

Finance Committee Meeting

May 10, 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
Jim Bullion
Jodie Garzon (at 8:33 PM)
Doug Riley
Michael Guzinski, Town Administrator
Chief Soffayer, Police Department
James McCaffrey, Board of Selectmen Chairman
Lisa Hardin, Resident and Town Clerk

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

Article #37 Citizen's Petition Article – Safe Communities Act:

James McCaffrey recalled one time when the Finance Committee was tasked with taking a position on a legislative bill, it was the overturning of the Citizen's United Bill which was voted at Town Meeting. The Town Administrator has had discussions with Town Counsel on the article but no formal opinion was received. The town cannot direct leaders to vote a certain way but can recommend or encourage them. The Finance Committee is required to take a position on each article.

Chief Soffayer wanted the members of the committee and residents to be clear that the Millis Police Department cannot enforce Immigration Laws. In (18) years, Millis may have had Federal Representatives enforce Immigrations Laws (5) times. If an undocumented individual injures another person in a motor vehicle accident and charges are issued, Federal Agencies will be notified. The Bail Commission determines if the undocumented individual will be released. Residents should be comfortable living in Millis; it's a very welcoming town. The Police Department does not knock down doors and haul away undocumented individuals; they do not have Federal Jurisdiction.

The committee is concerned that because the bill is complicated attendees at Town Meeting will not have enough information to make an informed vote. The petitioners will be providing handouts at Town Meeting for attendees.

Susan Vecchi made a motion to recommend approval of Article #37, Citizen's Petition – Safe Communities Act; Jim Bullion seconded. Vote: 3/3 1 abstained motion denied.

The committee will revisit when more committee members are in attendance.

Article #2 Replenish FY17 Operating Budget:

DPW Snow & Ice Deficit:	\$165,426.35
Police Department Overtime:	\$119,000.00
Police Department Sick Time Buy Back:	\$ 17,000.00
Replenish FY17 Reserve Fund:	\$ 40,000.00
Library Director Salary:	\$ 745.20
Fire (Ambulance) Expenses from Ambulance Receipts:	<u>\$ 10,000.00</u>
Total:	<u>\$352,171.55</u>

Craig Schultze made a motion to recommend approval of Article #2, Replenish FY17 Operating Budget, in the amount of \$352,171.55 of which DPW Snow & Ice Deficit in the amount of \$165,426.35 will be funded from Stabilization Funds, Police Department Overtime in the amount of \$119,000.00 will be funded from Free Cash, Police Department Sick Time Buy Back in the amount of \$17,000.00 will be funded from Free Cash, Replenish FY17 Reserve Fund in the amount of \$40,000.00 will be funded from Free Cash, Library Director Salary in the amount of \$745.20 will be funded from Free Cash and Fire (Ambulance) Expense in

the amount of \$10,000.00 will be funded from Other Available Funds; Susan Vecchi seconded. Vote: 7/0 motion carries unanimously.

Article #5 AFSCME Contract Settlement – DPW:

The contract is settled, the article is simply to ratify the contract at Town Meeting. Typically, if the contract is retroactive, the retroactive amount is included in the article. The retroactive amount for FY17 will be absorbed in the DPW budget.

Mike Guzinski will confirm next week if the FY18 Operating includes Non-Union Employee Raises.

Article #6 Dispatcher Association Contract Ratification:

The contract is settled. Mike Guzinski will clarify the amount at next week's meeting.

Article #10 Amendment to the Personnel Plan – Classification Change: Add Traffic Supervisors:

The committee needs more information to vote on the article. Mike Guzinski will provide the information at next week's meeting.

Article #17 DPW: MS4 Stormwater Management:

The article is for \$194,603.10 however approximately \$40,000.00 will be absorbed in the DPW's budget.

Jim McCaffrey: The Board of Selectmen strongly support funding the full amount of this article. It is unlikely another source of funding will be established by the November Town Meeting to fund the mandate. The Board of Selectmen hope to establish an Enterprise Fund by the May 2018 Town Meeting.

Committee members suggested a strong effort in educating the community about the concept of MS4 Stormwater Management and the need to fund it.

