



TOWN OF MILLIS

Finance Committee
900 Main Street • Millis, MA 02054

*Peter Berube, Chair
Jodie Garzon, Vice Chair
Peter Underhill, Clerk
Joyce Boiardi
Michael Krone
Jonathan Loer
Cathy MacInnes
Sara Reyes
Jen Zarutskie*

Meeting Agenda

Date: Wednesday, August 30, 2023
Time: 7:00 PM
Location: 900 Main Street – Room #229

The Meeting will be broadcast live on Millis Community Media. Participation is available via Zoom: <https://us02web.zoom.us/j/88973066922>

Committee Attendees:

Peter Berube, Chair ☐; Jodie Garzon, Vice Chair ☐; Peter Underhill, Clerk ☐; Joyce Boiardi ☐; Michael Krone ☐; Jonathan Loer ☐; Cathy MacInnes ☐; Sara Reyes ☐; Jen Zarutskie ☐

Non-Committee Attendees: Deirdre Gilmore

Invited Guests: Mike Guzinski ☐

Current Reserve Fund Balance: \$ 50,000.00

Free Cash Balance: \$ 0.00

Stabilization Fund Balance as of July 31, 2023: \$2,150,986.71

****Of which \$400,000.00 will be transferred out for Article #5 appropriated at the Spring Town Meeting**

Agenda		
Time	Topic	Speaker
~7:00	Call Meeting to Order	Peter Berube
~7:05	Tri-County Vocational High School Construction Project	Committee
~7:35	FY25 Budget Discussion	Committee
~8:00	September 6, 2023 Tri-Board Meeting Topics	Committee
~8:15	Approve Bills Payable: Association of Town Finance Committees (Annual Dues)	Committee
~8:20	Finance Committee Meeting Minutes Approval: July 12, 2023	Committee
~8:25	Adjourn	Committee

Important Dates:

Monday November 6, 2023 Fall Town Meeting

Upcoming Meetings:

Tri-Board Meeting – September 6, 2023

To view Meeting Materials please click on the link: <https://www.millisma.gov/meeting-materials/pages/fy24-meeting-materials>



Town of Millis

Host Community Agreement

Marijuana Impact Funds Request - FY2024

Department	Description of Expense	Total Expenses	Date of Proposed Funding
Administration	Administrative Support for HCA	\$9,200.00	Spring TM May 23
Administration	Administrative Support for HCA	\$9,200.00	Fall TM Nov 23
Administration	Social Work Services for the Town of Millis - Entire Community Support	\$35,000.00	Spring TM May 23
Administration	Social Work Services for the Town of Millis - Entire Community Support	\$35,000.00	Fall TM Nov 23
Library	Extend the hours Library is open to the public on Saturdays during July & August	\$2,227.50	Spring TM May 23
Library	Extend the hours Library is open to the public on Thursday & Friday evenings until 8 pm	\$13,912.00	Spring TM May 23
Oak Grove Farm	Grounds improvements to encourage active outdoor recreation for children	\$8,260.00	Spring TM May 23
Police	School Resource Officer Salary	\$53,158.67	Spring TM May 23
Police	School Resource Officer Salary	\$38,341.33	Fall TM Nov 23
Police	Marijuana Stipend - per Contract FY24	\$12,000.00	Spring TM May 23
Police	Marijuana Training	\$27,500.00	Spring TM May 23
Police	Marijuana Training	\$27,500.00	Fall TM Nov 23
Recreation	Teen Program Coordinator-20 hours/week (\$23.50/hour)	\$12,220.00	Spring TM May 23
Recreation	Teen Program Coordinator-20 hours/week (\$23.50/hour)	\$12,220.00	Fall TM Nov 23
Recreation	Teen Program Coordinator 2/3 Benefits (\$1,336.70/month)	\$16,040.40	Spring TM May 23
Recreation	Staff for Inclusive Camp - 4 weeks	\$12,980.00	Spring TM May 23
Recreation	Supplies, Equipment	\$2,000.00	Spring TM May 23
School	School Adjustment Counselor - 1.0 FTE	\$71,631.00	Fall TM Nov 23
School	Social Emotional Learning Program Teacher - 1.0 FTE	\$35,815.50	Spring TM May 23
School	Social Emotional Learning Program Teacher - 1.0 FTE	\$35,815.50	Fall TM Nov 23
School	After-school activities through Extended Day Program	\$10,000.00	Spring TM May 23
School	Vaping Detectors Middle/High School Bathrooms/Locker Rooms	\$21,000.00	Spring TM May 23
Marijuana Impact Funds Request - FY2024		\$501,021.90	

	Marijuana Impact Funds Request - FY2024	\$271,314.07	Spring TM May 23
	Marijuana Impact Funds Request - FY2024	\$229,707.83	Fall TM Nov 23
Marijuana Impact Funds Request - FY2024		\$501,021.90	

TO THE TOWN ACCOUNTANT:

THE FOLLOWING BILLS OF THE FINANCE COMMITTEE AMOUNTING TO AN AGGREGATE OF \$ 190.00 HAS BEEN APPROVED AND YOU ARE REQUESTED TO PLACE THEM ON A WARRANT FOR PAYMENT.

