

Finance Committee Meeting

October 16, 2013 7:30 PM
Veterans Memorial Building, Room 229
900 Main Street
Millis, MA 02054

In Attendance:

Peter Jurmain, Chairman
Susan Vecchi, Vice Chairman
Rich Molloy, Clerk
Tom Krimmel
Doug Riley
Craig Schultze
Jim Smith
Charles Aspinwall, Town Administrator
Chris Smith, Board of Selectmen
Charles Vecchi, Board of Selectmen
Dave Baker
Lisa Hardin

Peter Jurmain called the meeting to order at 7:32 PM.

November Town Meeting Warrant Articles Presentations:

Article #31 American Legion Post Heating System:

Chris Smith:

The heating system is thirty years old and will not last through the winter. The facility is used several times a week by non-profit organizations such as the boys & girls scouts. The town's operating budget has a small line item for the Legion to help offset some of their annual expenses. The cost to replace the heating system is an unexpected expense. Alternative energy sources would be too costly to install. The cost to replace the current boiler is \$8,200.00 including disposal of the old unit.

Article #28 Reclassification Request – Town Clerk's Department Assistant:

Lisa Hardin:

The department is run by the elected Town Clerk, the full-time Department Assistant III and a part-time Department Assistant II. The Town Clerk receives an annual stipend and hours are worked as needed. In recent years, the Town Clerk has worked more hours per week than previous years. One of the main reasons for the request to reclassify the Department Assistant III is the job description does not reflect the responsibilities of the assistant. Recent surveys by the Massachusetts Town Clerk Association and the town's Operations Manager demonstrate the position is underpaid. The SEIU contract has a provision for reclassification requests in which the request must be presented to the Personnel Director,

approved by the Board of Selectmen and then ratified at Town Meeting. The effective date of such a reclassification is upon ratification at Town Meeting however the request is for retroactive pay to July 1, 2013. The current hourly wage for the assistant is \$25.00 the average for surrounding towns is \$27.81.

Charles Aspinwall:

A human resources consultant has been contacted to review the description of the Department Assistant III position at the Town Clerk's office and will advise on the reclassification based on a points system including outside information and the internal equity of the personnel plan. The position works independently and is the "face" of the department. The Board of Selectmen will vote on the reclassification on Monday, October 21, 2013 at which time the Personnel Director will recommend approval. The article must be approved at Town Meeting.

Article #9 Veterans Memorial Building Boiler:

Charles Aspinwall:

Dyson Engineering will provide a cost estimate by Monday, October 21, 2013. There is typically a one year warranty on the system and an annual service contractor would be put in place.

Article #10 Veterans Memorial Building Flooring:

Charles Aspinwall:

The Town Administrator recommends replacement of the carpet in the Council on Aging, Recreation Department and Room 130 totaling \$15,125.00. Replacement of the Board of Selectmen/Town Administrator's office will be deferred at this time.

Article #13 DPW Union Contract Settlement:

Charles Aspinwall:

A three year contract effective July 1, 2013 has been settled. The contract includes a 2% annual increase for all three years. An additional level of licensure has been added, T2D2, at the time of obtaining the license the operator will receive \$50.00 weekly or \$1.25 an hour. In the future the town will be required to employ a water operator with a Treatment II license and one staff member is interested in obtaining it. The town has agreed to pay for classes in preparation of T2 testing and will reimburse the employee for course fees and will reinstate a \$400.00 onetime bonus for obtaining a T2 license. Employees who leave the employment of the town during a three year period after obtaining the T2 license shall reimburse the town for the cost of the class and bonus via a deduction from their last paycheck. An increase in sick leave buy back at retirement from \$1,800.00 to \$2,000.00 was agreed upon as well as an increase in meal allowances from \$8.00 to \$10.00. A reduction in compensatory time accruals from 120 hours to 80 hours per fiscal year and an addition to the Mechanic/Water/Sewer System Technician grade level of Licensed Contractor was added to the contract. An increase in longevity of \$50.00 in year 2 and 3 was agreed upon. Call backs between the hours of 3:30 PM and 3:00 AM was increased to a 4 hour minimum from a two hour minimum.

However, call backs between the hours of 3:00 AM and 7:00 AM will be compensated for actual hours worked.

Article #27 Council on Aging: Addition to Personnel Plan and 2% Wage Increase:

Charles Aspinwall:

This article will add the COA drivers and receptionist to the town's personnel plan and include a 2% wage increase as of July 1, 2013 totaling \$500.00 for FY14.

Article #5 Rosenfeld Road Drain Modification:

Charles Aspinwall:

The request is for the design of the modification totaling \$12,000.00. The system has five pipes draining into one discharging into the manhole. The roots have been removed from the system to help alleviate the problem until the modification is designed.

Article #20 Former Centennial Park Hazardous Waste Study/Abatement:

Charles Aspinwall:

The cost for professional services and subsurface investigation of the site is \$29,000.00. The project must be complete by August 2014.