Article #30 Schools: Instructional Resources:

If funds are available the Finance Committee will consider recommending approval of this article.

Article #7 FY18 Operating Budget:

Craig Schultze will contact the Finance Director to verify amounts. Specifically, the Fire Department's Operating Budget: Is the Department Assistant II and the Firefighter/Paramedic included in the Salaries amount.

The School Department line item should be presented as one line item; Salaries and Expenses should not be split. Having both Salaries and Expenses in one line item it gives them the ability to transfer funds within their budget. State Law allows the schools to use the appropriated funds at their discretion. The committee requested the Finance Director to adjust the Operating Budget to one line item.

Article #35 Board of Selectmen Report: Unfunded Capital Project Requests:

The Town Administrator and Board of Selectmen will provide a report listing the unfunded items to simply let the residents know what items were not funded. The Finance Committee will make a recommendation after the report is received.

Article #32 Schools: Fund School Bus Stabilization Fund:

The article to establish the fund has been recommended for dismissal.

Craig Schultze made a motion to recommend dismissal of Article #32, Schools: Fund School Bus Stabilization Fun; Susan Vecchi seconded. Vote: 8/0 motion carries unanimously.

Article #37 Citizen's Petition: Massachusetts Safe Communities Act:

Now that the committee has eight members in attendance another recommendation vote will be taken. The committee summarized their previous discussion of the article. Some committee members felt debate on the subject at Town Meeting would be uninformed. The approval or dismissal of this article is ultimately up to Town Meeting. Millis is a welcoming community, recommending approval of this article will encourage debate at Town Meeting. It does not necessarily mean the committee endorses it.

Susan Vecchi made a motion to recommend approval of Article #37 Citizen's Petition: Massachusetts Safe Communities Act; Jodie Garzon seconded. Vote: 5/3 motion carries.

Town Clerk, Registrars and Elections Operating Budget:

The additional salary amount of \$6,002.73 for these budgets should all be included in the Town Clerk budget.

The Town Administrator asked the committee to reconsider funding the Department Assistant II for the Fire Department. The committee's concern is funding recurring costs such as personnel with Free Cash. The committee acknowledged the need for the position but felt without significant growth in FY18 the position could not be funded in FY19. Some committee members suggested using shared resources within the town's current personnel to assist the Fire Chief with payroll and other clerical duties. The committee felt funding the Firefighter/Paramedic was more important to public safety than funding the Department Assistant II position and noted that there were no funds available to fund Road Improvements in FY18. The Town Administrator and Finance Director will revisit funding the Department Assistant II with available funds other than Free Cash.

Warrant Article Funding Sources:

Craig Schultze made a motion to recommend funding Article #11, Audit, in the amount of \$35,500.00 from Free Cash; Jodie Garzon seconded. Vote: 8/0 motion carries unanimously.

Craig Schultze made a motion to recommend funding Article #12, Actuarial Study - OPEB, in the amount of \$7,500.00 from Free Cash; Jodie Garzon seconded. Vote: 8/0 motion carries unanimously.

Craig Schultze made a motion to recommend funding Article #14, ClearGov.com Software, in the amount of \$5,625.00 from Free Cash; Jodie Garzon seconded. Vote: 8/0 motion carries unanimously.

Craig Schultze made a motion to recommend funding Article #15, Sewer Infiltration and Inflow Phase IV-B, in the amount of \$132,650.00 from Sewer Surplus; Jodie Garzon seconded. Vote: 8/0 motion carries unanimously.

Craig Schultze made a motion to recommend funding Article #16, Dover Road Water Main Project Phase II, in the amount of \$887,545.50 from Borrowing; Jodie Garzon seconded. Vote 8/0 motion carries unanimously.

Craig Schultze made a motion to recommend funding Article #17, MS4 Stormwater Management, in the amount of \$194,603.10 from Free Cash; Jodie Garzon seconded. Vote 8/0 motion carries unanimously.

Craig Schultze made a motion to recommend funding Article #18, Yukon Cargo Trainer, in the amount of \$7,995.00 from Free Cash; Jodie Garzon seconded. Vote 8/0 motion carries unanimously.

