

Finance Committee Meeting

July 12, 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
Peter Berube
Jim Bullion
Jodie Garzon
Doug Riley
Michael Guzinski, Town Administrator
Chief Soffayer, Police Department

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

Discuss/Vote Reserve Fund Transfers:

- (1) The request from the Library Director in the amount of \$4,000.00 would be appropriated to the Library's FY18 Building Repairs Budget. The present balance in that line item is \$6,000.00 and the balance in the overall budget is \$136,104.00.
The HVAC controls system is not working and needs to be replaced. The contractor used subpar materials which resulted in the failed system. At the time the library was built the Permanent Building Committee chose the low bid for contractors. The committee was concerned with using Reserve Funds this early in the fiscal year even though this is an unexpected cost to the library's budget. The committee would like verification if there are other funds in the library budget to cover this expense. Therefore, the committee held off on voting on the transfer at this time.

The committee discussed the extraordinary amount of Reserve Fund Transfers and Inter Function Transfers requested. The Town Administrator agreed and explained that this is due to the transition in management in FY17. At Town Meeting the Operating Budget is voted by line item, for example Health and Human Services, which includes Board of Health, Council on Aging and Veterans Services. This allows transfers between those three budgets the last two months of the fiscal year. The committee would like the Town Administrator to lean on department heads to stay within their appropriated budgets and to keep them informed of any major deficits throughout the fiscal year. The Town Administrator assured the committee that his focus in FY18 is for less transfers next year.

- (2) The request in the amount of \$2,486.34 is for Dispatch Sick Leave Buy Back due to the unanticipated retirement of a full time dispatcher.
Susan Vecchi made a motion to approve a Reserve Fund Transfer in the amount of \$2,486.34 to Account Number 0123551-510900 Dispatch Sick Leave Buy Back; Craig Schultze seconded. Vote: 7/0 motion carries unanimously.
- (3) The request in the amount of \$3,497.32 is for Dispatch Training due to the unanticipated retirement of a full time dispatcher. The Police Chief explained that the dispatch staff has been depleted over the last two years and that going forward grants in the amount of \$14,000.00 - \$15,000.00 would be used for training purposes.
Susan Vecchi made a motion to approve a Reserve Fund Transfer in the amount of \$3,497.32 to Account Number 0123551-510552 Dispatch Training; Jodie Garzon seconded. Vote: 7/0 motion carries unanimously.
- (4) The request in the amount of \$10,888.34 is for Dispatch Wages Part Time due to the unanticipated retirement of a full time dispatcher.
Susan Vecchi made a motion to approve a Reserve Fund Transfer in the amount of \$10,888.34 to Account Number 0123551-510510 Dispatch Training; Jodie Garzon seconded. Vote: 7/0 motion carries unanimously.
- (5) The request in the amount of \$600.00 is for Building Department Wages from Fees as a result of building permit activity.

Susan Vecchi made a motion to approve a Reserve Fund Transfer in the amount of \$600.00 to Account Number 0124151-510580 Building Department Wages from Fees; Jodie Garzon seconded. Vote: 7/0 motion carries unanimously.

Discuss/Vote Inter Function Transfers:

- (1) Susan Vecchi made a motion to approve an Inter Function Transfer in the amount of \$47,255.19 to Account Number 0122051-510559 Fire Department – Shirt Coverage from:

Account Number 0121051-510200 Police – Department Head:	\$33,203.00
Account Number 0123552-540400 Dispatch – Supplies and Expenses:	\$ 544.10
Account Number 0123552-540480 Dispatch – Clothing:	\$ 1,273.16
Account Number 0123552-540800 Dispatch – Equipment:	\$ 750.00
Account Number 0123552-540850 Dispatch – Equipment Repairs:	\$ 1,500.00
Account Number 0190051-519150 Health Insurance:	\$ 9,984.93

;Jodie Garzon seconded. Vote: 7/0 motion carries unanimously.

- (2) Susan Vecchi made a motion to approve an Inter Function Transfer in the amount of \$298.66 to Account Number 0161052-540140 Library – Materials from Account Number 0161051-510500 Library Wages; Jodie Garzon seconded. Vote: 7/0 motion carries unanimously.

- (3) Peter Jurmain made a motion to approve an Inter Function Transfer in the amount of \$17,874.41 to Account Number 0123551-510550 Dispatch – Overtime from:

Account Number 0121052-520200 Police – Maintenance Contract:	\$ 8,990.71
Account Number 0121052-540850 Police – Equipment Repairs:	\$ 8,883.70

;Susan Vecchi seconded. Vote: 7/0 motion carries unanimously.

- (4) Craig Schultze made a motion to approve an Inter Function Transfer in the amount of \$33,141.19 to:

Account Number 0119852-541410 Town Buildings – Heat & Fuel:	\$ 442.22
Account Number 0119852-540440 Town Buildings – Electricity:	\$22,727.63
Account Number 0119852-530000 Town Buildings – Energy Manager:	\$ 5,551.02
Account Number 0119852-540492 Town Buildings – VMB Expense:	\$ 488.42
Account Number 0119852-570500 Town Buildings – Auto Reimbursement:	\$ 184.90
Account Number 0119852-520241 Town Buildings – VMB Repairs:	\$ 1,986.00
Account Number 0119852-520800 Town Buildings – Maintenance Contracts:	\$ 516.00
Account Number 0119852-540490 Town Buildings – Special Expenditures:	\$ 1,245.00

from:

Account Number 0112951-510200 Town Administrator – Salaries:	\$13,364.00
Account Number 0112951-510300 Board of Selectmen – Department Head:	\$ 7,185.00
Account Number 0119352-570100 General Insurance:	\$12,592.19

;Jodie Garzon seconded. Vote: 7/0 motion carries unanimously.

