

Finance Committee Meeting

March 13, 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 Bullion
Peter Jurmain
Shawn Power
Craig Schultze (@ 7:40 PM)
Mike Guzinski, Town Administrator
Kim Tolson, Library Director
Jennifer Farrar, Library Trustee
Kris Fogarty, Recreation
Patty Kayo, Council on Aging
Jim McKay, Department of Public Works

Jodie Garzon called the meeting to order at 7:30 PM.

Library FY20 Budget Presentation:

Kim Tolson:

The Library is considered the heart of the town. They had over 110,000 visitors in FY18; a 5% increase over the previous year. They offer over 600 programs and free technology. Their meeting space usage averages 63 times a week.

Salaries Request:	\$261,517.00
Expenses Request:	<u>\$146,111.00</u>
Total:	<u>\$407,628.00</u>

The request includes a \$5,518.00 increase in Building Repairs from \$6,000.00 to \$11,518.00. Two years ago, there was a shift in responsibility for paying expenses such as electricity, maintenance contracts, etc., from the Town Buildings Budget to each relevant department. However, the funds were never transferred to the Library's Budget for Building Repairs. As a result, in both FY18 and FY19 a Reserve Fund Transfer was needed to cover underbudgeted costs in building repairs. The FY20 request does not include recommended annual plumbing maintenance. The Library has requested a facilities audit to the Capital Planning Committee for maintenance needs.

Jim McKay explained that two years after the building opened there was a sewer backup. The DPW jetted the sewer line to clear it and had a camera assess the line. As a result, it was discovered there were intrusions in the line as well as a large dip. The committee voiced their concerns that larger problems could come down the road if the plumbing is not maintained properly.

Jennifer Farrar assured the committee the Library Trustees will work with the Director to provide any information the committee requests.

The use of the Roche Bros. Community Room is not fee based. The Friends of the Library hold fundraisers to offset some costs and the Library installed solar panels to defray electricity costs. While the Library does not generate a lot of revenue, the basis of a Public Library is that it is free.

Above Level Service Requests:

- 10 additional hours per week for the Technology Coordinator in the amount of \$8,012.00. This would allow for updating and maintaining hardware and software. The staff member is already in place, so it would not include an increase in benefits. The Friends of the Library have paid approximately \$2,000.00 to train a member of the Library staff. The IS Committee designated a member to work with the Library to review their long-term needs. The committee inquired if a staff member could be tasked with the responsibilities. The Technical Coordinator responsibilities were added in FY19 in the amount of \$7,691.00,
- Extended Thursday hours until 8:00 PM in the amount of \$6,153.00; 4 hours per week for 2 staff members.

Their first priority would be the additional hours for the Technology Coordinator.

Recreation FY20 Budget Presentation:

Kris Fogarty:

The department has a dedicated curriculum and is a vital part of the community. They offer Pre-school, youth and adult programs as well as trips and special events. The Pickle Ball program is a huge success and is enjoyed by all ages. The department is working with the Council on Aging to develop more "Active Adult" programs.

The department's salaries:

Director – 35 hours per week:	\$61,140.00
Department Assistant – 10 hours per week:	<u>\$10,582.00</u>
Total:	<u>\$71,722.00</u>

The town funds \$30,000.00 of the Director's salary; the amount was increased \$10,000.00 three years ago. A request to reclassify the Director from a Grade 10A to a Grade 12 and to fully fund the Director's salary was made.

Fees from the programs and events are deposited into a Revolving Account and are used to pay for the Department Assistant's salary, supplies, equipment and all other expenses. Fee Revenue has been impacted by the Clyde Brown School Project. The Summer Concert Series is sponsored and many donations for supplies help offset costs. Recreation Departments are funded in varying ways in surrounding towns.

The committee discussed the possibility of fully funding the department; it would become a budgeted department and all fees would go into the General Fund. Spending would be limited, and the town would be dependent on the revenue from program fees. The Board of Selectmen would have to support changing the department.

Council on Aging FY20 Budget Presentation:

Patty Kayo:

The Millis Council on Aging is committed to maintaining the highest level of independence for older individuals, 60+ years of age and older, by developing and coordinating community care and education. They provide transportation for the elderly and disabled and provide a Meals on Wheels Program. Millis' senior population has increased by 58% over the past ten years.

