

Finance Committee Meeting

April 9, 2014 7:30 PM EST
Veterans Memorial Building, Room 229
900 Main Street
Millis, MA 02054

In Attendance:

Peter Jurmain, Chairman
Susan Vecchi, Vice Chairman
Rich Molloy, Clerk
Doug Riley
Craig Schultze
Jim Smith
Charles Aspinwall, Town Administrator
Chris Smith, Board of Selectmen
Charles Vecchi, Board of Selectmen
Steve Catalano, School Committee
Steve MacInnes, Oak Grove Farm Commission
Nate Maltinsky, Community Preservation Committee

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

Oak Grove Farm FY15 Revolving Account:

Steve MacInnes:

The account has a balance of approximately \$53,000.00. The commission is requesting a one-time increase to the revolving account from \$15,000.00 to \$35,000.00.

The following is a list of estimated FY15 expenses:

Renovation & Repair of the Upper & Lower Fields:	\$12,797.58
DPW Staff Wages:	\$ 2,000.00
Administrative Assistant Wages:	\$ 1,000.00
Materials for the Parking Lot:	\$ 750.00
Tree Trimming, Removal, Etc.:	\$ 2,800.00
Construction of New Footbridge:	\$ 7,500.00
Playground Fall-Zone Chips:	<u>\$ 3,000.00</u>
Total:	<u>\$29,847.58</u>

The remaining \$5,152.42 will be reserved for unexpected expenses. Any construction by the OGF Commission will be put on hold until the completion of the Field's Study Committee proposal and Town Meeting.

Community Preservation Committee:

Nate Maltinsky:

The first CPC article covers the disbursements of \$199,830.75 as follows:

Appropriations:

Committee Administrative Expenses:	\$ 8,381.00
Undesignated Fund Balance for Short Term Debt:	\$60,000.00
Undesignated Fund Balance for Short Term Debt Interest:	\$ 1,166.75

Reserves:

Estimated Revenues for Historical Resources Reserve:	\$16,761.00
Estimated Revenues for Community Housing Reserve:	\$16,761.00
Estimated Revenues for Open Space Reserve:	\$16,761.00
Estimated Revenues for Budgeted Reserves:	\$80,000.00

The second CPC article in the amount of \$12,500.00 will cover the Architectural and MEP (mechanical, electrical and plumbing) plans for the Ellice School House renovation. The funds will be transferred from the Historic Preservation, Budgeted Reserves and/or Undesignated Fund Balances.

The third CPC article in the amount of \$97,000.00 will fund Phase III of the Niagara Hall Fire House Restoration Project. \$13,654.00 will be transferred from the Historic Resources Reserve and \$83,346.00 from Undesignated Fund Balances. The project should be complete by late fall.

The fourth CPC article will fund the Veterans Memorial Building Masonry Renovation Project in the amount of \$450,000.00 with a twenty year bond.

Craig Schultze made a motion to recommend approval of Article #47, CPC Budget and Fund Reservations, in the amount of \$199,830.75; Rich Molloy seconded. Vote: 6/0 motion carries unanimously.

Craig Schultze made a motion to recommend approval of Article #48, CPC Ellice School, in the amount of \$12,500.00; Jim Smith seconded. Vote: 6/0 motion carries unanimously.

Craig Schultze made a motion to recommend approval of Article #49, CPC Niagara Hall Project, in the amount of \$97,000.00; Rich Molloy seconded. Vote: 6/0 motion carries unanimously.

Craig Schultze made a motion to recommend approval of Article #50, CPC Masonry Project, by borrowing in the amount of \$450,000.00; Susan Vecchi seconded. Vote: 6/0 motion carries unanimously.

Susan Vecchi made a motion to recommend dismissal of Article #51, Veterans Memorial Building Masonry Project; Rich Molloy seconded. Vote: 6/0 motion carries unanimously.

Susan Vecchi made a motion to amend Article #52, Oak Grove Revolving Account to \$35,000.00; Rich Molloy seconded. Vote: 6/0 motion carries unanimously.

Susan Vecchi made a motion to recommend approval of Article #52, Reauthorize Revolving Accounts; Rich Molloy seconded. Vote: 6/0 motion carries unanimously.

