

## Tri-Board Meeting

January 9, 2019 7:00 PM EST  
Millis Police Station  
Community Room  
1003 Main Street  
Millis, MA 02054

### In Attendance:

#### Finance Committee

Jodie Garzon, Chairman  
Peter Berube, Vice Chairman  
Doug Riley, Clerk (at 7:09 PM)  
Jim Bullion  
Peter Jurmain  
Craig Schultze

#### Board of Selectmen

Catherine MacInnes, Chairman  
James McCaffrey, Clerk

#### School Committee

Steven Catalano, Chairman  
Marc Conroy  
Denise Gibbons

### Invited Guest:

Michael Guzinski, Town Administrator  
Carol Johnston, Finance Director  
Nancy Gustafson, School Superintendent  
Terry Wiggins, School Business Manager  
Jonathan Barry, Capital Planning Committee Chairman  
Hannah York, Professional Financial Consultant

Catherine MacInnes called the Board of Selectmen meeting to order at 7:01 PM; James McCaffrey seconded. Vote: 2/0 motion carries unanimously.

Steven Catalano called the School Committee meeting to order at 7:02 PM; Marc Conroy seconded. Vote: 3/0 motion carries unanimously.

Peter Berube called the Finance Committee meeting to order at 7:03 PM; Peter Jurmain seconded. Vote: 5/0 motion carries unanimously.

### Opening Remarks:

Catherine MacInnes thanked everyone for their attendance and looks forward to great communication and collaboration between the Municipal and School departments during the upcoming budget cycle.

Steven Catalano introduced Terry Wiggins, Business Manager for the School Department and noted Terry's vast experience and expressed how helpful he has been to the School Committee and School Superintendent with their 5 year Operating and Financial Planning Strategy. The School Committee is looking at the overall cost to operate the schools including budgets, revolving accounts, grants, donation, etc.

Jodie Garzon noted the great strides that have been made with the newly established budget process, better communication between the boards and committees with department heads as well as the Tri-Board collaboration.

### Tri-Board Meeting Overview:

James McCaffrey stated the meeting's purpose is to facilitate dialogue during the upcoming budget cycle. The Municipal Departments now have a comprehensive budget document, similar to the School Department's budget document, which was established for FY19 through a Community Compact grant. During the FY19 budget cycle there was a lot of personnel change resulting in the re-staffing of internal leadership; Town Administrator and Finance Director. Some of the goals are to discuss consideration of a new split between the Municipal Departments and the School Department, a general overview of the needs of the town and consideration given to

the burden placed on the taxpayers. Within the last five years the town's taxes have increased due to the new Library, Police and Fire stations. The impact of the new Clyde Brown school to taxpayers will be reflected in FY20 (July 1, 2019 – June 30, 2020).

Tonight's meeting hopes to begin discussion on the big picture of the town's needs for the next ten years and how this information will be conveyed to the taxpayers. It is the taxpayers who ultimately decide what the town funds through the Annual Town Meetings. It was suggested that the Tri-Board should meet regularly during the budget process.

#### Capital Planning Committee Update:

Jonathan Barry gave an overview of the Capital Planning Committee which was established in August 2017. The committee consists of members from the Board of Selectmen, School Committee and Finance Committee. The committee has met with each department to discuss and review their needs for the next ten years. The committee has a list of 150 large and small items amounting to approximately \$50 million over ten years. Ninety percent of the list are needs not wants. At this time, the committee and departments are working to prioritize the list and evaluate if some items can be acquired through grants rather than funded by taxes. The School Department in conjunction with Representative Linsky received Earmark Grants to fund needs in the MS/HS Auditorium. Within the next two months, the committee will provide a comprehensive report which will hopefully be presented to the residents by the May Town Meeting. A decision will be made if their report will be combined with the Finance Committee's Report sent to residents one week prior to town meeting or if another avenue of presentation would be better received.

The Capital Planning Committee will present the prioritized list however, the Board of Selectmen and Finance Committee determine what to place on the Town Meeting Warrant based on available funds. In the past the Warrant has include an article, Board of Selectmen Report – Unfunded Capital Project Requests. This article was presented in order to make the public aware of the items the town needs but could not fund at the time. The vote on the article is to accept the report as acknowledgement of the items.

In recent years, a Capital Items Warrant Article was voted at both the Spring and Fall Town Meetings. This article funded relatively small items, less than \$200,000.00, for various departments. It was suggested that if a large Capital Item, funded through a Debt Exclusion, is to be considered it should have its own separate article.

