Finance Committee Meeting

March 20, 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 Joyce Boiardi Jim Bullion Peter Jurmain Shawn Power Mike Guzinski, Town Administrator Carol Johnston, Finance Director Chief Barrett, Fire and Rescue

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

Finance Department FY20 Budget Presentation:

Carol Johnston:

The FY20 Budget Request includes a contracted increase for the Director's salary from \$109,164.00 in FY19 to \$125,000.00, an increase in Overtime from \$2,000.00 to \$6,000.00 and an increase in Meetings from \$1,928.00 to \$2,328.00

Salaries Request:	\$230,995.00
Expenses Request:	<u>\$ 6,538.00</u>
Total:	<u>\$237,533.00</u>

The department staff consists of the following:

•	Director	F/T	40 Hours per week
•	Department Assistant III – Asst. Town Accountant	F/T	30 Hours per week
•	Department Assistant III – Payroll Coordinator	F/T	35 Hours per week
•	Department Assistant II – Accounts Payable Clerk	P/T	10 Hours per week

Above Level Service Requests:

• Promote the Department Assistant III at 30 hours to Town Accountant at 40 hours, eliminating the Department Assistant II (A/P) 10 hours per week. The salary would be \$80,750.00. There will be additional costs for training to become a Certified Town Accountant within three years.

A Grant for approximately \$100,000.00 for MUNIS would enable to town to tie the School Department into the Municipal's Accounting Software eliminating the duplicate efforts of entering A/P; once at the department level and then in the Finance Office. A/P data entry will then be rolled out to all departments: Police, Fire, DPW, Library etc. Terry Wiggin, the School's Business Manager is somewhat familiar with the MUNIS system. Training will need to take place for both the Schools and all Municipal Departments.

Data Processing FY20 Budget Presentation:

Carol Johnston:

Salaries Request:	\$ 16,415.00
Expenses Request:	<u>\$134,423.00</u>
Total:	<u>\$150,838.00</u>

The Department Head Salary of \$13,966.00 will be used to partially fund the Town Administrator's request for a Part-Time IT Staff Member; the remaining \$2,449.00 is for the Department Assistant III – Assistant Town Accountant's Annual IT Stipend.

The town is transitioning to a Cloud based system; a grant for approximately \$64,000.00 was received for the transition. The final migration costs, approximately \$70,000.00, will be included in the Capital Items article in the May 2019 Town Meeting. In addition to the final migration costs, funding will be requested for the School Department's conversion to MUNIS, approximately \$55,000.00. Town Hall staff's PCs will be replaced with Thin Clients. The town's hardware contracts have all expired; it was suggested \$1,000.00 be transferred from Software Maintenance to Hardware Maintenance. Eventually, Annual IT Maintenance Costs will be allocated to each department, similar to utility costs.

Debt Schedule Review:

Carol Johnston provided the town's Debt Schedule and highlighted some items: Page 5 included all the General Fund Debt. Debt Exclusions, highlighted in red, include:

• • • •	Cassidy/Stanton Land Paine Well Land #2 Library Police & Fire Buildings Quint Fire Truck Clyde Brown Elementary School	August Februa July 20 July 20	t 2010 Bond t 2010 Bond ary 2013 Bond 016 Bond 016 Bond 016 Bond ober 2018 Bond	
The To	otal General Fund Debt Payments for FY	19:	Principal: Interest: Total:	\$1,077,920.00 <u>\$561,380.40</u> <u>\$1,639,300.40</u>
The To	otal General Fund Debt Payments for FY	20:	Principal: Interest: Total:	\$2,043,867.50 <u>\$2,117,836.25</u> <u>\$4,161,703.75</u>

The committee noted the significant increase from FY19 to FY20 and asked the Finance Director to provide the current principal balance on each project. A request was made for the balance of the town's total debt and the debt limit; the Town Administrator noted that the Clyde Brown School Project is exempt from the debt limit. In November 2018, approximately \$25 million was bonded for the Clyde Brown School Project. In November 2019, \$5.7 million will be bonded for the project. The Finance Director will provide an explanation of the items highlighted in yellow referencing "Refunded".