- (5) Craig Schultze made a motion to approve an Inter Function Transfer in the amount of \$1,786.58 to Account Number 0129251-510510 Animal Control – Part Time from:

Account Number 0129252-540400 Animal Control – Supplies and Expenses:	\$ 126.09
Account Number 0129252-540800 Animal Control – Equipment:	\$ 1,263.29
Account Number 0124152-540710 Building Department – Meetings:	\$ 387.73
Account Number 0124452-520700 Sealer, Weights and Measures – Training:	\$ 9.47

;Peter Jurmain seconded. Vote: 7/0 motion carries unanimously.

- (6) Craig Schultze made a motion to approve an Inter Function Transfer in the amount of \$91.24 to Account Number 0116151-510350 Town Clerk – Overtime from Account Number 0190051-519150 Health Insurance; Susan Vecchi seconded. Vote: 7/0 motion carries unanimously.

- (7) Craig Schultze made a motion to approve an Inter Function Transfer in the amount of \$372.82 to Account Number 0116151-510300 Town Clerk – Clerical from Account Number 0190051-519150 Health Insurance; Susan Vecchi seconded. Vote: 7/0 motion carries unanimously.

- (8) Craig Schultze made a motion to approve an Inter Function Transfer in the amount of \$132.50 to Account Number 0114151-510200 Assessors – Clerical from Account Number 0190051-519150 Health Insurance; Susan Vecchi seconded. Vote: 7/0 motion carries unanimously.

- (9) Craig Schultze made a motion to approve an Inter Function Transfer in the amount of \$173.95 to Account Number 0114151-510200 Assessors – Department Head from Account Number 0190051-519150 Health Insurance; Susan Vecchi seconded. Vote: 7/0 motion carries unanimously.

- (10) Craig Schultze made a motion to approve an Inter Function Transfer in the amount of \$577.37 to Account Number 0113551-510350 Finance Department – Wages Overtime from Account Number 0190051-519150 Health Insurance; Jodie Garzon seconded. Vote: 7/0 motion carries unanimously.
- (11) Craig Schultze made a motion to approve an Inter Function Transfer in the amount of \$4,309.36 to Account Number 0113551-510200 Finance Department – Director Salary from Account Number 0112159-590002 Non-Union Wage Increase; Susan Vecchi seconded. Vote: 7/0 motion carries unanimously.
- (12) Craig Schultze made a motion to approve an Inter Function Transfer in the amount of \$125.77 to Account Number 0122052-540400 Fire Department – Supplies & Expenses from Account Number 0124451-510100 Sealer Weights and Measure - Salary; Jodie Garzon seconded. Vote: 7/0 motion carries unanimously.
- (13) Susan Vecchi made a motion to approve an Inter Function Transfer in the amount of \$1,464.62 to Account Number 0143951-510550 Transfer Station – Overtime from Account Number 013952-520190 Transfer Station – Recycling; Craig Schultze seconded. Vote: 7/0 motion carries unanimously.

Old Business/New Business:

Every fiscal year the committee must vote to approve (2) Signatories for Finance Committee Clerical payroll approval. Craig Schultze made a motion to recommend the Chairman and Vice-Chairman of the committee as Signatories; Jodie Garzon seconded. Vote: 7/0 motion carries unanimously.

Jodie Garzon made a motion to approve payment to ClearGov Inc. in the amount of \$5,625.00; Susan Vecchi seconded. Vote: 7/0 motion carries unanimously.

Chief Soffayer updated the Finance Committee on the condition of four cruisers that need to be replaced. He suggested leasing four vehicles for three years in the amount of \$40,000.00 per year. At the end of the lease, the town could purchase the vehicles for \$1.00 per vehicle. The department averages seven years useful life for their vehicles. Their total Vehicle Repair Budget is \$10,000.0 per year and they have spent \$7,355.52 since January on repairs. The department has updated radios and other equipment from grants they received that could be used in the leased vehicle. Most likely, the only equipment the leased vehicles would need are updated lights. The committee agreed this is a good idea and will address the situation at the November Town Meeting.

Board Assignments:

Craig Schultze nominated Peter Jurmain as the Finance Committee liaison to the Capital Planning Advisory Committee; Susan Vecchi seconded. Vote: 7/0 motion carries unanimously.

Craig Schultze has decided to step down as liaison to the following committees: Community Preservation Committee, Sidewalk Committee and Drinking Water Committee. Peter Berube offered to be the liaison to the Sidewalk Committee and Doug Riley offered to be the liaison to the Drinking Water Committee. A liaison to the Community Preservation Committee will be decided at a later date. The committee will draft a letter to the Board of Selectmen asking for Peter Berube and Doug Riley's appointment to the committees.

Minutes Approval:

Jodie Garzon made a motion to recommend approval of the June 5, 2017 Meeting Minutes as written; Susan Vecchi seconded. Vote: 6/0 1 abstained, motion carries.

Adjourn:

Susan Vecchi made a motion to adjourn the meeting at 8:59 PM; Jodie Garzon seconded. Vote 7/0 motion carries unanimously.

Respectfully submitted,
Deirdre Gilmore