Road improvements are a major need in the town. At the November 2018 Town Meeting a Pavement Management Plan was funded. The plan will outline the road improvements and the amount of funding needed for the next five to ten years.

#### Current and Long-Term Strategy for School and Municipal Departments:

The School and Municipal departments use two different accounting systems which results in duplicate efforts by staff members. The goal is to transition into using one system to create a more efficient process. This process will not reduce current finance staff but will alleviate the need for additional staffing in the future. The transition will initially come at a cost to implement and train staff members. The town is seeking a grant to absorb some of this cost in FY20 through Community Compact.

The town needs a Fields Maintenance plan. The fields are in mediocre shape and while there was discussion of a plan several years ago it never came to fruition.

The School Committee and School Administration are working with the Teachers and Administrative Staff unions in negotiations to reflect more reasonable cost of living increases. The School Department acknowledged that eighty five percent of their operating budget is for salaries.

Communication between the Finance Director and School Business Manager have improved with recent staffing changes. The Town Administrator and School Superintendent continue to work together for solutions to ongoing concerns.

The Chapter 70 funding changes being considered in legislation will not have an impact on Millis, they are designed to benefit the poorer communities. If by chance, there is a decision to fully fund Circuit Breaker the town would benefit. SPED costs are 25% of the school's budget. Millis receives approximately \$400,000.00 - \$500,000.00 in Choice-In Revenues due to the high-quality education offered. There are approximately 85 Choice-In students.

It is anticipated an increase to the FY20 School Operating Budget of approximately \$100,000.00 will be needed for the new Clyde Brown School. This increase is mainly due to increased utility costs. Training and maintenance costs were included in the project's budget.

Mike Guzinski presented a Summary of Budget Priorities for FY20. The Operational Priorities included:

- Improved and expanded services in the Council on Aging and Public Safety Departments. Millis has a rapidly growing senior population and the Regency at Glen Ellen will require additional public safety measures.
- Development of a full-time Economic Development/Planning position.
- Development of the following functions to support both school and municipal departments:
  - Information Systems/Technology
  - Human Resources
  - Finance Staffing

The Capital Priorities include:

- Paving Plan and Implementation
- DPW Building Renovation
- Senior Center Expansion and/or New Construction
- Municipal Building Study

Municipal Departments do not have a paid IT individual. The School Department's IT staff has increased due to new technology, etc.

A Human Resources position would fill a must needed pro-active approach rather than on an as needed basis to personnel issues in both the School and Municipal departments. The position will ensure payroll is processed without issues, oversee the town's health insurance and participate in union negotiations.

Promoting the Assistant Town Accountant to Town Accountant to oversee the MUNIS System in the schools will alleviate the burden on the Finance Director and Business Manager overseeing day to day operations.

The Veterans Memorial Building has not been renovated in twenty years and is due for some updates.

#### FY20 Budget Calendar and Preliminary Five-Year Revenue Forecast:

Carol Johnston presented a handout with key dates and deliverables through May 13, 2019, Annual Spring Town Meeting. Departments will present their FY20 to the Board of Selectmen on Saturday, February 9, 2019. The Finance Committee will meet with Municipal Department Heads and the School Committee from February 13, 2019 through March 27, 2019 to discuss and review budgets and requests. Preparation of the FY20 Annual Operating Budget will take place in April. Final Recommendations by the Finance Committee will be made by April 25, 2019.

Carol Johnston and Hannah York presented a Five-Year Revenue Forecast with three possible scenarios: most likely, conservative and optimistic. Revenue from Retail Marijuana sales was not included. The town is in the process of developing Host Agreements with potential Retail Marijuana shop owners. Those revenues will most likely not be recognized until late FY20 or FY21. FY20 appears to be a typical revenue year. The Department of Revenue is considering a

statute for Receipt Reserves from Retail Marijuana sales to fund Police, School and Education needs.

Old Business/New Business:

The board and committees agreed the Tri-Board meetings are productive and should schedule two meetings prior to the Annual Spring Town Meeting.

Adjourn:

Catherine MacInnes made a motion to adjourn the Board of Selectmen meeting at 9:13 PM; James McCaffrey seconded. Vote 2/0 motion carries unanimously.

Jim Bullion made a motion to adjourn the Finance Committee meeting at 9:13 PM; Doug Riley seconded. Vote: 6/0 motion carries unanimously.

Steven Catalano made a motion to adjourn the School Committee meeting at 9:13 PM; Marc Conroy seconded. Vote: 2/0 motion carries.

Respectfully submitted,  
Deirdre Gilmore