

Finance Committee Meeting

March 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
Craig Schultze, Clerk
Tayana Antin
Peter Berube
Jodie Garzon
Jerry Nunnaley
Doug Riley
Alex Lent, Library
Jennifer Scannell, Treasurer
Elementary School Board Committee Members
Nancy Gustafson, School Superintendent
Chris Blessen, Tappe Associates
Jeff D'Amico, Compass Project Management
James Neville, Board of Selectmen

Peter Jurmain called the meeting to order at 7:32 PM

FY18 Budget Presentation: Library:

Alex Lent:

The Library has had approximately 100,000 visits over the past year and over 126,000 items have been borrowed. This is a 30% increase in activity. Their laptops and computers have been used over 14,000 times.

Salaries Request:	\$253,269.00
Expenses Request:	<u>\$136,104.00</u>
Total:	<u>\$389,373.00</u>

The Expenses Request has an increase in Building Repairs, \$1,000.00 due to plumbing issues and room painting costs. A decrease in Water & Sewer of \$500.00 reflects an average of the past 3 years. Custodial costs have been included in the Town Buildings budget.

The Salaries Request does not include the Library Director's contractual increase but does include staff contractual increases as well as an increase in On-Call salaries, \$1,000.00. On-Call salaries cover staff vacations, sick and personal days. This is an affordable solution when they are short staffed.

They are requesting an Above Level Service Operating Budget item to expand their hours of operation. The total request is \$5,345.07. The hours of operation would increase from 45 hours per week to 51. The following is a breakdown of 3 shift requests:

- (1) Open from 10:00 AM to 8:00 PM on Thursdays – additional 4 hours: \$2,899.52.
This would allow High School students access to computers, internet, printers and research materials to complete their assignments. It would also increase the availability of the library's meeting spaces and community room. Extending Thursday hours until 8:00 PM the library will provide more hours for computer use; 65% of computer use occurs after 3:00 PM.
- (2) Open Saturdays from 10:00 AM to 3:00 PM all year long: \$1,413.81.
The library is closed on Saturdays during the months of July and August. Opening the library on Saturdays during those months would allow working family's access to the library. Library use during the summer months has increased.
- (3) Open from 10:00 AM to 8:00 PM on Mondays – additional 2 hours: \$1,031.74.
Opening earlier on Mondays would provide the community with additional computer and community room use.

An increase in utility costs during the extended hours has not been factored into these amounts.

Bills Payable Approval:

Approval of 3,582 pieces at \$0.177 per piece for the mailing of the Finance Committee's report prior to the Annual Spring Town Meeting.

Susan Vecchi made a motion to approve payment in the amount of \$634.01 to Postmaster for postage; Jodie Garzon seconded. Vote: 8/0 motion carries unanimously.

School Department Computer Lease Request:

The department has requested \$69,900.00 for their FY18 computer lease. According to the town's Finance Director the actual cost is \$46,397.99. The committee would like clarification of the lease terms and amount due in FY18.

Minutes Approval:

Jodie Garzon made a motion to recommend approval of the March 1, 2017 Meeting Minutes as written; Jerry Nunnaley seconded. Vote: 7/0, motion carries.

Reserve Fund Transfer Update – Finance Department:

Several weeks ago the Finance Committee approved a Reserve Fund Transfer to the Finance Department's budget for \$4,500.00 to cover a 16 hour per week Accounts Payable clerk. The request was made by the Director to ensure work on the town's FY18 Operating Budget would be complete and Revenue amounts finalized in time for Town Meeting. The committee would like an update on the status of both.

Article List:

Once the Revenue amounts have been finalized the Board of Selectmen will determine what articles will be included in the May Town Meeting Warrant. The Finance Committee has requested adding an article for ClearGov.com software for FY18.

Debt Schedule:

The Finance Department provided the committee with a Long Term Debt schedule however, many of the items the committee inquired about: Causeway Street Culvert, Fields Study and Ambulance were on the Short Term Debt Schedule. Jennifer Scannell, Treasurer, will provide the committee with the Short Term Schedule by next week.

