

Finance Committee Meeting

May 3, 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
Jodie Garzon
Jerry Nunnaley
Doug Riley
Michael Guzinski, Town Administrator
Nancy Gustafson, Schools Superintendent
Marc Conroy, School Committee Chairman
James McKay, Planning Board
Bruce Berry, Resident
Lisa Hardin, Resident and Town Clerk

Peter Jurmain called the meeting to order at 7:53 PM

Citizen's Petition Article – Amend Zoning Map:

Bruce Berry:

A special permit was granted in 1997 for his property to store equipment. There is interest in using this property for a ground solar system. Recently at Town Meeting, the Zoning By-Laws were changed which resulted in a portion of his property not being zoned for the solar system. His request is to rezone that area to allow the solar system project to continue. The solar system is considered personal property and that will be revenue for the town.

James McKay:

The Planning Board held a Public Hearing on March 29, 2017 on the matter. The Planning Board voted unanimously in support of rezoning the parcel. The members present were: Robert Cantoreggi, Chairman, George Yered, Clerk, James McKay, Nicole Riley and Richard Nichols.

Craig Schultze made a motion to recommend approval of Article #33, Citizen's Petition – Amend Zoning Map; Doug Riley seconded. Vote: 6/0 motion carries unanimously.

Citizen's Petition Article – Safe Communities Act:

Lisa Hardin:

The request is for the town to endorse the Safe Communities Act; there is no financial impact on the town. If the committee votes to dismiss the article there would be no discussion on the substance of the article at Town Meeting. If the Massachusetts State Legislature approves the act it will impact all cities and towns.

Members of the committee felt the subject is more legally complicated than the way the petition is written. The act would have an impact on the town's police force. Millis is not faced with this issue at the moment. The committee would like to have the Police Chief's opinion and Town Counsel's legal interpretation and written opinion on the act.

Board of Selectmen – Open and Close the Warrant:

The board met prior to the Finance Committee meeting and voted to add the following to the Warrant Article List and the FY18 Operating Budget:

- Schools: Repair and Upgrade the Middle and High School Bathrooms
- Schools: Create School Bus Stabilization Fund
- Schools: Instructional Resources
- Department of Public Works: Yukon Cargo Trailer
- Reserve Fund Increase

- Police and Fire Departments PC Software

School Department Warrant Articles Discussion:

Marc Conroy:

The Middle and High School's Bathrooms have not been updated since the building was constructed. They are still functioning, the article is intended to promote maintenance of the current structure.

The Instructional Resources is the second half of the Science Curriculum.

Establishing a Stabilization Fund for the School Buses would allow them to save funds towards the purchase of school buses. The school bus fleet is not in need of any replacement until June of 2018.

The committee noted that once funds are appropriated into the School Bus Stabilization Fund those funds can only be used for the purchase of buses. An alternative would be to place an article on the Town Warrant next year for the purchase of a school bus.

FY18 Operating Budget:

Craig Schultze:

Three documents were created to represent the FY18 Operating Budget, Fund Uses and Sources and a Budget Analysis. Creating these reports will exhibit less use of Stabilization Funds for recurring items in FY18 with the anticipated borrowing for the Clyde Brown School Project.

The Fund Uses and Sources report reflected a reduction in the Stabilization Fund by \$184,000.00 to fund the FY17 Snow & Ice Deficit. All other items were funded by Free Cash:

Above Level Service:

School Resource Officer:	\$ 21,480.00
Firefighter/Paramedic:	\$ 29,730.00
Snow and Ice Increase:	\$ 61,755.00
Police Computer Software and Support:	\$ 12,000.00

Must Fund Items:

Unpaid Bills:	\$ 7,665.00
FY17 Police Overtime:	\$186,745.00
Audit:	\$ 35,500.00
Actuarial Study – OPEB:	\$ 7,500.00
MS4 Stormwater Management:	\$194,603.00
School Bus Lease:	\$ 67,038.00
School Computer Lease:	\$ 46,397.00
School Medicaid Billing:	\$ 5,000.00

Discretionary Items:

ClearGov.com:	\$ 5,625.00
School: Computer Lease – New:	\$ 22,813.00
School: Clyde Brown School Roof Repair:	\$ 58,000.00
Municipal Non-Union Employee Raises:	\$ 7,791.00

The Board of Selectmen voted to approve additional Salaries in the FY18 Operating Budgets for Town Clerk: \$4,173.00, Elections: \$1,800.00 and Registrars: \$300.00. It was suggested to reduce the increase in the FY18 Snow & Ice Budget to fund the Town Clerk, Elections and Registrars Salaries.

The Board of Selectmen voted to include the Department of Public Works – Yukon Cargo Trailer. Since Municipal Raises for Non-Union Employees was already included in the Finance Director's Operating Budget those funds could be used to fund the DPW – Trailer in the amount of \$7,995.00.

Mike Guzinski notified the committee that New Growth increased to \$440,000.00; that information was already included in the reports.

The committee discussed the option to fund MS4 Stormwater Management through the November Town Meeting and then fund the remaining 50% at that time. This would free up monies to fund other much needed Warrant Articles.

The Fire Department's Department Assistant II was not funded in the presented scenario. Although the committee did note the dire need for one,

The Board of Selectmen did vote to remove Article #29, OPEB Trust, one has already been established and Article #32, General By-Law Amendment – Town Meeting Dates. They also voted to reduce the Legal Fees amount in the Sewer Budget to \$5,000.00 and to add a Reserve Fund Article.

