

Finance Committee Meeting

February 27, 2019 7:30 PM EST
Veterans Memorial Building, Room #229
900 Main Street
Millis, MA 02054

In Attendance:

Jodie Garzon, Chairman
Peter Berube, Vice Chairman
Doug Riley, Clerk
Joyce Boiardi
Jim Borgman
Peter Jurmain
Shawn Power
Craig Schultze
Mike Guzinski, Town Administrator
Carol Johnston, Finance Director
Jonathan Barry, Chairman Capital Planning Committee
Kim Tolson, Library Director

Jodie Garzon called the meeting to order at 7:32 PM.

Capital Planning Committee (CPC) Update:

Jonathan Barry:

The committee was established in August 2017 and consists of five members originally the committee had seven members. They have met with all departments and have prepared a comprehensive list of approximately 150 items totaling \$50 million. Their goal is to make residents aware of items the town will need in the next ten years.

The committee reviewed thirty-five items for FY20. Each department was asked to rank their items as either high, medium or low priority and to further rank the list by priority in four tiers: Tier 1 – Highest Priority, Tier 2, Tier 3 and Tier 4 – Deferred to a subsequent year. The results of the ranking are:

Tier 1: Ten projects totaling \$3,839,900.00
Tier 2: Eight projects totaling \$2,386,120.00
Tier 3: Five projects totaling \$105,250.00
Tier 4: Twelve projects totaling \$2,667,994

The total for FY20: \$8,999,264.00

The committee endeavored not to let the cost of each item influence its ranking. Within the next couple of months, they hope to have the entire list prioritized in a formal document which may or may not be available by the May Town Meeting. The ten items in Tier 1 are:

| | | |
|---------|---------------------------------|----------------|
| DPW | International Dump Truck | \$ 115,000.00 |
| IS/IT | IT/MUNIS Upgrades | \$ 215,000.00 |
| General | Facilities Audit | \$ 115,000.00 |
| COA | Senior Center Feasibility Study | \$ 25,000.00 |
| School | Computer Replacement - Teachers | \$ 20,725.00 |
| School | Computer Replacement – IPADS | \$ 49,175.00 |
| DPW | DPW Facility | \$2,500,000.00 |
| DPW | Salt Shed | \$ 500,000.00 |
| DPW | Infiltration and Inflow Project | \$ 200,000.00 |
| DPW | Stormwater Improvements | \$ 100,000.00 |

Funding sources include General Funds, Enterprise Funds and Borrowing. Some of the FY20 Tier 1 items are already on the May Town Meeting Warrant. The committee is hopeful that some items can be funded through grants. The list in each tier has not been further prioritized.

The Facilities Audit does not include the schools. The schools had a buildings audit several years ago which resulted in the new Clyde Brown Elementary School Project. The School Department is requesting a \$100,000.00 Engineering Study in Tier 2.

The list contains some "mission critical" items such as the DPW Dump Truck and some wants such as a new Senior Center.

Department Heads were asked to prioritize their list of items. The CPC debated each department's priorities. Items deferred to a future year do not automatically become a Tier 1 item the next year. This is the first year the CPC consolidated the list of capital years and it will be more refined in the future. The majority of the \$50 million is for replacement items and building repairs. Approximately 25% of the list is recurring costs such as police cruisers and annual road repairs.

Peter Jurmain applauded Jon for his effort in maintaining the list which required an enormous amount of time.

Reserve Fund Transfer Request: Library Building Repairs:

Kim Tolson:

In FY18 the HVAC Maintenance Contract costs were transferred from the Town Buildings Operating Budget to the Library's. The amount budgeted for Library Building Repairs was never increased for FY18 or FY19, this resulted in the line item being underbudgeted. The Library has had ongoing issues since it opened six years ago. The request is in the amount of \$4,529.95 to pay (2) invoices for work already completed.

Mike Guzinski:

The town contracts with Commercial Boiler for all municipal building HVAC maintenance. The committee requested the annual cost of the contract for each building.