Salaries Request:	\$112,526.00
Expenses Request:	<u>\$ 8,434.00</u>
Total:	<u>\$120,960.00</u>

The Outreach Worker has resigned; the replacement will start at a lower hourly rate. The Outreach Worker directs seniors to where services are available.

Their vehicle fleet is in good shape and consists of the following:

- 2011 Ford E350 Handicapped Van
- 2013 Chevy Cruze
- 2019 Toyota Sierra Handicapped Van

The purchase of the new van was possible due to an earmark from Representative Linsky and The Friends of Millis' Council on Aging.

Above Level Service Request:

The request would keep the department open until 4:30 PM Monday – Thursday. Hourly increases are:

<u>Position:</u>	<u>Current Hours:</u>	<u>Proposed Hours:</u>	<u>Increase:</u>
Director:	27.50	35.00	7.50
Outreach Worker:	17.50	19.50	2.00
Department Assistant:	17.50	25.00	7.50
Dispatch:	16.00	19.00	3.00

The total cost is \$23,656.08.

The department is expecting an increase of visitors due to the Dover Road Assisted Living Facility and the Regency at Glen Ellen project. Middlesex Savings Bank provided a grant for \$15,000.00 to the Friends of Millis' Council on Aging. There are no restrictions on what the funds can be used for and the group is hoping to purchase exercise equipment for the active seniors to use. The Supportive Day Program is no longer offered due to very low enrollment; one individual. Surrounding towns offer similar programs which caused a decline in program use. The department's transportation fees are comparable to surrounding towns. Data for the number of seniors visiting the center was provided. It outlined the decreases and increases in various age groups. The center itself has had a number of improvements over the last few years. Donations to the center can be made directly to the Director or through the Town Administrator if the amount is substantial. A request for a feasibility study was made to assess if the center needs to expand to accommodate the increase in the senior population.

The committee asked the Director to provide data to justify the increase in the center's hours. Discussions if a new facility is needed and if the center could work with surrounding town's Senior Center to share facilities and resources took place. All seniors are welcomed at all Senior Centers; some Millis seniors do visit surrounding town's centers.

Craig Schultze exited the meeting at 8:56 PM.

Authorization to Spend in Excess of the FY19 Budget – Snow and Ice Request:

Jim McKay:

The Board of Selectmen approved a request to Spend in Excess of the FY19 Budget – Snow and Ice in the amount of \$25,000.00.

Expenses Budgeted:	\$170,727.00	Salaries Budgeted:	\$ 48,000.00
Expenses Expended:	\$195,900.35	Salaries Expended:	\$ 75,953.28
Deficit:	\$ 25,173.35	Deficit:	\$ 27,953.28
Total Deficit:	\$ 53,126.63		

Treated salt was purchased in January and mixed with regular road salt due to the extreme cold the region was experiencing at that time. The department uses eight subcontractors to assist during plowable snow storms; their contract pays a four-hour minimum per storm. The Police Department calls the DPW when they feel the roads are becoming dangerous.

Some committee members commended the DPW for their enormous effort in keeping the roads clear of snow and ice, others questioned if the roads were plowed too well. Overall, the committee agreed the department does an amazing job.

The Board of Selectmen will be asked to increase the \$25,000.00 amount at their March 25, 2019 meeting; the Director will attend the March 27, 2019 Finance Committee meeting to request the higher amount.

Department of Public Works FY20 Budget Presentation:

Jim McKay:

The Pavement Management Plan, a comprehensive study of the town's roads, which was approved and funded at the November 2018 Town Meeting is complete and will be presented to the Board of Selectmen in early April.

Highway Division:

Salaries Request:	\$ 271,211.79
Expenses Request:	<u>\$ 412,321.00</u>
Total:	<u>\$ 683,532.79</u>

An increase in expenses is being requested due to an increase in asphalt products in an effort to repair the roads.

Snow and Ice:

Salaries Request:	\$ 48,000.00
Expenses Request:	<u>\$ 170,727.00</u>
Total:	<u>\$ 218,727.00</u>

Street Lighting:

Expenses Request:	<u>\$ 40,850.00</u>
Total:	<u>\$ 40,850.00</u>

Transfer Station:

Salaries Request:	\$ 26,181.37
Expenses Request:	<u>\$ 75,662.00</u>
Total:	<u>\$ 101,843.37</u>

With rising recycling rates, the Board of Selectmen will have to decide if it is cost efficient to keep the Transfer Station open.

