

## Finance Committee Meeting

March 13, 2024 7:00 PM EST  
Veterans Memorial Building – Room #229  
900 Main Street Millis, MA 02054

### Committee Members In Attendance:

Jonathan Loer, Chair  
Michael Krone, Vice Chair  
Peter Berube  
Joyce Boiardi  
Jodie Garzon  
Cathy MacInnes  
Sara Reyes

### Invited Guest in Attendance:

Michael Guzinski, Town Administrator  
Carol Johnston, Finance Director  
Erin Mallette, Animal Control Officer  
James Donovan, IT Director  
Lisa Hardin, Town Clerk

Jon Loer called the meeting to order at 7:01 PM, the meeting is being broadcast live on Comcast Channel 6, Verizon Channel 38 and is available to view YouTube and the Town's Website <https://millismedia.org/>. He reminded the committee and attendees to speak into the microphone and address questions through the Chair.

### Animal Control FY25 Budget Presentation:

Erin Mallette gave an overview of the Animal Control FY25 Budget, Above Level Service Request and Capital Item Request:

- The department consists of (1) Full-time Animal Control Officer and (1) Part-time Deputy Animal Control Officer
  - Salaries \$79,547.20
  - Expenses \$11,300.00
  - Total \$90,847.20
  - Salaries include Weekend Coverage, \$5,200.00, Overnight Coverage, \$1,500.00 and Overtime, \$5,000.00.
  - Millis 40% and Medway 60% fund salaries.
  - Expenses include an increase in Propane Gas Heat and Water and Sewer, \$100.00 each.
- The department is requesting a Part-time Animal Control Officer/Animal Inspector
  - The position will be available 21 hours per week; hours will vary based on the needs of the department.
  - Salary will be \$15,600.00 and Health Insurance will be \$20,268.00.
  - The position would accommodate increased evening call volume.
  - An Animal Inspector would assist with quarantines, rabies testing, and barn inspections (over 150 barn inspections last year).
  - The Millis Town Administrator and Town of Medway support funding the position.
- The department is requesting a vehicle replacement
  - The vehicle is seven-years old with 115,000.00 miles.
  - The current vehicle does not provide appropriate housing for animals.
  - The new vehicle would have built-in kennels which would ensure the safety of both the animals and staff.
  - The cost would be split 50/50 between Millis and Medway.

The Town Clerk's Office provides a spreadsheet with the Dog Licensing Information and protocols are in place if a call includes an unvaccinated animal. The department has a Mutual Aid Agreement with the Town of Norfolk to provide coverage during vacations. The annual calls and percentage of registered dogs will be provided to the committee.

#### IT FY25 Budget Presentation:

Jim Donovan gave an overview of the IT Departments functions FY25 Budget, Accomplishments and Goals:

- The department supports technical assistance to the Police, Fire & Rescue, DPW, Library and Town Hall Departments.
- The position was initially shared with the Town of Norfolk. The request for a Full-Time Position was requested and approved at the May 2023 Town Meeting. The position was officially Full-Time beginning October 1, 2023. Since the transition, the following has been accomplished/underway:
  - Key Card Access-System and upgrading Room #229 at the Veterans Memorial Building.
  - Enhancing Cybersecurity and Training.
  - Upgrade the Camera Software at the DPW Facility: PFAS Treatment Facility, Staff Building and Garage.
  - Implement Multi-Factor Authentication, enhancing online security with more than just a password.
- The Municipal and School IT Departments have different configurations: School Apple and Chromebook Technology and Municipal Windows and Microsoft Technology.
- The Town secured a grant in the amount of \$53,000.00 to implement E-Permitting Software.
- The FY25 Budget:

○ Salaries	\$ 87,422.00
○ Expenses	<u>\$299,840.00</u>
Total	<u>\$387,262.00</u>

  - The \$31,500.00 increase in Software Maintenance is to implement the E-Permitting Software. The project should take 6 – 9 months and will bring the town's IT similar to other towns. There have been increases to the MUNIS (Accounting Software), Assessor's Software and our Managed Services Provider to add Endpoint Detection and Response (EDR), an advanced antivirus solution.
  - The Special IT Projects and Consulting in the amount of \$40,000.00 will be used to upgrade Water, Sewer and Stormwater Billing and Consulting Fees.
- The department hopes to secure a Fiber Optic Grant in the amount of \$150,000.00.

#### Finance Committee Meeting Minutes Approval:

Jodie Garzon made a motion to approve the March 6, 2024 Finance Committee Meeting Minutes as written; Jon Loer seconded. Vote: 7/0. Motion carries unanimously.

#### Board and Committee Liaison Updates:

Jodie Garzon, MBTA Advisory Committee Chair, gave an update:

- The committee met last week and decided not to include the Zoning ByLaw Articles in the May Town Meeting Warrant; they will be considered at the November Town Meeting.
- The town has until December 31, 2024 to abide by the State Law regarding MBTA Communities.
- If the rezoning does not occur, the town will see a reduction in funding from the State.
- The rezoning would identify areas in town for multiple family housing; three story apartment buildings.
- The Planning Board held a Public Hearing on Tuesday, March 12<sup>th</sup> on the matter.

