

Finance Committee Meeting

January 15, 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
Chief Edison, Police and Dispatch

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

FY15 Budget Presentation: Police Department:

Chief Edison:

Salaries:	\$1,480,240.00
Expenses:	<u>\$ 148,250.00</u>
Total:	<u>\$1,628,490.00</u>

The salary increase includes step increases within the department. Although there have been some staffing issues for FY14, the budget is sufficient at this time. In FY14 (1) employee was added and now has a seat at the academy for training. The department is looking to hire two replacement dispatchers.

Capital Item Request:

Replace (2) marked vehicles and the administrative vehicle:

Marked Vehicles would be replaced with (2) 2014 Ford Pursuit SUVs:	\$36,575.00/ea
Administrative Vehicle would be replaced with a sedan:	\$31,000.00

The vehicles being replaced would be auctioned or could be used by another department. The Ford Expedition being replaced is a high maintenance vehicle. The chief's priority would be to replace the two marked vehicles. Police vehicles endure more wear and tear than average vehicles.

Status of the new Police Station:

Currently reviewing a project manager and then an architect and general manager will be selected and then design will begin.

The town is looking for a contractor to demolish the old library and decide the best time of year to perform the demolition. The demolition will not delay the building of the new Police Station.

FY15 Budget Presentation: Dispatch:

Chief Edison:

Salaries:	\$225,241.00
Expenses:	<u>\$ 7,550.00</u>
Total:	<u>\$232,791.00</u>

Dispatch handles approximately 10,000 calls per year not including walk-ins. Dispatchers have a great rapport with the Fire Department and response time averages one minute. The salary increase includes step increases within the department. An increase in Equipment Repairs & Supplies of \$2,250.00 will upgrade the internet access throughout the building and include a firewall.

FY14 Revenue Review:

Charles Aspinwall:

Receipts through November 2013 are \$101,021.53 short of FY13. Permit and Licenses Receipts are down approximately \$24,000.00, Building Permits are down by approximately \$18,000.00 and Miscellaneous Revenue is down by approximately \$62,800.00.

FY14 Selectmen Article Review:

The roof repair and painting of the gym at the Veterans Memorial Building was approximately \$20,000.00 less than budgeted.

FY14 Expenses Review:

Finance Committee Printing Expense is 68% expended due to the increased number of pages in the November Town Warrant.

Legal Expenses are only 20% expended.

Town Clerk Expenses are 65% expended due to the extra election.

Planning Board Expenses are 62% expended through December due to more activity.

Police Department Overtime is 96% expended due to (1) police officer out for an entire year and (2) police officers out for part of the year all related to work injuries.

(2) Firefighters were out with on the job injuries but the budget should be OK.

Building Department Wages from Fees is only 35% expended due to fewer inspections.

(1) DPW worker is out on worker's compensation since August.

DPW Engineering Services are expended 209% due to unexpected traffic studies

DPW Park Expenses are expended 239% due to Town Park improvements

DPW Transfer Station Supplies & Expenses are expended 93% due to clearing the Tree Nursery.

All departments Gas & Diesel line items are high due to no fixed rates of gas & diesel at this time.

Veteran's Expenses have increased due to an additional veteran receiving benefits.

Library Custodial line item funds have been moved into the salary line item. The custodian was hired as an employee rather than a contractor.

Special Revenue Funds Review:

Off Duty Detail Fund and Gas & Diesel Revolving Account have deficits due to timing of invoicing and receipts.

The Ambulance Fund has a \$326,824.07 balance.

The Cellular Antennae Lease Fund has a balance of \$86,106.34.

The Recreation Fund has a \$44,569.32 balance.

Special School Revenue Review:

SPED Education Costs Balance:	\$187,175.92
Extended Day Care Balance:	\$168,549.91
Transportation Revolving Fund Balance:	\$234,208.32
School Choice Tuition Balance:	\$529,385.51

Old/New Business:

Snow & Ice Budget Update:

Charles Aspinwall:

Salt & Sand Expenses:	\$ 59,343.74	
Plow Contractors Expense:	\$ 46,519.56	
Vehicle Supply/Repair, Etc. Expense:	<u>\$ 16,247.01</u>	
Total:	\$122,110.31	
Budget:	\$123,001.00	Available Funds: \$ 890.69
Total Salaries:	\$ 27,044.03	
Budget:	\$ 39,967.00	Available Funds: \$12,922.97

Invoice Approval:

Susan Vecchi made a motion to recommend approval of the Community Newspaper invoice in the amount of \$68.19 for advertising the November 2013 Town Meeting; Jim Smith seconded. Vote: 6/0 motion carries unanimously.

Minutes Approval:

Susan Vecchi made a motion to approve the December 18, 2013 meeting minutes as written; Jim Smith seconded. Vote: 5/0 motion carries unanimously.

Upcoming Meetings:

January 22, 2014
January 29, 214
February 5, 2014
Town Meeting: Monday May 12, 2014

Adjourn:

Rich Molloy made a motion to adjourn the meeting at 8:47 PM; Susan Vecchi seconded.
Vote 6/0 motion carries unanimously.

Respectfully submitted,
Deirdre Gilmore