

Finance Committee Meeting

May 17, 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  
Michael Guzinski, Town Administrator  
Chief Barrett, Fire and Rescue

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

FY18 Operating Budget Review and Update:

Craig Schultze:

The Debt Service Line Item has been reduced by \$10,000.00. The request to replenish the FY17 Reserve Fund by \$40,000.00 has been reduced to \$20,000.00 which should be an adequate amount for any unforeseen expenses incurred during the remainder of the fiscal year. Freeing up \$30,000.00 will allow the committee to recommend approval of the MS/HS Bathroom Upgrade in the amount of \$20,000.00 and reduce the amount of Stabilization Funds used for the Snow & Ice Deficit by \$10,000.00.

Warrant Article Review and Recommendations:

Craig Schultze made a motion to recommend approval of Article #31, Schools: Repair and Upgrade Middle and High School Bathrooms, in the amount of \$20,000.00 funded with Free Cash; Susan Vecchi seconded. Vote: 8/0 motion carries unanimously.

Article #7 FY18 Operating Budget – Consideration to Fund the Department Assistant II – Fire and Rescue:

Chief Barrett: The department would benefit greatly with this position. The clerical duties would be shifted from the Chief to the Assistant and would help meet the needs of the public in a non-emergency manner. In working with the Town Administrator and Finance Director the position could be funded as follows:

Fire and Rescue Salaries: Reduce the On-Call Firefighter's Salary by \$4,700.00 by not filling vacant positions.

Debt – Bank Fees/ Charges: The town has earmarked \$10,000.00 for bank fees incurred with the cost of borrowing. However, fees have not been incurred in this area in 3 – 4 fiscal years.

Data Processing – Fire Support Services: Reduce the budget by \$5,300.00

The Fire and Rescue Salaries Budget for FY18 needs to be examined to ensure step raises have not been included two times. The committee is concerned with using one time funds for personnel. The Fire Chief, Town Administrator and Finance Director will review other funding sources to meet this request.

Article #2 Replenish FY17 Operating Budget:

Susan Vecchi made a motion to reconsider Article #2, Replenish FY17 Operating Budget; Jodie Garzon seconded. Vote: 8/0 motion carries unanimously.

Susan Vecchi made a motion to recommend approval of Article #2, Replenish FY17 Operating Budget in the amount of \$332,171.55 by reducing the amount to Replenish Reserve Fund to \$20,000.00; Jodie Garzon seconded. Vote: 8/0 motion carries unanimously.

Article #5 AFSCME Contract Settlement and Article #6 Dispatcher Association Contract Settlement:

Susan Vecchi made a motion to recommend approval of Article #5, AFSCME Contract Settlement and Article #6, Dispatcher Association Contract Settlement; Jodie Garzon seconded. Vote: 7/0 motion carries unanimously.

Article #7 FY18 Operating Budget:

Craig Schultze made a motion to recommend approval of Article #7, FY18 Operating Budget in the amount of \$29,356,965.39 of which \$29,204,479.00 will be funded by Taxation and \$152,486.39 will be funded by Free Cash; Susan Vecchi seconded. Vote: 8/0 motion carries unanimously.

Article #30 Schools: Instructional Resources:

Susan Vecchi made a motion to recommend dismissal of Article #30, Schools: Instructional Resources, due to lack of funds; Jodie Garzon seconded. Vote: 8/0 motion carries unanimously.

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

The committee will make a recommendation on this article after reviewing the Board of Selectmen's report.

Article #27 Bond Premiums:

Craig Schultze made a motion to recommend approval of Article #27, Bond Premiums; Susan Vecchi seconded. Vote: 8/0 motion carries unanimously.

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

Susan Vecchi made a motion to recommend approval of Article #10, Amendment to the Personnel Plan – Classification Change: Add Traffic Supervisors; Tayana Antin seconded. Vote: 8/0 motion carries unanimously.

Inter-Function Transfers:

Four transfers will be funded by the Health Insurance line item in the FY17 Operating Budget. Health Insurance is typically budgeted for additional subscribers to the town's health insurance and is often used to cover under budgeted operation costs.

Susan Vecchi made a motion to recommend an Inter-Function Transfer in the amount of \$15,000.00 from account number 0190051-519150, Health Insurance, to account number 0115152-520151 Legal Town Counsel; Jerry Nunnaley seconded. Vote: 8/0 motion carries unanimously.

Craig Schultze made a motion to recommend an Inter-Function Transfer in the amount of \$2,429.76 from account number 0190051-519150, Health Insurance, to account number 0113552-540400 Finance Office Expenses; Susan Vecchi seconded. Vote: 8/0 motion carries unanimously.

Craig Schultze made a motion to recommend an Inter-Function Transfer in the amount of \$230.00 from account number 0190051-519150, Health Insurance, to account number 0124452-540400 Sealer of Weights and Measures Supplies and Expenses; Susan Vecchi seconded. Vote: 8/0 motion carries unanimously.

Susan Vecchi made a motion to recommend an Inter-Function Transfer in the amount of \$6,625.00 from account number 0190051-519150, Health Insurance, to account number 0116251-510500 Election Wages; Jodie Garzon seconded. Vote: 8/0 motion carries unanimously.

Old Business/ New Business:

The Town Administrator confirmed Non-Union Employee and Contracted Employee raises are included in the FY18 Operating Budget.

Committee members will send updated article comments to the administrative assistant for inclusion in the Finance Committee Report to the residents.

A Chapter 90 definition will be included in the Municipal Finance/Budget Glossary. The committee agreed the glossary should be included in the committee's report.

Craig Schultze will update the FY18 Operating budget.

The Town Administrator and Moderator will visit the MS/HS to coordinate the seating arrangements for Town Meeting as well as accommodations for the anticipated large attendance.

Susan Vecchi made a motion to recommend approval of payment to Community Newspaper in the amount of \$38.49 to advertise Pre-Town Meeting; Jodie Garzon seconded. Vote: 8/0 motion carries unanimously.

Minutes Approval:

The committee will review and approve at the May 30, 2017 meeting.

Adjourn:

Susan Vecchi made a motion to adjourn the meeting at 8:45 PM; Craig Schultze seconded. Vote 8/0 motion carries unanimously.

Respectfully submitted,  
Deirdre Gilmore