Old Business/ New Business:

The committee reviewed their schedule for the upcoming Town Meeting. Final recommendations on Warrant Articles need to be complete by April 12, 2017 in order to meet the printing requirements for their report. Pre-Town Meeting will be held on May 3, 2017. During Pre-Town Meeting the committee reviews all Warrant Articles, answers questions regarding the articles and explains their recommendation of each article. All Finance Committee's recommendations are televised for residents. Maria Neville suggested televising the meetings during coffee and donut time held at the library on Friday mornings. James Neville anticipates the revenue amounts should be certified by Friday, March 17, 2017 and the Board of Selectmen will be reviewing and finalizing the Warrant on Monday, March 20, 2017 & Wednesday, March 22, 2017.

Elementary School Board Committee (ESBC) – Replacing the Clyde Brown School:

Wayne Klocko, Chairman of the ESBC:

The current facility does not support 21st century learning: Classroom sizes are under Massachusetts School Board Association (MSBA) requirements. Closets and hallways are used for classrooms and therapy sessions, the cafeteria is too small, 40% of the library is used for classroom space and the building has asbestos tile.

The structure and systems are beyond their useful life: The roof leaks and requires immediate replacement, all mechanical systems are beyond their useful like, and the building is not ADA compliant. The windows and exterior walls need replacement. When the structure was built in the 1950's the material used was T-111, which is exterior grade plywood.

The process began in 2010 when the district identified the Clyde Brown School as a priority for replacement and made several application to the MSBA. The MSBA is a funding agency and approves projects where the

education plan drives the design. The administration, teachers and staff members agreed to the 4-C's as a driving force – critical thinking, collaboration, communication and creativity. In March 2015, the town approved a \$1 million feasibility study for the project. In April 2015 the committee retained Compass Project Management and Tappe Architects. Over the last two years the ESBC has held several public forums and has recently presented the project to the Board of Selectmen. The committee also fully explored and finalized the preferred option and location of the new school.

The MSBA certified enrollment for K-5 grade as 515 students. The proposed structure is 90,000 square feet; the current building is 68,000 square feet.

Chris Blessen, Tappe Associates:

The materials used for the new facility will last 50 years. The facility will provide better security, better roof drainage, much improved administration offices, more daylight and will accommodate Special Education classrooms. The facility will offer STEAM (Science, Technology, Engineering, Arts and Music) space, teacher planning space and community spaces. The Extended Day program will be part of the early childhood education wing.

Wayne Klocko:

Project Budget Summary:

Building Construction:	\$34,911,000.00
Site Construction:	\$ 7,780,000.00
Furniture, Equipment and Technology:	\$ 1,236,000.00
Design and Consultant Fees:	\$ 3,871,000.00
Project Management and Clerk of Works:	\$ 1,498,000.00
Other Administrative Costs:	\$ 366,000.00
Contingencies:	<u>\$ 2,104,000.00</u>
Total:	<u>\$51,766,000.00</u>

Anticipated MSBA Grant: \$21 – 21.3 Million Dollars

Town Share of Costs: \$30.3 – 31 Million Dollars

In order for the project to proceed a favorable vote at the May Town Election as well as a 2/3 majority vote in favor of the project at the Annual Spring Town Meeting is needed. Construction would begin in the fall of 2017 and project completion is scheduled for the fall of 2019.

Peter Jurmain, at the request of the Interim Town Administrator and Finance Director, asked the ESBC to replace their chart on the impact this override would have on the average taxpayer with the one provided by the Treasurer. The ESBC's cost to the average taxpayer on a \$359,864.00 home is estimated at \$591.12 per year while the Treasurer's is \$622.00. While the difference is minimal, the committee would like residents to have the most accurate information possible before deciding to vote in favor or against the project.

Wayne Klocko reiterated that the structure is brick and mortar with nominal glass and general fixtures. The project would provide better security and a sprinkler system. The Furniture, Equipment and Technology line item includes desks and computer devices. The building is designed for clear line of sight and a lockdown component. The building would be ADA compliant which would alleviate some Millis students going out of district. There is an elevator in the facility and it will not be fully air conditioned but will have a tempered system. The design is 40% complete. The building is designed for a 10% increase or decrease in enrollment.

The town's bond rating is AA3. The rating is based on the town's Stabilization Fund balance. Millis' Stabilization Fund policy aims to maintain 5% of the Operating Budget in the fund.

Adjourn:

Susan Vecchi made a motion to adjourn the meeting at 10:32 PM; Jerry Nunnaley seconded. Vote 8/0 motion carries unanimously.

Respectfully submitted,
Deirdre Gilmore