054

In Attendance:

Chris Smith, Chairman
Craig Schultze, Vice Chairman
Rich Molloy, Clerk
Bud Drummey
Rick Manburg
Peter Jurmain
Doug Riley
Jim Smith
Susan Vecchi
Charles Aspinwall, Town Administrator
Charles Vecchi, Board of Selectmen

Chris Smith called the meeting to order at 7:30 PM

Reorganization of the Finance Committee:

Chris Smith will not renew his term as Chairman; Craig Schultze is willing to be Chairman for the upcoming November and May Town Meetings with the understanding that the Vice-Chairman for those two meetings will then step into the Chairman role in the fall of 2013.

Susan Vecchi made a motion to nominate Craig Schultze as Chairman of the committee beginning September 12, 2012 and ending at the first Finance Committee Meeting in September 2013; Chris Smith seconded. Vote: 9/0, motion carries.

Susan Vecchi made a motion to nominate Peter Jurmain as Vice Chairman of the committee; Jim Smith seconded. Vote: 9/0, motion carries.

Susan Vecchi made a motion to nominate Richard Molloy as Clerk of the committee; Rick Manburg seconded. Vote: 9/0, motion carries.

FY12 Year End Report:

Charles Aspinwall:

Overall the estimated receipts for fiscal 2013 are \$156,030.00 higher than originally expected of which \$13,511.00 will be offset to the School Department. The majority of the increase was in Chapter 70 and Unrestricted General Government Aid. Overall the estimated charges for fiscal year 2013 were lower

than originally expected by \$15,002.00. Motor Vehicle Excise Receipts and Transfer Station Receipts came in lower than expected; Meals Tax Excise was higher than expected.

“Turnbacks” are funds budgeted that are not spent in the fiscal year

FY12 Turnbacks:

General Fund:	\$346,266.90
Sewer Enterprise:	\$ 10,595.33
Water Enterprise:	<u>\$ 56,855.39</u>
Total:	<u>\$413,717.62</u>

The General Fund turnbacks are a component of Free Cash. Free Cash has not been submitted for certification yet. Submission is pending Chapter 90 reimbursement.

Enterprise Funds Turnbacks:

Sewer Surplus:	\$104,220.28
Water Surplus:	<u>\$186,397.99</u>
Total:	<u>\$290,618.27</u>

Revenue Collections: Surplus/Deficit

Real Estate:	(\$181,375.13)
Personal Property:	(\$ 13,440.82)
Local Estimated Receipts:	\$489,595.45
Surplus:	\$294,779.50

** The surplus is a component of Free Cash

Sewer Enterprise:	\$60,595.17
Water Enterprise:	\$95,580.26

** The surplus will be used for capital projects

The Stabilization Fund Balance is \$1,017,693.16

Fall Town Warrant Articles:

Charles Aspinwall:

- Amend Debt Budget: Due to the Ridge Street Culvert Project costs coming in lower than expected; the debt budget will need to be amended.
- Expedited Permitting for 1073 Main Street site: This will allow the owner to go to the State Marketing List.
- Police Station Design: The Feasibility Study will be presented to the Permanent Building Committee on Tuesday, September 18, 2012 at 6:30 PM and to the Board of Selectmen in October. The estimated cost of the Police Station at the Auburn Road site is \$6.2 million.
- Police Cruiser: Two cruisers will be requested by Chief Edison.

- Ladder/Qunit Truck: Chief Barrett believes the truck will last nine months after the May Town Meeting and is looking into used ladder trucks. This article may be postponed to May. The article would be paid by one year debt exclusion.
- Town Hall A/C Compressor: The minimum cost to replace the compressor is \$25,000.00.
- Recreation Position: The Recreation Director is requesting a 10 hours per week position reinstating a position that was cut 4-5 years ago. Funding would be through taxation or recreation fees. The Board of Selectmen is developing a policy for use of recreation funds and an appropriate amount for the revolving fund balance. Several years ago the Recreation Department was self funded; now approximately \$20,000.00 is appropriated through taxation at Town Meeting to fund the Recreation Department.
- Flag Replacement: This article is \$1,250.00 and will replace the flags along Rt. 109.
- DPW Heating System: This article will have two phases: phase I would replace the heating & air conditioning, phase II would install ventilation in the building.
- Public Safety Data Processing System: This system would keep a record of Police & Fire stats.
- Sewer I/I Program: This article would continue the I/I program required by the EPA. It is a capital item and must be voted on at Town Meeting. It cannot be part of the Sewer Budget.
- Sewer Manhole/Drain Manhole Repairs: Repair manholes throughout town.
- Zoning By Law Amendment Refuse Facilities: This article would prohibit refuse facilities in zone #2.
- Sharps Disposal: The Transfer Station can no longer accept sharps as of July 1st. This article would provide a box for sharps disposal.
- Old Town Hall Repairs: The building was struck by lightning and the chimney was damaged. The estimated cost is \$7,000.00 with a \$2,500.00 deductible.
- Geographic Information System: The article would map out the sewer, water and drainage systems as well as be a base map for the entire town.
- SEIU Contract Settlement: The contract is not yet settled but hopefully will be by November.
- DPW Equipment: The request is for two small sanders to be used on the smaller trucks.
- Unpaid Bills: Bills from the prior fiscal year that have not been paid.

Old Business/New Business:

Chris Smith made a motion to approve payment for the Annual Town Finance Committee membership in the amount of \$173.00; Peter Jurmain seconded. Vote: 9/0, motion carries.

Payroll Signatories:

Craig Schultze: The Finance Committee votes pursuant to MGL Chapter 41, Section 41 to authorize *either* of the following two signatories below to sign/approve payroll. It is understood that this provision does not eliminate the responsibility of the other members of the Board/Committee/Commission”.

This vote will be required annually each July 1st with the same notification to the Finance Director. It is the Board/Commission/Committees responsibility to withdraw any names and/or re-assign a signatory to approve payroll at any other time during the year with notification to the Finance Director stating the date of the duly posted meeting and the vote taken.

A majority of the board is still required to sign all Bills Payable Schedules.

The following signatories are authorized to approve/sign payroll on behalf of the Finance Committee:

Craig Schultze and Peter Jurmain; Susan Vecchi seconded. Vote: 9/0, motion carries.

Chris Smith will continue to be part of the Town's Financial Management Team.

Upcoming Meeting Schedule:

September 19, 2012 7:30 PM
Veterans Memorial Building, Room 229

September 26, 2012 7:30 PM
Veterans Memorial Building, Room 229

October 3, 2012 7:30 PM
Veterans Memorial Building, Room 229

Annual Fall Town Meeting:

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

Minutes Approval:

Susan Vecchi made a motion to accept the June 27, 2012 meeting minutes as written, Jim Smith seconded. Vote: 9/0 motion carries.

Adjourn:

Chris Smith made a motion to adjourn the meeting at 8:35 PM; Susan Vecchi seconded. Vote 9/0 motion carries

Respectfully submitted,
Deirdre Gilmore