

Finance Committee Meeting

February 15, 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
Tayana Antin
Peter Berube
Jerry Nunnaley
Chief Barrett, Fire & Rescue
Chief Soffayer, Police
James McKay, Department of Public Works

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

Snow & Ice Budget Update:

James McKay: The DPW crew is understaffed by four members. Two are out on injury and two have retired. There are only seven full time members so the department has relied on snow removal contractors. The budget is in a deficit:

Expenses Budgeted:	\$123,001.00
Expenses to Date:	\$246,253.58
Deficit:	(\$123,252.58)

Salaries Budgeted:	\$40,245.00
Salaries to Date:	\$46,568.04
Deficit:	(\$6,323.04)

The crew has responded to numerous icy road incidents more than snow removal events.

The committee suggested that an explanation at Town Meeting to the residents why there is a deficit when there has not been significant snow fall would be helpful.

Town of Norfolk Proposed Well Impact Study:

James McKay: The Town of Norfolk has completed preliminary permitting and will pay residential taxes on the property. Kleinfelder has completed their study and the information will be forwarded to the committee and posted on the town's website. The study demonstrates the impact this well will have on Millis' Wells #5 & 6. The proposed site is 1.25 miles away from Millis' wells. Kleinfelder will write a response to the Department of Environmental Protection on behalf of the town.

FY18 Budget Presentation: Fire & Rescue:

Chief Barrett:

Salaries Request:	\$1,080,824.36
Expenses Request:	\$ 147,275.15
Total:	<u>\$1,228,099.51</u>

The Expenses for FY18 are increased by approximately \$40,000.00. Utilities which were previously paid in the Town Buildings Budget will be paid by the individual departments in FY18. This includes: Heat & Fuel, Water & Sewer, Telephone and Electricity.

The Salaries for FY18 are increased by approximately \$75,000.00. This includes hiring the town's first Paramedic and contractual obligations.

Capital and Miscellaneous Requests:

- (1) Air Packs: As part of a three year replacement program the request is to replace four of the oldest packs allowing the department to meet National Fire Protection Association (NFPA) standards. The cost of four packs is \$28,920.00.
- (2) Air Pack Bottles: As part of the above three year replacement program the request is to replace four bottles. The cost of replacement is \$3,776.00.
- (3) Department Assistant II: The request is for a thirty hour per week assistant. The position would be part of the SEIU Union and have hours similar to Town Hall. The assistant would be responsible for payroll, accounts payables, accounts receivables, filing, scheduling, permit requests, and would be the resident's point of contact for the Fire Department. The cost is \$32,012.00
- (4) Hire (1) Firefighter/Paramedic: In transitioning the department to an Advanced Life Support (ALS) service plan, the second of three paramedics would be hired in January 2018. The cost to fund this position for the last six months of FY18 is \$29,730.50.
- (5) Fund Two Paramedic Students: This funds the remaining cost for two firefighters to attend paramedic school. The cost is \$20,000.00. There is an agreement between the town and the Firefighters that they will remain with the town for five years after completing paramedic training.

The department anticipates ALS certification by January 2018. The fee for a Basic Life Support (BLS) call is \$1,200.00 and for ALS is \$3,000.00.

The new station will be ready to move in by mid-March and will be fully functional by the second week in April. The department looks forward to the new technology available in the new facility.

FY18 Budget Presentation: Police:

Chief Soffayer: The Police Department's goals include increasing the workforce, mental health training, communication, technology, hire a school safety officer and provide violent intruder training.

Salaries Request:	\$1,680,359.17
Expenses Request:	<u>\$ 162,696.28</u>
Total:	<u>\$1,843,055.45</u>

Similar to the Fire & Rescue Budget, the Police Budget for FY18 includes Heat & Fuel, Water & Sewer, Telephone and Electricity previously paid by the Town Buildings Budget. The cost to operate the new Police Station is a guesstimate. There is an increase in maintenance contracts due to the transition to Microsoft 365. The committee suggested increasing the budget line item for TCG Maintenance by \$5,000.00, Electricity by \$25,000.00 and the Water & Sewer line item by \$5,000.00. Eversource, the town's electricity provider, will be conducting an audit to ensure the station is running efficiently.

Capital and Miscellaneous Requests:

- (1) Replace two Police Cruisers: Cost \$77,284.00. The request would replace Unit #44 which should have been replaced in FY17 and Unit #43 which should be replaced in FY18. The Chief provided a detailed spreadsheet of the department's equipment and a timeline for replacement. The department's Tasers and Portable Radios were replaced with Law Enforcement Trust Funds. The replacement cost for both was \$74,350.00
- (2) School Resource Officer: Cost \$51,480.00. The benefits of adding this officer are beyond reduced violence in the schools. The officer counsels, teaches and protects the school community. The officer can help with substance abuse and violence-protection messaging in the school. By adding this officer the department's overtime budget should decrease. With the promotion of the Chief and the retirement of Officer Marraglio this position could be funded with the reduction of salaries starting the officer at a Step 1.

The Chief hopes to set up a Revolving Fund for training using their new facility. This would offset some of the department's training costs.

FY18 Budget Presentation: Dispatch:

Chief Soffayer:

Salaries Request:	\$245,214.94
Expenses Request:	<u>\$ 9,000.00</u>
Total:	<u>\$254,214.94</u>

Salaries are contractual and expenses include: Training, Supplies & Expenses, Clothing, Equipment and Equipment Repairs and Supplies. The Department received a grant for \$20,000.00 to fund a portion of a position and a grant for \$12,000.00 for training.

Old Business/ New Business:

The committee plans to vote in favor of increasing the Reserve Fund for FY18 to \$100,000.00 in anticipation of an increase in unforeseen expenses.

The committee reviewed their FY18 Operating Budget Presentation Schedule.

Peter Jurmain announced the Senior Circuit Breaker Presentation is scheduled for February 21, 2017 at the Council on Aging.

The committee reviewed the Reserve Fund Transfer guidelines reiterating the Finance Director's statement that Inter-Function Transfers can occur during the last two months of the fiscal year.

The committee discussed the pros and cons of creating a School Bus Stabilization Fund acknowledging a 2/3 vote at Town Meeting would be required to approve spending of the fund. There could be a need to create several Specialized Funds for such expenses as Computers, Road Maintenance, Building Maintenance, etc.

The committee voiced concern for the School Department's past use of funds and their impact on the town's liability and penalties the town could incur as a result.

Minutes Approval:

Susan Vecchi made a motion to recommend approval of the January 25, 2017 Meeting Minutes as written; Jerry Nunnaley seconded. Vote: 4/0 out of necessity the motion carries.

Susan Vecchi made a motion to recommend approval of the February 1, 2017 Meeting Minutes as written; Jerry Nunnaley seconded. Vote: 4/0 out of necessity the motion carries.

Adjourn:

Susan Vecchi made a motion to adjourn the meeting at 10:00 PM; Tayana Antin seconded. Vote 5/0 motion carries unanimously.

Respectfully submitted,
Deirdre Gilmore