A review of Capital Projects that are complete but have unused fund balances include:

•	Reconstruct Acorn Street	\$18,528.00
•	Causeway Street Culvert Improvements:	\$ 8,947.00
•	Flood Proof Dover Road Pump Station:	\$48,666.00
•	Replace Veterans Memorial Building Boiler:	\$ 5,235.00
•	DPW Vehicles/Equipment:	<u>\$ 2,955.00</u>
	Total:	<u>\$84,331.00</u>

The funds can be used for projects similar in nature.

Fire and Rescue Department FY20 Budget Presentation:

Chief Barrett:

The department's accomplishments include:

- Hired a dedicated EMS Coordinator to meet State and Medical Control requirements.
- Moved the Medical Control Direction from MetroWest to Norwood Hospital.
- Establish ALS (Advanced Life Support) Certified Service in September 2018.
- Hired 7 New On-Call Firefighters requiring training and certification.
- Preparation for the influx of 55+ communities in town. The average age of residents in 55+ communities is 67 years.
- The department has training in dispensing Narcan and will be training for Fentanyl overdoses.

In February 2019, OSHA's (Occupational Safety and Health Administration) new requirements went into effect. The new requirements include equipment life expectancy maximum of 10 years. The requirements are unfunded mandates.

Salaries Request:	\$1,448,176.65
Expenses Request:	<u>\$ 188,000.00</u>
Total:	<u>\$1,636,176.65</u>

Increases to the salaries line item include contractual obligations for the Department Head, Holiday Pay and Rescue Wages. Overtime and On-Call Wages were increased due to the addition of 3 Firefighters and operating the 2nd Ambulance. Contractual Stipends such as EMT, Lieutenant, Firefighter and Car Seat Training have increased as well. Stipends are special licenses, travel, etc.

The ALS program will reap its benefits in approximately one year. The program offsets Mutual Aide Costs.

The Dover Road Assisted Living facility will possible require a 3^{rd} Ambulance with anticipated weekly calls ranging from 6 - 8.

A SAFER (Staffing for Adequate Fire and Emergency Response) Program would fund Firefighters with Federal funds: 75% Year 1 & 2 and 35% Year 3. After the 3rd year the town would have to fund the entire salary.

Expenses were increased for Heat & Fuel, Water & Sewer and Electricity to reflect the actually costs incurred.

Above Level Service Requests:

- The addition of an On-Call Deputy Chief. The annual stipend would be \$1,454.00 and an hourly increase of \$6.00 per hour for each Captain \$2,500.00 per year.
- The addition of a 4th Lieutenant. The annual stipend would be \$731.00 and an hourly increase of \$1.06 per hour or \$2,315.05 annually.
- 24 hours per week for a Department Assistant II in the amount of \$25,608.96. The Chief
 is the only Department Head without administrative staff. As a result, he handles payroll,
 accounts payable, scheduling, inspections, permit filings and all data processing. The
 request would add hours to the Police Chief's Department Assistant. Alleviating the Chief
 of administrative duties would free up time to spend on grant applications.

Capital Items Request:

- Scott Air-Packs & Spare Bottles \$ 8,775.00 The packs and bottles are replaced after their life expectancy and are done so on a rotating basis.
- Firefighters Turnout Gear: \$29,600.00 This would fund 10 sets of gear for the on-call staff. In order to get the staff certified and complying with OSHA requirements, the gear must be replaced

The committee asked the Chief to provide a list of calls the department responded to.

Meeting Minutes Approval:

Peter Berube made a motion to recommend approval of the March 13, 2019 Meeting Minutes as written; Pete Jurmain seconded. Vote: 6/0 motion carries unanimously.

Adjourn:

Pete Jurmain made a motion to adjourn the meeting at 8:42 PM; Jodie Garzon seconded. Vote 6/0 motion carries unanimously.

Respectfully submitted, Deirdre Gilmore