Jon Loer, Capital Planning Committee (CPC) Member listed the items the CPC is considering:

- |                                     |                     |
|-------------------------------------|---------------------|
| • DPW Safety Equipment              | \$ 40,000.00        |
| • Fire and Rescue Chevy Tahoe       | \$ 85,000.00        |
| ○ Replace Car #2                    |                     |
| • Fire and Rescue Portable Radios   | \$ 26,232.00        |
| • Library Exterior Building Repairs | \$ 35,000.00        |
| • School MPS Server Project         | \$ 65,000.00        |
| • School MPS Switch Project         | \$ 70,000.00        |
| • School Skid Steer                 | \$ 68,000.00        |
| • Town Building Aerial Boom Lift    | <u>\$ 53,000.00</u> |
| Total:                              | <u>\$442,232.00</u> |

#### Elections, Registrars and Town Clerk FY25 Budget Presentations:

Lisa Hardin summarized the FY25 Budgets and Above Level Service Request:

The Elections FY25 Budget includes:

• Salaries	\$60,520.00
• Expenses	<u>\$25,800.00</u>
Total	<u>\$86,320.00</u>

The large increase in the overall budget is due to the number of Elections in FY25:

- State Primary Election
  - Will require staffing over the Labor Day weekend
- State/Presidential Election
  - Lisa Hardin will request the Fall Town Meeting be rescheduled, it is the day before the State/Presidential Election and the same staff works both events.
- Annual Spring Local Election
- Fall and Spring Town Meetings

Early Voting is required in person one week prior to the State Primary and two weeks prior to the State/Presidential Election. Expenses increased \$4,400.00 to cover the cost of printing, postage, food, and supplies needed for all Elections. FY21 had a similar number of Elections and Carol Johnston confirmed the actual cost from the General Fund was \$29,935.00. However, COVID-19 Relief Funds were available to cover other eligible costs. The Town Accountant will provide the overall FY21 cost from the General Fund and COVID-19 Relief Funds.

The Registrars FY25 Budget includes:

• Salaries	\$2,743.00
• Expenses	<u>\$6,950.00</u>
Total	<u>\$9,693.00</u>

Salaries include a stipend for the (4) Board Members and Clerical Overtime. The Board of Registrars is responsible for Voter Registration, Annual Town Census and publishing the Annual Street List. The Annual Town Census includes Dog Registration Applications, Online Dog Licensing is available. It is estimated approximately 90 – 95% of dogs are registered. The Town Clerk's Office has (2) Senior Volunteers that assist with the Annual Town Census.

The Town Clerk FY25 Budget includes:

• Salaries	\$128,512.00
• Expenses	<u>\$ 20,800.00</u>
Total	<u>\$149,312.00</u>

The Department Staff includes a Full-Time Deputy Town Clerk, 35 hours per week and a Part-time Principal Assistant, 20 hours per week, both are part of the SEIU Collective Bargaining Unit. The Town Clerk is paid an Annual Stipend, \$12,723.00. The Above Level Service Request is to increase the Annual Stipend by \$87,277.00. The increase would require additional weekly hours and would provide a Full-Time Department Head; similar to all other Municipal Departments. The Town Clerk also serves as the RAO (Records Access Officer) which requires a lot of hours. If additional hours are not considered, the Town Clerk will no longer serve as the Town's RAO after June 30, 2024.

For several years, the Town Clerk, an Elected Official, has requested an increase to the Annual Stipend. The Select Board would prefer the position to be Appointed by the Town Administrator. To change the position from Elected to Appointed, approval must be made at a Town Meeting. Mike Guzinski confirmed that some surrounding towns have changed their Town Clerks to Appointed at the end of the Elected Term. The Town Clerk has discussed with the Town Administrator and Select Board the need for more hours and she is willing to consider making the position appointed.

#### Finance Committee Meeting Minutes Approval Revisited:

Pete Berube requested the March 6, 2024 Meeting Minutes be reopened until clarification is made on some of the wording. Jodie Garzon made a motion to reopen the March 6, 2024 Meeting Minutes; Pete Berube seconded. Vote: 7/0 motion carries unanimously. The committee will revote approval of the Meeting Minutes at the March 20, 2024 meeting.

#### Board and Committee Liaison Updates Continued:

The School Committee will present their FY25 Budget at the April 3, 2024 Finance Committee Meeting and will provide further detail on the possible reduction of 16 – 20 FTEs (Full Time Equivalent)

Old Business/New Business:

Jon Loer thanked Cathy MacInnes for sending him the registration information for an MMA (Massachusetts Municipal Association) Webinar on Chapter 70 – Understanding the Funding Formula for Education which was forwarded to all the committee members.

The DPW is scheduled to present their FY25 Budget next week and Mike Guzinski will confirm with the Community Preservation Committee Chair, Nathan Maltinsky, if he is available to present their Warrant Articles next week. The Oak Grove Farmhouse Repairs Warrant may be requested in phases. The Select Board has not yet taken a position on the repairs.

Adjourn Meeting:

Mike Krone made a motion to adjourn the Finance Committee Meeting at 8:47 PM; Jon Loer seconded. Vote: 8/0. Motion carries unanimously.

Respectfully submitted,  
Deirdre Gilmore