The Alternative Operating Budget reflected the following changes:

Police Department:

Salaries:	\$1,703,321.17
Expenses:	<u>\$ 192,000.00</u>
Total:	<u>\$1,895,321.17</u>

The changes are a \$21,480.00 increase in Salaries for a School Resource Officer and a \$12,000.00 increase in Expenses for Software and IT Support.

Fire Department:

Salaries:	\$1,114,631.41
Expenses:	<u>\$ 150,000.00</u>
Total:	<u>\$1,264,631.41</u>

The change is in the Salaries line item to include an ALS Firefighter/Paramedic.

Millis Schools:

The total was reduced by \$164,650.00 to \$14,800,272.97.

If MS4 Stormwater Management Article was partially funded the schools could use Free Cash for the Repair and Upgrade the Middle and High School Bathrooms or Instructional Resources.

The Board of Selectmen will try to establish funding for MS4 Stormwater Management and to develop a Capital Plan by November.

Warrant Article Recommendations:

Craig Schultze made a motion to recommend approval of Article #25, School: Clyde Brown School Roof Repair, in the amount of \$58,000.00; Jodie Garzon seconded. Vote: 6/0 motion carries unanimously.

Craig Schultze made a motion to recommend approval of Article #27, Reauthorization of the Revolving Funds, as follows:

Oak Grove Farm Maintenance	\$35,000.00
Animal Control Shelter Fund:	\$ 3,000.00
Fire Alarm Fund:	\$10,000.00
Historical Commission Fund:	\$12,000.00
Ambulance Department Fund:	\$20,000.00
Council on Aging Transportation Fund:	\$ 5,000.00
Veterans Memorial Building Custodial and Maintenance Fund:	\$ 6,000.00
Food Service Fund:	\$ 4,500.00
Stormwater Management Fund:	\$10,000.00
Board of Health Medical Services and Vaccination Fund:	\$ 8,500.00
Board of Health Rabies Clinic/Program Fund:	\$ 2,500.00
Continuing Education Fund:	\$50,000.00
Millis Public Schools Athletic Fields Fund:	\$35,000.00
Millis Public Schools Extracurricular Fund:	\$ 8,000.00
Millis Public Library Special Use Fund:	\$10,000.00

; Jodie Garzon seconded. Vote: 6/0 motion carries unanimously.

Craig Schultze made a motion to recommend dismissal of Article #28, OPEB Funding; Jodie Garzon seconded. Vote: 6/0 motion carries unanimously.

Jodie Garzon made a motion to recommend approval of Article #19, CPC Budget and Fund Reservations, in the amount of:

Administrative Expenses, Expenses and VMB Masonry Repairs:	\$ 8,477.00
Undesignated Fund Balance for Long Term Debt – Principal:	\$26,267.00
Undesignated Fund Balance for Long Term Debt – Interest:	\$13,712.67
FY18 Historic Resources Reserve:	\$16,953.00
FY18 Community Housing Reserve:	\$16,953.00
FY18 Open Space Reserve:	\$16,953.00
FY18 Budgeted Reserve:	\$80,000.00

; Craig Schultze seconded. Vote: 6/0 motion carries unanimously.

Craig Schultze made a motion to recommend approval of Article #TBD, DPW Yukon Cargo Trailer, in the amount of \$7,995.00; Doug Riley seconded. Vote: 6/0 motion carries unanimously.

Craig Schultze made a motion to recommend approval of Article #8, Sewer Enterprise Fund Budget, in the amount of \$1,201,541.28 including Salaries, Expenses and Debt; Jodie Garzon seconded. Vote: 6/0 motion carries unanimously.

Craig Schultze made a motion to recommend approval of Article #9, Water Enterprise Fund Budget, in the amount of \$1,132,001.32 including Salaries, Expenses and Debt; Jodie Garzon seconded. Vote: 6/0 motion carries unanimously.

Jodie Garzon made a motion to recommend approval of Article #15, DPW: Sewer – Infiltration and Inflow Phase IV-B, in the amount of \$132,650.00; Jerry Nunnaley seconded. Vote: 6/0 motion carries unanimously.

Jodie Garzon made a motion to recommend approval of Article #16, DPW: Water – Dover Road Water Main Project Phase II, in the amount of \$887,545.50; Doug Riley seconded. Vote: 6/0 motion carries unanimously.

Craig Schultze made a motion to recommend dismissal of Article #23, Schools: Create a School Bus Stabilization Fund; Jodie Garzon seconded. Vote: 6/0 motion carries unanimously.

Assignment of Added Articles:

DPW: Yukon Cargo Trailer – Peter Jurmain
Schools: Instructional Resources – Jodie Garzon
Schools: Repair and Upgrade the Middle and High School Bathrooms – Jodie Garzon
Schools: Create School Bus Stabilization Fund – Jodie Garzon
Reserve Fund – Craig Schultze

Old Business/ New Business:

Committee members noted their desire to have a breakdown of Real Estate Taxes so residents would have a better understanding where their taxes are spent in town. The Tax Rate is set in November so any changes then or to a resident's assessed value of their home would alter the breakdown and could be misleading to residents.

Minutes Approval:

Jerry Nunnaley made a motion to recommend approval of the April 26, 2017 Meeting Minutes as written; Craig Schultze seconded. Vote: 5/0, 1 Abstained, motion carries.

Adjourn:

Craig Schultze made a motion to adjourn the meeting at 9:42 PM; Jodie Garzon seconded. Vote 6/0 motion carries unanimously.

Respectfully submitted,
Deirdre Gilmore