Article #38 School Computer Lease:

Steve Catalano:

The article total is \$70,000.00 of which \$40,000.00 would be used to pay committed equipment leases and \$30,000.00 would fund new leased equipment including staff laptops, eight laptops for students with IEP's and two desktops for the Middle/High School Computer Lab.

Article #14 Operating Budget:

Charles Aspinwall:

After reviewing the town's financials a formula problem was noted in the debt schedule spreadsheet. As a result, FY17 figures were represented in FY15. The March 18, 2014 presentation reflected Line #8 Debt Service as \$1,527,573.45 it should have been \$1,038,946.28. The difference of \$488,627.17 will cover the once anticipated deficit as well as the following:

Additional Funds to the School:	\$200,000.00
School Curriculum Materials:	\$ 72,000.00
Road Improvements Article:	\$ 50,000.00
Field Design:	\$ 32,000.00
Restore Street Lighting Cuts:	\$ 6,956.00
Data Processing Software Maintenance Expense:	\$ 9,369.00
Council on Aging Additional Hours:	\$ 20,231.00
Board of Health Additional Hours:	\$ 6,064.00
Energy Manager Grant Match:	\$ 20,142.00

Additional hours for the Board of Health fund four additional hours for the Department Assistant III and .50 hour for the Nurse per week.

The additional Council on Aging hours per week include:

Director:	5
Outreach Worker:	3
Clerk:	3

It also includes an hourly increase of \$4.00 for the van drivers increasing their hourly rate to \$12.00.

Article #27 Energy Manager Grant Match:

Charles Aspinwall:

Medway and Millis filed a joint application to the Massachusetts Department of Energy Resources to fund a full-time Energy Manager in the amount of \$50,000.00 with remaining cost of salary and benefits to be split between both towns. The goal of the position is to reduce energy costs by 20% within 5 years. Below is the budget for the position:

FY15:

	<u>DOER Funds</u>	<u>Medway</u>	<u>Millis</u>	<u>Total</u>
Salary:	\$50,000.00	\$ 5,204.00	\$ 5,204.00	\$60,408.00
Benefits:		\$10,688.00	\$10,688.00	\$21,376.00
Mileage Expense:		\$ 200.00	\$ 200.00	\$ 400.00
Education Materials:		\$ 1,000.00	\$ 1,000.00	\$ 2,000.00
Office Supplies:		\$ 250.00	\$ 250.00	\$ 500.00
Phone:		\$ 300.00	\$ 300.00	\$ 600.00
Training:		\$ 500.00	\$ 500.00	\$ 1,000.00
Initial Office Setup:		\$ 2,000.00	\$ 2,000.00	\$ 4,000.00
Total:	\$50,000.00	\$20,142.00	\$20,142.00	\$90,284.00

FY16:

	<u>DOER Funds</u>	<u>Medway</u>	<u>Millis</u>	<u>Total</u>
Salary:	\$35,000.00	\$13,700.00	\$13,700.00	\$62,400.00
Benefits:		\$10,688.00	\$10,688.00	\$21,376.00
Mileage Expense:		\$ 200.00	\$ 200.00	\$ 400.00
Education Materials:		\$ 1,000.00	\$ 1,000.00	\$ 2,000.00
Office Supplies:		\$ 250.00	\$ 250.00	\$ 500.00
Phone:		\$ 300.00	\$ 300.00	\$ 600.00
Training:		\$ 500.00	\$ 500.00	\$ 1,000.00
Total:	\$35,000.00	\$26,638.00	\$26,638.00	\$88,276.00

The grant is for two years. The towns will split the total cost of the position after the second year.

Millis is just beginning to promote and implement energy conservation and renewable/alternative energy policies and projects. One of the benefits of sharing an Energy Manager position will be the ready transfer of knowledge and experience from Medway to Millis. One of the primary tasks of the Energy Manager in Millis will be to prepare an Energy Reduction Plan and complete the other steps that will put Millis in position to apply for Green Community designation.

Minutes Approval:

Craig Schultze made a motion to approve the April 2, 2014 meeting minutes as written; Susan Vecchi seconded. Vote: 5/0 motion carries.

Upcoming Meetings:

April 30, 2014

Town Meeting: Monday May 12, 2014

Adjourn:

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

Respectfully submitted,
Deirdre Gilmore