

Finance Committee Meeting

February 26, 2014 7:30 PM EST  
Veterans Memorial Building, Room 229  
900 Main Street  
Millis, MA 02054

In Attendance:

Susan Vecchi, Vice Chairman  
Rich Molloy, Clerk  
Tom Krimmel  
Doug Riley  
Craig Schultze  
Jim Smith  
Charles Aspinwall, Town Administrator  
Chris Smith, Board of Selectmen  
Mike Giampietro, Building Commissioner  
Patty Kayo, Council on Aging  
Brenda Hamelin, Animal Control  
Jennifer Scannell, Treasurer/Collector  
Tricia Perry, Library  
Jim McKay, Department of Public Works

Susan Vecchi called the meeting to order at 7:30 PM

FY15 Budget Presentation: Building Department:

Mike Giampietro:

Salaries:	\$129,668.00
Expenses:	<u>\$ 7,190.00</u>
Total:	<u>\$136,858.00</u>

Salaries include a 2% contractual increase for the Building Commissioner and Department Assistant I. There is an increase in Supplies & Expenses due to code changes in FY15 requiring the department to purchase new code books. A third Wiring Inspector has been hired and will require training; the cost of training is reflected in the department's expenses. The department is funded by the town's General Fund.

The department is requesting an increase in hours for the Department Assistant I from 12 hours per week to 20 hours per week. The total cost for the additional hours is \$7,246.72.

FY15 Budget Presentation: Council on Aging:

Patty Kayo:

Salaries:	\$68,347.53
Expenses:	<u>\$ 8,434.00</u>
Total:	<u>\$76,781.53</u>

The department plans to:

- Revive the Supportive Day Program
- Provide additional social and educational programs
- Add four new programs that will increase participation of the 60 – 68 year old seniors. Provide information on protecting assets, health care proxies, power of attorney, and retirement planning. Most “young seniors” either work or take care of their grandchildren and cannot attend programs during the day.

The department’s vans provide approximately 1,674 trips per year. Fees are as follows: local trips \$2.00, surrounding towns \$3.00 - \$5.00, medical trips to Boston \$25.00.

The department receives funds from several sources: Memorial Gift Fund, Supportive Day Program, Friends of Millis’ COA, State Formula Grant, COA Gift Accounts and Cultural Arts Grants.

Due to the 52% increase in the number of seniors, the department is looking for additional hours and an hourly increase as follows:

Director – 15 hours:	\$23,417.00
Outreach Worker – 8 hours:	\$ 9,099.00
Department Assistant – 8 hours:	\$ 7,161.00
Driver Hourly Salary - \$7.00 per hour:	<u>\$10,920.00</u>
Total:	<u>\$50,597.00</u>

A staffing comparison of surrounding towns was provided however the committee suggested a per capita breakdown would be more useful. Although the department’s hours have decreased since 2004 the committee recognizes that in order to provide funds for additional hours an override would be necessary or other departments hours would have to be decreased. The committee also noted that state funding will likely decrease in FY15.

FY15 Budget Presentation: Animal Control:

Brenda Hamelin:

Salaries:	\$70,496.84
Expenses:	<u>\$12,200.00</u>
Total:	<u>\$82,696.84</u>

An increase in salaries includes a 2% contractual increase and a step raise for the Animal Control Officer. Expenses are level funded. The request is split between Medway and Millis based on the number of calls. For FY15 the split is Medway 55% and Millis 45%; \$45,483.26 and \$37,213.58.

The 2011 Animal Control truck has approximately 65,000 miles and is running well. The Purr-Fect Cat Shelter helps with the cat and kitten kennel costs by funding medical expenses and food. New statutes now require the town to inspect kennels in town. Each inspection takes approximately 30 minutes.

FY15 Budget Presentation: Treasurer/Collector:

Jennifer Scannell:

Salaries:	\$182,248.00
Expenses:	<u>\$ 27,955.00</u>
Total:	<u>\$210,203.00</u>

Salaries include a 2% contractual increase and step increases. The department hopes to implement an online payment program in FY15.