Craig Schultze made a motion to recommend funding Article #20, CPC Budget and Fund Reservations, from CPC Funds; Susan Vecchi seconded. Vote 8/0 motion carries unanimously.

Craig Schultze made a motion to recommend funding Article #21, School Bus Lease, in the amount of \$67,038.83 from Free Cash; Susan Vecchi seconded. Vote 8/0 motion carries unanimously.

Craig Schultze made a motion to recommend funding Article #22, Computer Leases, in the amount of \$46,397.99 from Free Cash; Susan Vecchi seconded. Vote 8/0 motion carries unanimously.

Craig Schultze made a motion to recommend funding Article #23, Medicaid Reimbursement, in the amount of \$5,000.00 from Free Cash; Susan Vecchi seconded. Vote 8/0 motion carries unanimously.

Craig Schultze made a motion to recommend funding Article #25, Computer Lease - New, in the amount of \$22,813.11 from Free Cash; Susan Vecchi seconded. Vote 8/0 motion carries unanimously.

Craig Schultze made a motion to recommend funding Article #26, Clyde Brown Roof Repair, in the amount of \$58,000.00 from Free Cash; Susan Vecchi seconded. Vote 8/0 motion carries unanimously.

Consideration was given to partially funding Article #30 School Instructional Resources or Article #31 School Upgrade and Repair Middle/High School Bathrooms, with approximately \$8,000.00 available in Free Cash and if reconsideration was given to funding Article #18, DPW: Yukon Cargo Trailer in the amount of \$7,995.00. The committee will consult with the School Superintendent and the School Committee Chairman to determine where the funds would be better served.

Article #35 Board of Selectmen Report – Unfunded Capital Project Requests:

The committee will hold off on voting to accept the list.

Inter Function Transfers:

The first is for Planning Board Salaries in the amount of \$3,028.00 from:

Engineering Expense:	\$1,500.00
Advertising:	\$1,028.00
Supplies and Expenses:	\$ 400.00
Dues and Subscriptions:	\$ 100.00

Susan Vecchi made a motion to approve an Inter Function Transfer for Planning Board Salaries in the amount of \$3,028.00; Jim Bullion seconded. Vote: 8/0 motion carries unanimously.

The second is for Conservation Commission Salaries in the amount of \$2,400.00 from Conservation Commission Expenses.

Craig Schultz made a motion to approve an Inter Function Transfer for Conservation Commission Salaries in the amount of \$2,400.00; Susan Vecchi seconded. Vote: 8/0 motion carries unanimously.

Old Business/ New Business:

Jodie Garzon developed a Municipal Finance/Budget Glossary, this could be very useful to the residents to better understand the town's finances and the use of terms at Town Meeting and Board of Selectmen and Finance Committee meetings. The glossary is more concise than the Commonwealth's version. Peter Jurmain voiced his appreciation of Jodie's efforts in drafting the glossary. The glossary will be available on the town's website. The committee suggested either including it in their Finance Committee Report or as a handout at Town Meeting. Lisa Hardin, Town Clerk, voiced concern with the number of handouts at Town Meeting and asked the committee to consider including the Municipal Finance/Budget Glossary in the Finance Committee's Report to the residents.

Minutes Approval:

The committee noted the following changes to the May 3, 2017 Meeting Minutes:

Citizen's Petition Article – Safe Communities Act: Should read: no discussion on the substance of the article at Town Meeting

Town Clerk Operating Budget: Should read: Salaries not Overtime

Clyde Brown School Roof Article: Should read: Repair not Replacement

Craig Schultz made a motion to amend the May 3, 2017 Meeting Minutes; Jodie Garzon seconded. Vote: 7/0 1 Abstained, motion carries.

Craig Schultze made a motion to recommend approval of the May 3, 2017 Meeting Minutes with amendments; Jodie Garzon seconded. Vote: 7/0, 1 Abstained, motion carries.

Adjourn:

Susan Vecchi made a motion to adjourn the meeting at 10:02 PM; Jodie Garzon seconded. Vote 8/0 motion carries unanimously.

Respectfully submitted,
Deirdre Gilmore