DATE: August 30, 2023

LINE ITEM NUMBER	AMOUNT	VENDOR ID	INVOICE NUMBER	INVOICE DATE	PAY TO	ACCT USE ONLY
Dues & Subscription						
01131520-573000	\$ 190.00	509	127391	07/01/23	Association of Town Finance Committees	
Total of Bills	\$ 190.00					



3 Center Plaza
Suite 610
Boston, MA 02108

Suite 610

Boston, MA 02108

Invoice

Date	Invoice #
7/1/2023	127391

Bill To:

Town of Millis
900 Main St.
Millis, MA 02054

Description	Amount
ATFC Annual Dues for the period from 07-01-2023 through 06-30-2024	190.00
Total	190.00

Finance Committee Meeting

July 12, 2023 7:00 PM EST
Veterans Memorial Building – Room #229
900 Main Street Millis, MA 02054

Committee Members In Attendance:

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

Invited Guest:

Michael Guzinski, Town Administrator
Carol Johnston, Finance Director
James McKay, DPW Director
Jane Hardin, Millis Tri-County School Committee Representative
Dan Hayes, Tri-County Business Manager
Trip Elmore, Dore, and Whittier Company
Brian Mushnick, Norfolk Tri-County School Committee Representative and Building Committee Chair

Pete Berube called the Finance Committee Meeting to order at 7:09 PM.

Pete Berube welcomed the committee's newest member, Jen Zarutskie and thanked her for volunteering. Residents interested in volunteering should contact the Town Clerk's Office or the Assistant Town Administrator.

Discuss and Approve FY23 Inter-Department Transfers:

Carol Johnston explained the FY23 Inter-Department Transfers are necessary to balance the FY23 Operating Budget.

General Fund Deficits include:

- Finance Committee \$ 4,200.00
 - Printing costs were higher than expected
- General Insurance \$ 6,500.00
 - Insurance costs were higher than expected
- Employee Benefits \$30,000.00
 - Benefits higher than expected
- Debt Service \$ 1,100.00
 - Short Term Debt Interest was higher than expected
- Cherry Sheet Assessments \$13,000.00
 - Charter School Assessment was higher than expected

Total: \$54,800.00

General Fund Surpluses include:

- IT Consulting Services \$15,000.00
- IT Software Maintenance \$11,227.00
- Reserve Fund \$28,573.00

Total: \$54,800.00

Carol noted that Medicaid Costs are a best guess, overtime is unpredictable, Health Insurance costs fluctuate depending on new hires and the Cherry Sheet Assessments are uncontrolled. The Finance Committee FY24 Budget was level funded and will be in a deficit.

Jodie Garzon made a motion to recommend approval of the above-listed transfers; Joyce Boiardi seconded. Vote: 8/0 motion carries unanimously.

Water Enterprise Fund Salary Deficit:

- Water License Fees \$37,600.00

Water Enterprise Fund Surplus:

- Water Special Projects \$37,600.00

The Water Enterprise Fund is charged for each DPW Staff member holding a Water License. This item was not budgeted for FY23, but it was for FY24. The Special Projects Budget Line Item was a new line item in FY23 and was intended to cover the Lead Line Inventory Project. The project was presented at the November Town Meeting; it required a borrowing and Town Meeting Vote.

Jodie Garzon made a motion to recommend approval of the above transfer; Joyce Boiardi seconded. Vote: 8/0 motion carries unanimously.

Financial Update:

The Governor has not received the budget; it should be received by the end of August for approval. The Cherry Sheet is expected to have an increase in revenues of \$34,000.00 and a decrease in expenses of \$26,000.00. Chapter 70 Funds will have a \$20,000.00 increase and a \$14,000.00 increase in Unrestricted General Government Funds. The expense reduction is for Charter School Spending. A 1/12th budget was approved in June to get through July 31, 2023. Any Supplemental State Aid for SPED will be decided by mid-August and shortly after, Millis will be notified of any additional funding.

DPW Update:

The Select Board approved the following Enterprise Fund Rate increases:

- Water 10%
 - Increase in materials and chemicals
 - PFAS Plant
- Sewer 5%

There was no change to the Stormwater Rate of \$33.00 per 1,000 square feet of Impervious Surface. Stormwater regulations will become more stringent in the next 6 – 10 years which will require more funding.

The Capital Assessment Fee was reduced, from \$72.89 to \$61.83. There is the option of factoring in the Capital Assessment Fee into the Water Rates which would benefit low usage users. The Capital Assessment Fee is used to maintain the Water System Infrastructure.