FY13 Collection increases are as follows:

Real Estate Tax Bills:	\$834,531.00 (5.0%)
Personal Property Tax Bills:	\$ 26,681.00 (7.2%)
Motor Vehicle Excise Tax Bills:	\$ 46,206.00 (4.8%)
Water/Sewer Bills:	\$134,537.00 (7.2%)

The department collects the following fees:

Return Check Fee:	\$25.00
Municipal Lien Certificate Fee:	\$25.00
Betterment Release Fee:	\$ 4.00
Motor Vehicle Flagging Fee:	\$20.00
Demand Fee:	\$ 5.00
Warrant Fee:	\$10.00

The department is requesting a reclassification for the Assistant Treasurer/Collector from a Grade 7 to a Grade 8 and an increase in hours from 35 per week to 40 per week. The total cost of the request is \$8,228.00. The reclassification is due to increase in responsibility and 10 years of service and knowledge of department operations/functions.

The committee asked for justification of additional hours. Ultimately, the Town Administrator and Board of Selectmen determine if a reclassification should be granted.

FY15 Budget Presentation: Library:

Tricia Perry:

Salaries:	\$238,111.00
Expenses:	<u>\$128,230.00</u>
Total:	<u>\$366,341.00</u>

Circulation and attendance has increased since the opening of the new library. There has been a significant increase in 12 – 16 year old patrons partly due to the library providing HD tablets for youth patrons. The tablets were funded by the Friends of the Library in cooperation with Best Buy. Custodial Expenses were initially listed as an expense line item but have been moved into the Salaries line item. Other increased expenses include Books and Periodicals, Supplies and Expenses, Water and Sewer and Membership Fees.

A request for additional hours for the Children and Youth Services Librarian from 24 hours per week to 35 hours per week would cost \$14,632.00. The additional hours would help provide the following: teen blogging, book reviews, TAB (teen advisory board), poetry reading, art shows and film festivals.

A request for a part-time Library Computer Coordinator working 16 hours per week would cost \$16,640.00. This position would address computer and IT needs.

The Library Director would prefer to fund the additional hours for the Children and Youth Services Librarian if a choice between the two positions were necessary.

FY15 Budget Presentation: DPW Highway:

Jim McKay:

There is a \$142,318.18 deficit in Snow & Ice.

There was some consideration given to changing the payroll percentages for some staff members within departments but the impact on the General Fund would be larger than expected. Therefore, the payroll percentages used in FY14 will be used in FY15.

Salaries:	\$302,489.31
Expenses:	<u>\$546,212.99</u>
Total:	<u>\$848,702.30</u>

Salaries include contractual and step increases for all staff members except the Assistant Director. Expenses increases include Engineering Services, Snow & Ice, Meal Allowances, Park Expense and Fuel.

A request for staff restoration of (1) HEO/Laborer would cost \$58,083.04 including benefits. The cost would be split between General, Sewer and Water equally.

A request for the replacement of (1) Backhoe would cost \$98,750.00 – \$110,920.00 less a trade-in of \$28,000.00. The piece of equipment being replaced is a 2006 JCB Backhoe with 2,686.00 hours. The cost would be split between General, Sewer and Water equally.

FY15 Budget Presentation: DPW Transfer Station:

Jim McKay:

Salaries:	\$ 27,564.64
Expenses:	<u>\$ 92,841.25</u>
Total:	<u>\$120,405.89</u>

Salaries include contractual and step increases and additional overtime wages of \$1,500.00. There are decreases in both equipment repairs and fuel.

FY15 Budget Presentation: DPW Street Lighting:

Jim McKay:

Total Expenses: \$120,405.89

This budget is level funded.

FY15 Budget Presentation: DPW Sewer:

Jim McKay:

Salaries:	\$202,678.68
Expenses:	<u>\$779,972.77</u>
Total:	<u>\$982,651.45</u>

Salaries include contractual and step increases. There are increase in O & M and Assessments expenses to the Charles River Pollution Control District. Decreases in both short term and long term debt are reflected as well.

There is a request to fund the design of a Water Street Pump Station Rehabilitation Project. The design would cost \$34,070.00 and would be funded by Sewer Surplus. The work to rehabilitate the station would cost approximately \$350,000.00 and would be funded by Sewer Surplus. The

FY15 Budget Presentation: DPW Water:

Jim McKay:

Salaries:	\$273,857.06
Expenses:	<u>\$643,506.29</u>
Total:	<u>\$917,363.35</u>

Salaries include contractual and step increases. Decreases in both short term and long term debt are reflected.

A request to fund a Unidirectional Flushing Program would costs \$20,000.00. Woodard & Curran would provide a notebook bound program for the annual cleaning of the town's water distribution system. Three notebooks would be included.

Minutes Approval:

Craig Schultze made a motion to approve the February 12, 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 9:25 PM; Rich Molloy seconded. Vote 6/0 motion carries unanimously.

Respectfully submitted,  
Deirdre Gilmore