

Finance Committee Meeting

February 12, 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
Charles Vecchi, Board of Selectmen
Kathy Lannon, Board of Health
Kathy LaPlant, Town Accountant
Nate Maltinsky, CPC
Scott Moles, Board of Health

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

FY15 Budget Presentation: Board of Health:

Scott Moles:

Salaries:	\$113,638.11
Expenses:	<u>\$ 9,035.00</u>
Total:	<u>\$122,673.11</u>

Additional budget request for FY15 are as follows:

- (1) Increase the Department Assistant III hours by 4 hours per week from 20 hours to 24 hours to allow for additional administrative duties and increase organization within the office to better serve the public. The total cost is \$5,304.00.
- (2) Increase the Public Nurse hours by ½ hour per week from 10.5 hours to 11 hours to provide MIIS (Massachusetts Immunization Information System) implementation and nursing outreach. The total cost is \$758.94.

The department receives approximately \$41,345.00 in annual funding. The remainder of the budget is funded by the town's General Fund. The Sharps Disposal Program disposed of 10 boxes of sharps weighing fifty pounds each.

Kathy Lannon:

The department's workload has increased over the past fifteen years. There are more mandates, inspections, bake sales, title 5 inspections, camp inspections, etc. The

department would use the additional 4 hours per week to develop a spreadsheet system to organize the inspections

FY15 Budget Presentation: Accounting:

Kathy LaPlant:

Salaries:	\$195,253.00
Expenses:	<u>\$ 4,188.00</u>
Total:	<u>\$199,441.00</u>

The budget includes a 2% increase for both Department Assistant IIIs as well as longevity. The Town Accountant chose to receive an additional week vacation in lieu of a salary increase in FY14 but will receive a 2% increase in FY15.

FY15 Budget Presentation: Data Processing:

Kathy LaPlant:

Salaries:	\$ 15,168.96
Expenses:	<u>\$ 99,110.00</u>
Total:	<u>\$114,278.96</u>

Salaries for this budget are under the Personnel Plan and do not include an increase yet. There is an \$8,129.00 increase in the Maintenance for Software expense, this is due to the addition of cartographic software maintenance and the addition of the Fire Department's firewall and server maintenance.

FY15 Community Preservation Commission:

Nate Maltinsky:

The CPC voted unanimously to appropriate and transfers from the Community Preservation Fund:

Administrative Expenses:	\$ 8,381.00 (5%) Salary and Expenses
Historic Resources Reserve:	\$ 16,761.00 (10%)
Community Housing Reserve:	\$ 16,761.00 (10%)
Open Space Reserve:	\$ 16,761.00 (10%)
Budget Reserves:	<u>\$ 80,000.00</u>
Total:	<u>\$138,665.00</u>

The actual amounts will be determined based on updated revenue amounts.

Niagara Hall Fire House Restoration Project Phase III:

This article will finish the interior repairs, HVAC units, museum equipment/materials, exterior side entrance roof and brackets, fire hose tower, etc. The CPC voted unanimously to appropriate and raise by transfer \$97,000.00 for this project of which \$13,654.00 will be transferred from Historic Resources Fund and \$83,346.00 from Undesignated Fund Balance.

FY15 Budget Presentation: Selectmen/Town Administrator:

Charles Aspinwall:

Salaries:	\$260,801.40
Expenses:	<u>\$ 51,577.97</u>
Total:	<u>\$312,379.37</u>

Salaries include contractual increases and Expenses are level funded. The office staff consists of (2) full-time and (1) part-time employee. The Board of Selectmen are the Chief Executives and Policy Makers of the town. The FY14 budget is 56% expended in Expenses and 66% expended in Salaries. There are no capital or staffing requests at this time.