Article #32 Petitioned Article – Sports Field Complex:

Dave Baker:

The information gathered has been presented to the town's Fields Committee for their use. The budget for construction costs from CDM in February of 2013 are as follows:

Site Preparation:	\$ 100,000.00
Artificial Turf Field:	\$ 700,000.00
6-Lane Track:	\$ 350,000.00
Field Lighting:	\$ 375,000.00
Bleachers:	\$ 300,000.00
Press Box and Lift:	\$ 100,000.00
Rest Rooms:	\$ 225,000.00
Fencing:	\$ 75,000.00
Miscellaneous Work:	<u>\$ 100,000.00</u>
Total:	<u>\$2,325,000.00</u>

The petitioned concept is preliminary; a full survey, wetland delineation etc. would be needed to move the design forward. Potential revenue from the turf fields could be as much as \$50,000.00 in the first year. The School Department's fields maintenance costs is approximately \$35,000.00 per year. Funding for such a project could be from the town's cell tower revenue, meals tax revenue or a debt

exclusion. Next year, the grass soccer field will not meet league standards and the games will not be played in Millis. The track has not met league standards for the last 12 years and cannot be used for track and field events.

Discussion: The committee expressed concern with the complex being built at the Town Park and the impact that would have on other town sports such as youth baseball and soccer.

Craig Schultze made a motion to recommend dismissal of Article #32, Petitioned Article – Sports Field Complex; Susan Vecchi seconded. Vote: 7/0 motion carries unanimously.

Article #33 Feasibility Study – Town Fields:

Charles Aspinwall:

The study would include looking at the municipal fields adjacent to the school; the school fields, Oak Grove Farm, Cassidy Field and the town's property on Village Street. The cost of the study is \$30,000.00. Once a fields study report is received from the town's Fields Committee an RFP will be issued.

Craig Schultze made a motion to recommend approval of Article #33 Feasibility Study – Town Fields in the amount of \$30,000.00 from taxation; Susan Vecchi seconded. Vote: 7/0 motion carries unanimously.

Warrant Article Recommendations and Funding:

Susan Vecchi made a motion to reconsider Article #6 DPW Truck; Craig Schultze seconded. Vote: 7/0 motion carries unanimously.

Susan Vecchi made a motion to recommend approval of Article #6 DPW Truck in the amount of \$64,384.00 of which \$32,192.00 will be funded by Water Enterprise Fund and \$32,192.00 by Sewer Enterprise Fund; Craig Schultze seconded. Vote: 7/0 motion carries unanimously.

Susan Vecchi made a motion to recommend approval of Article #5, Rosenfeld Road Drainage Modification Design, in the amount of \$12,000.00 from Free Cash; Jim Smith seconded. Vote: 7/0 motion carries unanimously.

Susan Vecchi made a motion to recommend approval of Article #10, Veterans Memorial Building Flooring, in the amount of \$15,125.00 from Taxation; Doug Riley seconded. Vote: 7/0 motion carries unanimously.

Craig Schultze made a motion to recommend approval of Article #13, DPW Union Contract Settlement, in the amount of \$19,500.00 of which \$8,698.00 will be funded by Taxation, \$7,833.00 from Water Enterprise Fund and \$2,969.00 from Sewer Enterprise Fund; Susan Vecchi seconded. Vote: 7/0 motion carries unanimously.

Susan Vecchi made a motion to recommend approval of Article #16, Traffic Supervisors Union Contract Settlement, in the amount of \$713.00 from Taxation; Rich Molloy seconded. Vote: 7/0 motion carries unanimously.

Susan Vecchi made a motion to recommend approval of Article #20, Former Centennial Park Hazardous Water Study/Abatement, in the amount of \$29,000.00 from Taxation; Jim Smith seconded. Vote: 7/0 motion carries unanimously.

Susan Vecchi made a motion to recommend approval of Article #27, Council on Aging 2% Wage Increase and Addition to the Personnel Plan, in the amount of \$500.00 from Taxation; Jim Smith seconded. Vote: 7/0 motion carries unanimously.

Susan Vecchi made a motion to recommend approval of Article #30, Special Needs Van, in the amount of \$22,577.00 from Taxation; Jim Smith seconded. Vote: 7/0 motion carries unanimously.

Craig Schultze made a motion to recommend approval of Article #31, American Legion Post – Heating System, in the amount of \$8,200.00 from Taxation; Susan Vecchi seconded. Vote: 7/0 motion carries unanimously.

Old Business/New Business:

Free Cash has not been submitted or certified. The Department of Revenue will be in town on Monday, October 21, 2013. Free Cash should be certified by October 23, 2013. The estimated Free Cash amount is \$460,877.00. Water Enterprise Fund is estimated at \$283,760.00 and the Sewer Enterprise Fund at \$223,216.00

Minutes Approval:

Craig Schultze made a motion to approve the October 9, 2013 meeting minutes as written; Susan Vecchi seconded. Vote: 7/0 motion carries unanimously.

Upcoming Meetings:

October 23, 2013

October 30, 2013

Town Meeting: Monday November 4, 2013

Adjourn:

Susan Vecchi made a motion to adjourn the meeting at 9:22 PM; Jim Smith seconded. Vote 7/0 motion carries unanimously.

Respectfully submitted,
Deirdre Gilmore