

Finance Committee Meeting

March 11, 2014 7:30 PM EST  
Veterans Memorial Building, Room 229  
900 Main Street  
Millis, MA 02054

In Attendance:

Peter Jurmain, Chairman  
Rich Molloy, Clerk  
Tom Krimmel  
Doug Riley  
Craig Schultze  
Jim Smith  
Charles Aspinwall, Town Administrator  
Kris Fogarty, Recreation  
Lisa Hardin, Town Clerk

Peter Jurmain called the meeting to order at 7:30 PM

FY15 Budget Presentation: Recreation:

Kris Fogarty:

Salaries:	\$20,607.42
Expenses:	<u>\$ 1.00</u>
Total:	<u>\$20,608.42</u>

Staff consists of (1) Full-time Director (35 hours per week) and (1) Part-time (10 hours per week) Department Assistant. The department has volunteers and its own committee. The remaining salaries of \$45,111.34 and expenses are paid from the Special Revenue Fund. The department provides programs for the entire community from infancy to mature adults. Thirty new programs were introduced last year. Donations are provided by Roche Bros, CVS and Middlesex Savings Bank. The Director has been attending Directors School, the total cost of attendance is \$2,956.00 of which \$500.00 was offset by a scholarship. The department is proud to present a Summer Concert Series with donations from Middlesex Savings Bank and the Millis Cultural Council. The department also contributes \$6,000.00 to cover field application costs for the Town Park. Revenues have been relatively stable with a decline in basketball registrations due to competition with the Metrowest Basketball League. Fees have been reduced in the Recreation Basketball Program to increase participation in the program.

FY15 Budget Presentation: Town Clerk:

Lisa Hardin:

Salaries:	\$92,023.98
Expenses:	<u>\$ 4,550.00</u>
Total:	<u>\$96,573.98</u>

Staff consists of (1) Full-time employee (35 hours per week and (1) Part-time (20 hours per week) assistant. The department relies heavily on volunteers to keep the office open during regular business hours. If volunteers are not available the office is closed. Therefore, an additional staff member (10 hours per week) at a cost of \$11,606.60 per year is requested as well as \$150.00 in Supplies and Expenses. Due to the office location it is often the first contact residents have when entering the building; this causes interruptions during the work day. The department receives numerous telephone calls which are directed to other departments in the building. An option to alleviate answering telephone calls is to setup a central telephone number for town offices with menu options.

FY15 Budget Presentation: Elections:

Lisa Hardin:

Salaries:	\$10,546.16
Expenses:	<u>\$ 7,560.00</u>
Total:	<u>\$18,106.16</u>

Salaries are budgeted for (3) Elections (State Primary, State Election and Town Election) and (2) Town Meetings with an increase of \$5,206.26 for FY15. Expenses for FY15 have increased by \$1,200.00 (Printing \$500.00, Supplies and Expenses \$200.00 and Food \$500.00). At this time there are no requests for capital items. However, the voting machines will have to be replaced within the next year at a cost of \$20,000.00 this request will be presented at the November Town Meeting or the May 2015 Town Meeting.

FY15 Budget Presentation: Board of Registrars:

Lisa Hardin:

Salaries:	\$ 625.00
Expenses:	<u>\$3,485.00</u>
Total:	<u>\$4,110.00</u>

The board is responsible for voter registration, the annual town census and publishing the street list which is required by state law. The FY15 budget includes a 2.5% increase in salaries and a \$100.00 increase in expenses to cover rising costs in postage.

FY15 Budget Presentation: Conservation Commission:

Charles Aspinwall:

Salaries:	\$12,272.00
Expenses:	<u>\$ 4,777.00</u>
Total:	<u>\$17,049.00</u>

The commission is responsible for the enforcement of the regulations associated with the Massachusetts Wetlands Protection Act and the Millis Wetlands Protections Bylaw as well as the Open Space Program for the Town of Millis. Staff consists of (1) Department Assistant (10 hours per week). The salary increase is contractual. The

commission meets approximately once a month. Expenses for FY15 are level funded and cover costs such as: fees, advertising and postage.

FY15 Budget Presentation: Planning Board:

Charles Aspinwall:

Salaries:	\$17,180.80
Expenses:	<u>\$ 5,675.00</u>
Total:	<u>\$22,855.80</u>

The board administers the division of land, subdivision control and zoning in an effort to accommodate long time growth. . Staff consists of (1) Department Assistant (14 hours per week). The salary increase is contractual. The board meets approximately once a month. Expenses for FY15 are level funded and cover costs such as: engineering services, printing maps and booklets and advertising. The board is currently reviewing the Acorn Street Project.

FY15 Budget Presentation: Zoning Board of Appeals:

Charles Aspinwall:

Salaries:	\$6,546.12
Member Stipends:	\$ 765.00
Expenses:	<u>\$2,500.00</u>
Total:	<u>\$9,811.12</u>

The board is a permit granting authority. Variances, findings, special permits and appeals are some of the cases which must be acted upon. Their decisions are based on the Town of Millis Zoning Bylaws adopted at Town Meetings. Salaries are budgeted for 6 hours per week in FY15 due to a decrease in meetings.

