

Finance Committee Meeting

April 12, 2017 7:30 PM EST
Veterans Memorial Building, Room 229
900 Main Street
Millis, MA 02054

In Attendance:

Peter Jurmain, Chairman
Susan Vecchi, Vice Chairman
Craig Schultze, Clerk
Tayana Antin
Peter Berube
James Bullion
Jodie Garzon
Jerry Nunnaley
Doug Riley
Michael Guzinski, Town Administrator
Kathleen LaPlant, Finance Director
Catherine MacInnes, Board of Selectman
Nate Maltinsky, Historical Commission
James McKay, Deputy Director, Department of Public Works

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

Historical Commission:

Nate Maltinsky:

The total budget for the commission is \$6,493.00. Rental revenues are received from the farm house and are used to fund the upkeep of the farm house and Niagara Hall. Utilities for Niagara Hall were shifted into their budget from the Town Buildings budget. Members of the commission have worked hard to finish plastering and painting Niagara Hall for the upcoming Art Show being held in conjunction with the Cultural Council. The show will be held on April 23, 2017 and will exhibit the Currier & Ives Etchings that were restored with CPC funds.

The CPC's proposed article for restoration at the Fire Station will be removed the Warrant. The coalition recommended not funding a project that is already in progress.

DPW Roof Repairs:

Jim McKay:

At Well #3 (2) buildings have roofs that leak, the treatment facility and the pump house. At Well #4 (1) building has a roof that leaks. The bids that have been received vary greatly in price. The repairs will be funded by a Reserve Fund Transfer from the Water Enterprise Fund Reserves. The town's Finance Director stated the item will be on the Town Warrant for Town Meeting as a FY17 expense and will be voted at Town Meeting, the repair work can be started immediately following Town Meeting.

Local Road Improvements:

Jim McKay:

Last year the department spent \$379,535.57 on road improvements. There is a balance of \$154,096.49 which is earmarked for the Dover Road Bridge repair. The cost will be split with Medfield. There is an option to replace the failing beam instead of a total replacement of the bridge. Chapter 90 funds for this year are \$273,900.00. In 2015 an override was defeated at the Town's Election. The former Town Administrator and Deputy Director put together an analysis of road conditions throughout town at that time. Beta Group can provide an updated rating of the roads for approximately \$20,000.00 - \$25,000.00. The Deputy Director would like to chip seal a number of roads this year. Village Street from Route 109 to Pineview Condominiums will be milled and top coated. Paving Himelfarb Street cost \$125,000.00. Approving \$150,000.00 for road improvements would repair approximately 3,000 feet of road. The town has not had traffic studies done to determine the heavily travelled roads in town. The use of strictly Chapter 90 funds is not sufficient funding and the roads are deteriorating. The Board of Selectmen hope to provide a long term plan for road improvements.

Operating Budget and Revenue Review:

The revenue amount provided does not include the Water and Sewer Enterprise Funds. The FY18 Operating Budget does include an increase in Snow & Ice expense to \$250,000.00.

Warrant Article Review:

Some of the Non-Discretionary Items on the Warrant include:

- Current Year Expenses: Snow & Ice Deficit and Police Department Overtime
- Audit
- Actuarial Study
- Stormwater Management
- School Bus Lease
- School Computer Leases
- School Resource Officer

The committee discussed funding the School Resource Officer. The state does require the town to provide a dedicated officer to the schools. The town can apply for a waiver for this mandate and there are no penalties for not funding this item. There are penalties for not funding the Stormwater Management item. Catherine MacInnes noted the benefits of having a resource officer and that funding a full time School Resource Officer would offset some of the department's overtime costs. During summer months when school is not in session the officer could be used to cover vacations, etc. The committee requested a letter from the school's Superintendent supporting the funding of an officer for the schools. They also considered funding an officer starting January 1, 2018 to reduce the cost due to the limited funds for articles and staffing requests.

