

Town of Millis Tri-Board Meeting
February 1, 2017 7:00 PM EST
Veterans Memorial Building, Room 229
900 Main Street
Millis, MA 02054

In Attendance:

Finance Committee Meeting

Peter Jurmain, Chairman
Susan Vecchi, Vice Chairman
Craig Schultze, Clerk
Peter Berube
Jodie Garzon
Jerry Nunnaley
Doug Riley

Board of Selectmen

James Neville, Chairman
James McCaffrey, Vice Chairman
Catherine MacInnes

School Committee

Marc Conroy, Chairman
Jen Soule, Secretary
Steve Catalano
Sean Doherty
Denise Gibbons

Invited Guest: Michael Guzinski, Suzanne Kennedy, Chris Bullock, Peter Schirripa, Bernie Lynch, Nancy Gustafson

James Neville called the Board of Selectmen meeting to order at 7:03 PM.
Peter Jurmain called the Finance Committee meeting to order at 7:03 PM.
Marc Conroy called the School Committee meeting to order at 7:08 PM.

ClearGov Financial Disclosure Tool Demonstration:

Chris Bullock:

ClearGov.com is a budgeting, communication, benchmark software for municipalities to provide their residents with information on the distribution of their taxes. The data is received from the Department of Revenue. It provides a commentary feature allowing town management to provide pertinent information to residents on changes to their taxes. The infographics make it easy for residents to understand where their tax payments are going.

The site provides the following information:

Demographics: Population, median home value and household income. It compares the data to the state average and surrounding/comparable towns.

Financial: A detailed breakdown of the town's revenues and expenses.

Education: Provides expenditure per student
Funding Sources: Breakdown of Federal and State Grants, Revolving and Special Funds, State Aid and Municipal Contributions.
Student Enrollment and Diversity
Performance Overviews

Debt: Municipal Buildings
Water
Sewer

Revenues: Taxes
Local Receipts
Federal and State Aid
Other Sources

Expenses: Education
Employee Benefits
Public Safety
General Government
Capital Outlay
Public Works
Debt Payments
Culture and Recreation
Human Services

Each category can be broke down further, for example Public Works: provides information to demonstrate the percentage of funds used for cemetery, administration, fleet maintenance, refuse and recycling, highway, water, sewer and parks.

The software can be used as a budgeting tool. The data is exported from the town's accounting system into Excel and uploaded to ClearGov.

Reserve Fund, Water and Sewer Enterprise Fund information can be added. It can be designed to include as many community and peer comparisons as desired. Graphics and data can be exported to Excel for presentation purposes.

The cost for the school is \$5,500.00 per year and municipal is \$7,500.00 per year. There is a 25% discount the first year. A 15% discount is offered if both school and municipal packages are purchased together.

Financial Policies and Principles

The goal is to establish a budget document and financial policies for the town. So far, a budgeting calendar has been put in place. Millis typically addresses capital items at the Spring Town Meeting. The boards should plan to convene sometime in September to establish the budgeting goals for the next fiscal year.

The town's budget principle for the past twenty years is a 65/35 School/Municipal split. There is a Memorandum of Agreement between the school and town regarding this split. The split should be discussed before the September meeting for the FY19 budgeting cycle.

This is a unique budgeting season for the town. The town is faced with many challenges including a change in management and implementing a Stormwater Management program.

Establishing policies on Debt Ratio, Capital Planning and Spending, OPEB, Stabilization Fund, Reserve Fund, Free Cash, Pension and Revenue Determination are the goals of these sessions.

Snow and Ice Deficits: The town typically uses an average of the past (3) years to determine the budget for the upcoming winter. Any deficit is typically funded by the Stabilization Fund at the Spring Town Meeting.

New Growth: Should be forecast based on incoming building permits, large projects and an average of previous years. Residents need to be informed of the benefits of revenue growth.

Full Cost Recovery Plan: Indirect costs such as healthcare should be included in the town's rates and included as a cost to the Enterprise Funds.

Healthcare: While it is difficult to predict future healthcare costs it should be part of the town's forecasting plan.

Town fees should be revisited at least every (5) years.

Next Steps:

Bernie Lynch provided budget documents to be distributed to Department Heads as a guideline in preparing their FY18 Budgets.

James McCaffrey would like to schedule a meeting to establish Financial Policies with a couple of members from each board. Ideally the meeting would take place in 4 -5 weeks.

Adjourn:

James Neville made a motion to adjourn the Board of Selectmen meeting at 9:00 PM; Catherine MacInnes seconded. Vote: 3/0 motion carries unanimously.

Peter Jurmain made a motion to adjourn the Finance Committee meeting at 9:01 PM; Susan Vecchi seconded. Vote 7/0 motion carries unanimously.

Marc Conroy made a motion to adjourn the School Committee meeting at 9:01 PM; Jen Soule seconded. Vote: 5/0 motion carries unanimously.

Respectfully submitted,
Deirdre Gilmore