Sewer Enterprise Fund:

Salaries Request:	\$ 242,910.00
Expenses Request:	<u>\$1,227,924.00</u>
Total:	<u>\$1,470,834.00</u>

The Inflow and Infiltration Program bid will be going out shortly.

Water Enterprise Fund:

Salaries Request:	\$ 343,280.00
Expenses Request:	<u>\$1,236,812.00</u>
Total:	<u>\$1,580,092.00</u>

Eighty two percent of the FY19 Stormwater Utility Fees have been collected and delinquent notices were sent out last week. The town's portion of the utility will be paid at the May Town Meeting. In FY20, there will be a dedicated line item in the DPW budget for Stormwater Utility Fees. Every department in town received a Stormwater Utility Bill: Schools, DPW, Police, Fire, Library and Town Hall. During the implementation of the utility, the Board of Selectmen voted to create the Enterprise Fund knowing that town departments would be subject to the fee similar to Water and Sewer Fees. The town's portion is between \$30,000.00 and \$40,000.00 for FY19.

The town has qualified for an Asset Management Planning (AMP) Grant. The total cost of the program is \$147,500.00 of which \$88,500.00 will be paid by grant funds. The remaining \$59,000.00 will be split equally between all three Enterprise Funds; Water, Sewer and Stormwater. The program will improve maintenance practices, track inventory of equipment, etc. and streamline capital improvement programs within the town's Water, Sewer and Stormwater infrastructures.

Warrant Article Requests:

- Dump Truck with Sander Replacement in the amount of \$173,770.00. The cost will be split equally between the General Fund and the Water Enterprise Fund. Leasing information was provided, and it is clear leasing of DPW vehicles and equipment is not cost effective.
- Flashing Stop and Crosswalk Signs in the amount of \$12,735.00
The request is in conjunction with the Police Chief for certain areas in town: Village and Plain streets intersection, Richdale Foods intersection and at Main Street and Auburn Road.
- DPW Building Renovation: This item will be discussed further at the March 27, 2019 meeting with Wayne Klocko, Permanent Building Committee Chairman present.
- Zoning ByLaw change to rezone the area of 7 Water Street for the DPW Building Project.
- Request to Repurpose Prior Appropriation: this will help offset the cost of the DPW Building Project with prior appropriations for DPW projects: HVAC Repairs - \$63,200.00, Garage Roof Repairs - \$15,000.00 and Garage Repairs - \$250,00.00. Town Counsel suggested it is best to have this as a separate article.

The DPW Director and Town Administrator will meet with Medfield Officials and the Department of Transportation to discuss the Dover Road Project in the next couple of months. The Regency at Glen Ellen project will resume Monday, finishing the water and sewer line installation and eventually gas service installation. Contact information for a Columbia Gas of MA representative for the project can be picked up at the DPW office. All utilities should be installed by August 2019. Residents can start connection applications once the pump station is constructed on Middlesex Street.

May Town Meeting Warrant Article Review:

Mike Guzinski:

The Board of Selectmen have not added any additional Warrant Articles at this time. At their Monday, March 25, 2019, meeting they intend to open the Warrant to add and delete articles. The CPA (Community Preservation Act) submitted an article for the Niagara Hall Firehouse Restoration – Phase IV.

Within the next couple of weeks, costs for the DPW Building Warrant Article will be narrowed down.

Bills Payable Approval:

Peter Berube made a motion to recommend approval to pay W.B. Mason, for nameplates, in the amount of \$26.62; Jim Bullion seconded. Vote: 7/0 motion carries unanimously.

Meeting Minutes Approval:

Peter Berube made a motion to recommend approval of the February 27, 2019 Meeting Minutes as written; Joyce Boiardi seconded. Vote: 7/0 motion carries unanimously.

Pete Jurmain made a motion to recommend approval of the March 6, 2019 Tri-Board Meeting Minutes as written; Joyce Boiardi seconded. Vote: 7/0 motion carries unanimously.

Old Business/New Business:

Jodie Garzon reminded the committee that the meeting's packets included the Tri-County Regional Vocational – Technical District's FY20 Budget and recommended the committee review for discussion in the next couple of weeks.

Adjourn:

Peter Berube made a motion to adjourn the meeting at 9:40 PM; Pete Jurmain seconded. Vote 7/0 motion carries unanimously.

Respectfully submitted,
Deirdre Gilmore