FY24 Sidewalk and Road Improvement Projects include:

- Plain Street from Main Street to Village Street
- Auburn Road from the Prospect Hill Cemetery Entrance to Main Street
- Village Street from 289 Village Street to Acorn Street; westbound lane only
- Spring Street from Plain Street to Village Street
- Sidewalks will be installed from Village Street to the Primavera Parking Lot

Chapter 90 Funds total \$349,903.66. At the November 2022 Town Meeting, \$500,000.00 was appropriated for road and sidewalk improvements. MASS DOT Bidding Guidelines restrict the town from putting a project out to bid unless the funding is available. The DPW Crew will perform a portion of the sidewalk installation reducing the cost of the project. Route 109, which is owned by the Town of Millis, will hopefully be paved in FY25 with \$1 million in Mass DOT funds. The Senator and State Rep earmarked these funds for Millis.

Kleinfelder provided a handout with an update on the D'Angelis (Wells #1 & 2) PFAS Treatment Facility. Mass DEP inspected the facility on June 28, 2023, all PFAS were not detectable. The facility was partially funded, \$2.4 million, with ARPA (American Rescue Plan Act) Funds. An additional PFAS Treatment Facility will be needed at Well #3, the cost, approximately \$6.88 million will be offset by an EPA Grant, \$3.5 million. The remainder will be a Water Enterprise Fund Borrowing. If an SRF (State Revolving Fund) Loan is secured, the interest rate will be zero percent. Thirty percent of the design is complete. The FY25 Operating Budget will be adjusted to include PFAS Facility Operating Costs. Pete Berube commended Jim McKay and his staff for the hard work needed to manage the numerous DPW programs/projects. The WMP (Water Management Permit) was approved by the DEP which includes amendments to the Watering Ban allowing watering for recreational areas.

Tri-County Vocational High School Construction Project:

On October 24, 2023, eleven communities will vote whether to approve a \$285,992 million construction project for the Tri-County Vocational High School. The impact of the cost to the town will be significant and is dependent on how many students from Millis enroll each year. An overview of the project is available on the town's website:

https://www.tri-countybuilding.com/files/ugd/7870a5_26e521f9652444a0be34c8dea278106f.pdf

The current building was constructed in 1974 – 1977 and was fully funded by the State. The building has been maintained but is beyond its life expectancy, is not ADA compliant, not equipped with a fire suppression system and is in disrepair.

The school is used as an Adult Educational Facility at night, offers AP classes and has various programs to help students achieve their career goals.

The MSBA is restricted by the Legislature in determining the percentage to fund standard vs vocational schools; the percentage of funding will be available prior to the October 24th vote. Reimbursement varies and the cost to construct a vocational school is much higher than traditional schools. The reimbursement amount will be presented to the Board of Directors on August 30, 2023. The maximum amount of reimbursement is approximately \$81 million. A \$200 million borrowing is expected and \$6 million has been built into the Operating Budget.

Mike Guzinski explained the concern is the process of funding the project. Since Proposition 2 ½ was established, a large-scale project like this will require a Debt Exclusion. If a Debt Exclusion is not approved, the Operating Budget will be significantly impacted, and town services will be reduced. The Select Board is considering holding two elections on October 24th; (1) for the project and (1) for the debt exclusion. Bonding for the project will not take place until FY27/28. If the school project passes and the debt exclusion does not, the Select Board will determine the impact on the town's operations. The election for the project will be held from 12:00 PM to 8:00 PM in all eleven communities in the district. The committee expressed their concern with having both elections on the same day.

The benefits of providing a more comprehensive facility are:

- Improved Football and Track Fields
- Additional AP Programs
- Improved Welding, HVAC, Plumbing and Carpentry Programs
- Improved gymnasium and auditorium to host large events
- Summer camps
- Better security throughout the school
- Improved parking areas

The new building will last fifty years, and the facility operating costs are expected to stay at the current increase of 3 – 3.5% annually. Consideration to renovate the building was discussed but ultimately it makes more sense to build a new building behind the current building eliminating any disruption to the students. It was noted that field improvements are not reimbursed by the MSBA however the project team deemed the improvements would enhance the overall experience for the students. The Select Board hope to take a position on the project. The Finance Committee should take a position on the project due to its impact on the town's overall finances. Outreach to the community should happen prior to the October Election. The project detail is available at www.tri-countybuilding.com.

Approve Bills Payable:

Jodie Garzon made a motion to recommend approval of payment to WB Mason in the amount of \$14.69; Cathy MacInnes seconded. Vote: 8/0 motion carries unanimously.

Jodie Garzon made a motion to recommend approval of payment to Clear Gov in the amount of \$5,834.95; Sara Reyes seconded. Vote: 8/0 motion carries unanimously.

Finance Committee Meeting Minutes Approval:

Jodie Garzon made a motion to approve the May 3, 2023 Finance Committee Meeting Minutes as written; Cathy MacInnes seconded. Vote: 7/0 1 abstained. Motion carries.

Adjourn Meeting:

Jodie Garzon made a motion to adjourn the Finance Committee Meeting at 8:48 PM; Joyce Boiardi seconded. Vote: 8/0 motion carries unanimously.

Respectfully submitted,
Deirdre Gilmore