FY15 Budget Presentation: Town Buildings:

Charles Aspinwall:

Salaries:	\$ 42,913.60
Expenses:	<u>\$218,207.00</u>
Total:	<u>\$261,120.60</u>

Salaries are for (1) Senior Building Maintenance Worker and include a 2% contractual increase. The building is cleaned by an outside contractor. Expenses are level funded from FY14 and include expenses for the Police and Fire Station, Library and some DPW expenses. The FY14 Library Electricity has come in below what was expected. Some unexpected issues with town buildings have come up:

- Veterans Memorial Building: the elevator has needed several repairs and there is water penetrating the walls. The May 2014 Town Meeting will include an article for the masonry project design.
- DPW Building: the roof has leaked during this past storm. Three architecture firms have looked at the building to determine the cause of the leaks. One reason could be the weight of the snow is opening the seams of the roof or condensation is forming in the roof. The cost of the architecture is approximately \$1,500.00 and the roof repair cost could be several thousand dollars. The heating system is working well. An extended floor drain in the garage needs to be installed to eliminate water migrating toward the office area. The town now employs a Licensed Contractor who can perform the necessary work for the drain.
- The Treasurer Collector Department's request for a security door can be done by the Licensed Contractor and the drop box request will be included in the Masonry Project.

FY14 & FY15 Revenue Projections:

Charles Aspinwall:

FY15 Major Revenue & Expense Changes:

State Aid (2% increase):	\$117,954.00
Local Receipts Effective Change:	\$ 50,216.94
Free Cash Available:	\$381,920.00
Other Available Funds:	\$ 32,291.00
Tax Levy:	\$514,226.00 (Prop 2.5% + \$100,000.00 in new growth)

Major Fixed Expense Increases:

Norfolk County Assessment:	\$155,676.00
Tri-County:	\$ 56,900.00
Health Insurance (5% increase):	\$224,784.00
Snow & Ice Deficit:	\$ 65,500.00

Available Balances as of January 31, 2014:

Free Cash:	\$ 381,920.00
Stabilization:	\$1,252,893.76*
Ambulance Fund:	\$ 184,691.08
Perpetual Care Interest:	\$ 344.82
Sale of Cemetery Lots:	\$ 4,500.00
Septic Betterment:	\$ 7,821.89
Sewer Betterment:	\$ 823,351.80
Water Surplus:	\$ 221,602.33
Sewer Surplus:	\$ 166,004.01

The Department of Revenue recommends Stabilization Fund balances should be 5% of the town's operating budget. A budget of \$24,361,564.00 would require the Stabilization Fund balance to be \$1,218,078.00.

*The above Stabilization Fund balance includes salaries for unsettled union contracts.

The Police/Fire Stations and Quint are currently listed in Short-Term Debt but will move to Long-Term Debt in June 2016.

Building Permits have decreased in FY14 by approximately \$20,686.00.

Request to Spend in Excess of Budget – DPW Snow & Ice:

Charles Aspinwall:

The deficit for Snow & Ice is \$67,069.01. There will be a May 2014 Town Meeting Article for additional Snow & Ice Funds. In the event the funds are not used during a fiscal year they will be carried forward to the next year. Once the funds are appropriated at Town Meeting for Snow & Ice they cannot be used for other projects.

Craig Schultze made a motion to recommend approval to spend in excess of the DPW Snow & Ice budget; Rich Molloy seconded. Vote: 6/0 motion carries unanimously.

Old/New Business:

- (1) Unfunded Items & Projects: The committee requested a list of items and projects town departments have requested but were not funded. The committee recognizes that in order to get money to fund these items/projects there are basically two options: (1) eliminate services or departments or (2) an override. The committee feels the citizens should be aware of what items and projects are postponed due to lack of funding.
- (2) Police and Fire Stations: The Permanent Building Committee will meet in two weeks to begin an RFP for the architect. After that the design will be developed and the contractors hired. The committee decided to hire a Construction Manager at Risk which means low bid contractors are not automatically hired and a better candidate pool will be available for construction.

Minutes Approval:

Susan Vecchi made a motion to approve the January 29, 2014 meeting minutes as written; Rich Molloy seconded. Vote: 6/0 motion carries unanimously.

Upcoming Meetings:

February 26, 2014
March 5, 2014
Town Meeting: Monday May 12, 2014

Adjourn:

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

Respectfully submitted,
Deirdre Gilmore