

Finance Committee Meeting

March 1, 2017 7:30 PM EST  
Veterans Memorial Building, Room 229  
900 Main Street  
Millis, MA 02054

In Attendance:

Peter Jurmain, Chairman  
Craig Schultze, Clerk  
Tayana Antin  
Peter Berube  
Jodie Garzon  
Jerry Nunnaley  
Doug Riley  
Brenda Hamelin, Animal Control  
Lisa Hardin, Town Clerk  
Patty Kayo, Council on Aging  
Barbara Thissell, Board of Health  
James Neville, Board of Selectmen

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

FY18 Budget Presentation: Board of Health:

Barbara Thissell:

Salaries Request:	\$130,550.56
Expenses Request:	<u>\$ 7,215.00</u>
Total:	<u>\$137,765.56</u>

The budget request is a level service budget with the exception of contractual raises.

The department reviews applications for permits/licenses for: hazardous materials, septic installers and haulers, rubbish haulers, food, tobacco, tanning and body art facilities, and well water inspections. The department holds flu clinics as well as working in conjunction with the Animal Control Officer coordinating the town's annual Rabies Clinic.

FY18 Budget Presentation: Animal Control:

Brenda Hamelin:

Salaries Request:	\$77,341.60
Expenses Request:	<u>\$11,300.00</u>
Total:	<u>\$88,641.60</u>

The budget request includes contractual raises as well as a \$2.00 per day increase for the Part-time Animal Control Officer. The daily rate will increase to \$86.00 per day. Water and sewer expenses have been assigned their own line item. The cost is shared by Millis and Medway. Millis' portion is 45%, \$39,889.00.

The department responds to stray, sick or injured animals. There has been an increase in rabid raccoons recently. The Annual Rabies Clinic will held on April 8, 2017 in the afternoon. Tractor Supply will be holding several Rabies Clinics during the summer months.

The new vehicle has not been delivered yet; it is scheduled for delivery in the next few weeks.

FY18 Budget Presentation: Council on Aging:

Patty Kayo:

Salaries Request:	\$100,232.16
Expenses Request:	<u>\$ 8,434.00</u>
Total:	<u>\$108,666.16</u>

The expenses include a \$1,100.00 increase in gas. The department has had a significant increase, 46%, in transport requests.

Capital Request: Replace a 2007 van with 41,000 miles; the vehicle is beyond its useful life. The Friends of the Council on Aging have raised approximately \$15,000.00 to fund the van so the request is for the remaining \$55,000.00. The Paratransit Reimbursement of approximately \$17,000.00 per year is deposited in the town's General Fund as is used to offset the van drivers' salaries.

Above Level Service Request:

Additional hours:

Director:	10 Hours - \$17,529.50
Outreach Worker:	5 Hours - \$ 6,449.75
Department Assistant:	5 Hours - \$ 4,635.30
Total:	<u>\$28,614.55</u>

The Outreach Worker and Department Assistant would be eligible for benefits with the additional hours. The cost of benefits has not been factored into the above numbers.

The center is open Monday – Thursday 8:30 AM – 2:30 PM and Fridays 8:30 AM – 12:30 PM. Due to the increase in the number of seniors, additional operating hours would better serve the community's seniors.

The committee asked the Director to update the budget with benefits included, verify the correct salaries amount and to get the actual cost of the van and resubmit the budget.

FY18 Budget Presentation: Board of Registrars:

Lisa Hardin:

Salaries Request:	\$ 951.00
Expenses Request:	<u>\$3,900.00</u>
Total:	<u>\$4,851.00</u>

The board is responsible for voter registration, the annual town census and publishing the street list which is required by state law. The FY18 budget includes a 2% increase in expenses for postage and printing. A \$300.00 salaries increase is requested to cover overtime costs when the office is required to be open until 8:00 PM to accept voter registrations, petitions and nomination papers prior to an election.