Peter Berube made a motion to recommend approval of a Reserve Fund Transfer in the amount of \$4,529.95 to Library Building Repairs; Pete Jurmain seconded. Vote: 8/0 motion carries unanimously.

May Town Meeting Preliminary Warrant Article Review:

Mike Guzinski:

There are twenty-five Warrant Articles. The Board of Selectmen can open the Warrant to add articles and reclose it if they choose.

Article #1 Unpaid Bills

This article authorizes payment of bills from previous fiscal years. The list of bills is not complete.

Article #2 FY19 Additional Wages and Expenses

This is a standard article that will authorize the use of funds for underbudgeted Operating Budgets.

Article #3 SEIU 888 and Mass Cops' Millis & Dispatcher's Contract Ratifications

SEIU 888 is still in negotiations; the contract expired June 30, 2018. Retro pay is part of the negotiations. The provision under the expired contract stay is place until a new contract is ratified. The Police and Dispatchers have started negotiations.

Article #4 FY20 Operating Budget

This article approves the town's budget for the upcoming fiscal year.

Article #5 Sewer Enterprise Fund

Article #6 Water Enterprise Fund

Article #7 Stormwater Enterprise Fund

Article #8 Amendments to Personnel Plan

Article #9 Independent Audit

Article #10 Board of Health Appointing Authority

Article #11 Board of Health Acceptance of MGL Chapter 40U

Approval of this article will allow the Board of Health to collect various fines.

Article #12 Revolving Funds

Article #13 Capital Items

Any Capital Item requiring borrowing will be a separated article.

Article #14 Department of Public Works' Project

The engineer is getting cost estimates and should have them within three weeks. This article will require borrowing, the use of unused funds from previous DPW Capital Projects and Enterprise Funds. The Enterprise Funds to be used have been factored in the water, sewer and stormwater rates. The committee requested details of the \$328,200.00 in unused capital projects.

Article #15 Community Preservation Fund

Article #16 Community Preservation Historic Resource Reserve Fund

Article #17 Board of Assessors – FY20 Personal Property Interim Year Inspections

The cost for the inspections is approximately \$6,000.00.

Article #18 Previously Approved School Bus Lease

Article #19 Previously Approved School Computer Lease

Article #20 Medicare/Medicaid Reimbursement Services

Article #21 OPEB (Other Post-Employment Benefits) Fund

Article #22 Stabilization Fund

Article #23 Zoning ByLaw – Temporary Signs

This article was submitted by the Town Clerk and details have not yet been provided but it references political signs.

Article #24 Zoning ByLaw – Municipal Facilities and Uses

This ByLaw change is needed for Article #14; Town Counsel is working on the final wording.

Article #25 Board of Selectmen Report – Unfunded Capital Project Requests

This article provides the residents a list of items the town needs but cannot fund at this time. The vote is to accept the report as acknowledgement of the items.

FY20 Revenue Forecast Review:

Carol Johnston:

The figures are the same as those presented at January's Tri-Board Meeting. Funds received from the Marijuana facilities are not expected to be significant in FY20. An updated forecast will be presented at the next week's Tri-Board Meeting. Free Cash totals \$589,670.16 and New Growth is expected to be 4%.

Bills Payable Approval:

Peter Berube made a motion to recommend approval to pay W.B. Mason in the amount of \$12.95; Craig Schultze seconded. Vote: 8/0 motion carries unanimously.

Peter Berube made a motion to recommend approval to pay Community Newspaper Company in the amount of \$45.61; Pete Jurmain seconded. Vote: 8/0 motion carries unanimously.

Meeting Minutes Approval:

Craig Schultze made a motion to recommend approval of the January 9, 2019 Meeting Minutes as written; Pete Jurmain seconded. Vote: 5/0 3 abstained motion carries.

Adjourn:

Peter Jurmain made a motion to adjourn the meeting at 8:41 PM; Peter Berube seconded. Vote 7/0 motion carries unanimously.

Respectfully submitted,
Deirdre Gilmore