FY15 Budget Presentation: Debt Services:

Charles Aspinwall:

There are three types of debt included: Taxation, Water and Sewer.

- Taxation Debt includes both Long and Short Term Debt and is split by Exempt and Nonexempt Debt. FY15 Long Term Debt is declining due to the Clyde Brown Parking Lot Project being paid off. FY15 Short Term Debt is declining due to payoff of the Flood Mitigation Project. The School Department's Module Program will be paid off in FY15. Due to timing of the project, it is anticipated that the Police and Fire Station Projects will be included in the debt schedule beginning in FY16. Payment of the Quint fire truck will begin in FY15. \$10,000.00 is earmarked for TANS (Tax Anticipation Notes). The town carries this in the event the timing of receipts does not match the timing of expenditures.
- Water Debt includes both Long and Short Term Debt. The debt includes water system improvement projects and is paid for by water rate revenues.

- Sewer Debt includes both Long and Short Term Debt. The debt includes sewer system improvements and new projects. The debt is paid by both sewer betterments and sewer rates.

FY15 Budget Presentation: Emergency Management:

Charles Aspinwall:

Salaries:	\$1,306.00
Expenses:	<u>\$1,619.00</u>
Total:	<u>\$2,925.00</u>

The Local Emergency Planning Committee consists of the following members:

(2) Co-directors  
 Chairman  
 Board of Health  
 Police and Fire Chiefs  
 Department of Public Works  
 Administrative Assistant

The committee works to develop and enforce a CEMP (Comprehensive Emergency Management Plan).

FY15 Budget Presentation: Employee Benefits:

Charles Aspinwall:

Benefits include Health Insurance, Life Insurance, Medicare and Retirement. The FY15 Health Insurance is budgeted for a 4% increase. The GIC is expecting an increase of 1% however the town is anticipating an increase in subscribers so the total for FY15 should be approximately \$2,330,000.00. The town offers a modest Life Insurance policy; the town pays ½ of the premium. Medicare is under budgeted for FY14 and should come in at \$237,000.00. The average town retiree receives \$18,000.00 annually.

FY15 Budget Presentation: General Insurance:

Charles Aspinwall:

The town's Auto and General Liability insurance carries a \$1,000,000.00 per incident, \$2,000,000.00 aggregate and a \$2,000,000.00 umbrella. The primary increases in FY15 are in Police and Fire Accident insurance with a 30% increase in each. Workers Compensation insurance has also increased by 15%.

FY15 Budget Presentation: Legion:

Charles Aspinwall:

FY15 budget is level funded for \$3,935.00 to cover some of the expenses for the care and upkeep of the quarters.

FY15 Budget Presentation: Memorial Day:

Charles Aspinwall:

FY15 budget is level funded for \$1,828.00 to cover some of the costs of the annual Memorial Day Parade. The funds are also used to purchase flags when necessary.

FY15 Budget Presentation: Sealer, Weights and Measures:

Charles Aspinwall:

Salaries:	\$3,321.00
Expenses:	<u>\$ 139.00</u>
Total:	<u>\$3,460.00</u>

The FY15 budget is level funded. This budget covers inspections, tests and seals, as required by Massachusetts law, of all measuring equipment used by town businesses in setting prices, fees, wages and other charges.

FY15 Budget Presentation: Town Council:

The FY15 budget is level funded for \$100,000.00. The town refers to Town Council for advice in General Labor Services, General Legal Services, Contract Negotiations, and Employee Discipline.

FY15 Budget Presentation: Town Report:

Charles Aspinwall:

The Board of Selectmen's office produces an annual Town Report. The cost to print the report is \$1,225.00.

FY15 Budget Presentation: Veterans Services:

Charles Aspinwall:

Salaries:	\$ 3,691.00
Expenses:	<u>\$31,400.00</u>
Total:	<u>\$35,091.00</u>

This budget provides benefits to eligible veterans and their family members. There are (5) veterans on the current workload. (1) Veteran will come off the service in FY15 after finding employment. 75% of the cost is reimbursed on the Cherry Sheet.

Old/New Business:

Last night the Board of Selectmen eliminated (4) articles from the warrant and added and rearranged others. The committee will review the article list at a future meeting.

Minutes Approval:

Rich Molloy made a motion to approve the February 26, 2014 meeting minutes as written; Jim Smith seconded. Vote: 5/0 motion carries unanimously.

Upcoming Meetings:

March 12, 2014

March 19, 2014

Town Meeting: Monday May 12, 2014

Adjourn:

Craig Schultze made a motion to adjourn the meeting at 8:59 PM; Rich Molloy seconded. Vote 6/0 motion carries unanimously.

Respectfully submitted,  
Deirdre Gilmore