FY18 Budget Presentation: Elections:

Lisa Hardin:

Salaries Request:	\$11,654.04
Expenses Request:	<u>\$ 9,630.00</u>
Total:	<u>\$21,284.04</u>

The Elections Budget is based on the number of elections and town meetings held throughout the year. The FY18 budget is for (1) Election and (2) Town Meetings. The Salaries line item has been increased by \$1,300.00 to cover overtime costs. Some of the overtime costs is for election worker training in events such as Violent Intruders and Fire Alarms. In prior years, employees were allowed comp time in lieu of overtime pay. They are anticipating the FY17 overtime budget will be over by at least \$5,000.00.

Capital Request: Purchase an \$8,000.00 storage closet to house election equipment, booths, tables, rugs, etc.

FY18 Budget Presentation: Town Clerk:

Lisa Hardin:

Salaries Request:	\$92,846.35
Expenses Request:	<u>\$ 5,775.00</u>
Total:	<u>\$98,621.35</u>

The salaries request includes a \$4,172.00 increase in overtime. An additional salaries request for \$72,150.00 would include (5) additional hours for the Assistant Town Clerk, \$7,714.20 and would fund a

Full-time Salaried Town Clerk, \$64,435.80, with a flexible work schedule - this position would not be part of the SEIU union.

The Expenses have been increased by \$2,225.00 to fund the Annual Town Report which has been moved into their budget.

Staff consists of (1) Full-time Assistant Town Clerk, 35 hours per week and (1) Part-time Department Assistant II, 20 hours per week. The department relies heavily on volunteers to keep the office open during regular business hours. Due to the office location it is often the first contact residents have when entering the building; this causes interruptions during the work day. The department receives numerous telephone calls which are directed to other departments in the building. The office is responsible for posting meetings in (2) places which is time consuming. Also, although voter registrations and vital records are online they too are very time consuming. The office is falling behind with filing meeting minutes.

The Assistant Town Clerk is retiring at the end of June 2017. Funding a Salaried Town Clerk would help with the transition of a new Assistant Town Clerk. Most surrounding towns have a Salaried Town Clerk. The office would run smoother with (2) Full-time positions. The Part-time position would still be needed to cover the office during vacations, sick days, etc. They would also like to propose a temporary 10 hour a week position for the outgoing Assistant Town Clerk to assist in the transition.

If the positions and additional hours are not funded, the office would have to be closed to the public on Fridays.

The committee has reservations about funding a Full-time Elected official, a possible Charter change would need to occur if it was considered. The committee suggested the Town Clerk talk to the Town Administrator and Board of Selectmen to determine the exact needs of the department.

The Town Clerk has not reviewed or raised fees in over 10 years.

#### Old Business/ New Business:

Peter Jurmain: All members of the committee have been given a town email account and are encouraged to use it when conducting town business. Reminder: Please complete the Conflict of Interest Law Online Training Program.

The Preliminary Article List will be reviewed by the Board of Selectmen and a consolidated list for the Town Warrant will be presented.

The committee would like to add a line item to the Finance Committee's FY18 Budget for ClearGov.com if it has not been included in the Board of Selectmen's Budget. Cleargov.com is a tool enhancing the town's budget presentations to residents and enables the residents to access useful information regarding the town's finances, etc. The School Committee has approved funding their portion.

Kleinfelder Report: The town will work out legal issues with the Town of Norfolk about any concerns and issues with the construction of their well and its impact on Millis' Well #5 & 6.

The committee again commended Chief Soffayer for his detailed Equipment Replacement Schedule and would encourage all town departments to develop a similar spreadsheet.

Jerry Nunnaley is working on the Budget Analysis from one fiscal year to another.

The town's Finance Director will provide the Debt Schedule by Friday, March 3, 2017

#### Minutes Approval:

Jerry Nunnaley made a motion to recommend approval of the February 15, 2017 Meeting Minutes as written; Tayana Antin seconded. Vote: 4/0 out of necessity 3 in abstention the motion carries.

#### Adjourn:

Jerry Nunnaley made a motion to adjourn the meeting at 9:23 PM; Jodie Garzon seconded. Vote 7/0 motion carries unanimously.

Respectfully submitted,  
Deirdre Gilmore