Typically the Snow & Ice deficit is borrowed from the Stabilization Fund and repaid during the following three years. This has been the town's policy for quite some time. Using Free Cash to fund the deficit limits the decision to fund other much needed items on the Warrant.

Inter-Function transfers within line items in the Operating Budget are done within the last two months of the fiscal year with approval of the Board of Selectmen and the Finance Committee. The committee is hopeful the Police Department's budget will have some funds available to offset some of the overtime costs with an Inter-Function transfer.

Craig Schultze made a motion to recommend approval of Article #2, Current Year Expenses, in the amount of \$323,125.60 of which \$187,125.60 will be funded by Stabilization Funds and \$136,000.00 will be funded by Free Cash or Taxation; Susan Vecchi seconded. Vote: 9/0 motion carries unanimously.

Susan Vecchi made a motion to recommend approval of Article #39, Schools: Medicaid Reimbursement, in the amount of \$5,000.00; Craig Schultze seconded. Vote: 9/0 motion carries unanimously.

Susan Vecchi made a motion to recommend approval of Article #36, Schools: Bus Lease, in the amount of \$67,038.33; Craig Schultze seconded. Vote: 9/0 motion carries unanimously.

Susan Vecchi made a motion to recommend approval of Article #37, Schools: Computer Lease, in the amount of \$46,397.39; Craig Schultze seconded. Vote: 9/0 motion carries unanimously.

Susan Vecchi made a motion to recommend approval of Article #12, Audit, in the amount of \$35,500.00; Jodie Garzon seconded. Vote: 9/0 motion carries unanimously.

Susan Vecchi made a motion to recommend approval of Article #13, Actuarial Study, in the amount of \$7,500.00; Jodie Garzon seconded. Vote: 9/0 motion carries unanimously.

Susan Vecchi made a motion to recommend approval of Article #32, DPW: MS4 Stormwater Management, in the amount of \$240,024.10; Jerry Nunnaley seconded. Vote: 9/0 motion carries unanimously.

Susan Vecchi made a motion to recommend approval of Article #33, Board of Health Appointing Authority; Jodie Garzon seconded. Vote: 9/0 motion carries unanimously.

The request from the Fire and Rescue Chief for a Firefighter/Paramedic will continue the town's goal to provide Advance Life Support to its residents. This position will be filled on January 1, 2018.

The committee discussed the need for the Clyde Brown School roof replacement as well as funding their request to purchase ClearGov.com software. The Finance Director's request for MUNIS software could be partially funded by a grant. The committee must also consider the School Department's staffing requests.

The Board of Selectmen plan to sign the Warrant on Monday, April 24, 2017.

Old Business/ New Business:

Jodie Garzon suggested that in future budget seasons Department Heads present their budget at one time to both the Board of Selectmen and the Finance Committee.

Capital Planning is a high priority for the Town Administrator.

The Finance Director is requesting another Reserve Fund Transfer for a temporary Accounts Payable Clerk in the amount of \$4,909.00. The request would fund the clerk through June. The committee approved funding ½ of the initial request and was assured Town Meeting would be on time. It has since been postponed. The committee recognized that the former Town Administrator did not utilize the Finance Director as much as he should have. The committee felt that rather than a Reserve Fund Transfer the cost of the clerk could be absorbed with an Inter Function Transfer. The committee tabled making a recommendation for funding the clerk until the Finance Director is available to further explain the need for a temporary Accounts Payable Clerk.

At the next Finance Committee meeting the committee will assign each member a number of Warrant Articles they will present to the residents at Town Meeting.

Minutes Approval:

Susan Vecchi made a motion to recommend approval of the April 5, 2017 Meeting Minutes as written; Jodie Garzon seconded. Vote: 9/0, motion carries.

Adjourn:

Susan Vecchi made a motion to adjourn the meeting at 10:10 PM; Jodie Garzon seconded. Vote 9/0 motion carries unanimously.

Respectfully submitted,
Deirdre Gilmore