



TOWN OF MILLIS

Finance Committee
900 Main Street • Millis, MA 02054

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

Meeting Agenda

Date: Wednesday, March 6, 2024
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/84468239597>

Committee Attendees:

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

Non-Committee Attendees: Deirdre Gilmore

Invited Guests: Michael Guzinski ☐; Carol Johnston ☐; Marc Conroy ☐; School Committee ☐

Current Reserve Fund Balance:	\$ 20,000.00
Free Cash Balance:	\$ 893,335.09
Stabilization Fund Balance as of November 30, 2023:	\$2,458,364.03

Agenda

Time	Topic	Speaker
~7:00	Call Meeting to Order	Jon Loer
~7:05	Millis Schools FY25 Budget Update	Marc Conroy
~7:35	Draft Warrant Review	Michael Guzinski
~8:00	Board and Committee Liaison Updates	Committee
~8:10	Old Business/New Business	Committee
~8:15	Adjourn	Committee

Important Dates:

April 10, 2024 Final Recommendations
April 22, 2024 Finance Committee Report to Printer
Tuesday, May 7, 2024 Spring Town Meeting

Upcoming Meetings:

Wednesday, March 13, 2024
Wednesday, March 20, 2024

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

Millis Public Schools
 High Level Projection FY25 Shortfall
 January 3, 2024

	FY24	FY25	
Funding from Operating Budget	19,296,026	20,067,867	4% Increase
<u>FY24 Expenses</u>			
Salaries	16,419,517	17,158,395	4.5% Increase
Out of District Tuition	1,801,861	1,855,917	3% increase (no increase in students)
Other Expenses	2,013,345	2,013,345	Held Constant
Total Expenses	20,234,723	21,027,657	
Shortfall	(938,697)	(959,790)	
<u>One Time Funding</u>			
Free Cash	538,697	-	
Stablization	400,000	-	
Total One Time Funding	938,697	-	
Remaining Shortfall	-	(959,790)	

As of 3/6/2024 FY25		
20,095,023	798,997	4.14%
17,229,731	810,214	4.93%
1,855,806	53,945	2.99%
2,080,253	66,908	3.32%
21,165,790	931,067	4.60%
(1,070,767)		
-		
-		
-		
(1,070,767)		

Notes on Jan 3rd projection:

This is a high level projection based on historical percentage increases, not detail budgets
 Above amounts include no change in Out of District students from current population

Notes on March 6th projection:

Funding based on Tri-Board meeting revenue estimates
 Salary increases include mid year hires (RBT and 0.8 para) and required summer services to comply with IEPs
 Out of District tuition increase would be higher, but we are receiving \$200k additional circuit breaker funding



NORFOLK COUNTY AGRICULTURAL HIGH SCHOOL

The County of Presidents

400 MAIN STREET, WALPOLE, MA 02081

Telephone: (508) 668-0268

Fax: (508) 668-0612

Web Site: www.norfolkaggie.org

TRUSTEES

RICHARD R. STAITI, Canton, Chair
LINDA MARIA A. RADZVILLA, Norwood, Vice Chair
PETER H. COLLINS, Milton
EILEEN F. CZYRKIS, Wrentham
MARK J. PARRISH, Needham
JOSEPH P. SHEA, Quincy
PAUL G. YORKIS, Medway

JOHN E. MARTIN, Superintendent-Director, Ext. 11207
ROBIN J. VANROTZ, Principal, Ext. 12102
JOHN R. WALLACE, Business Manager, Ext. 11211
KIM F. CATTAN SKELLY, Director of Student Services, Ext. 12207
JESSICA M. DEMOURA, Vocational Assistant Principal, Ext. 19128
SEAN G. CROWLEY, Academic Assistant Principal, Ext. 15119
DAWN K. CARON, Dean of Student Life, Ext. 13124

February 22, 2024

Town of Millis
900 Main Street
Millis, MA 02054

Dear Finance Committee, Chair:

The Norfolk County Agricultural High School has held its February 14, 2024 Board of Trustees meeting. On the agenda for the meeting was the setting of tuition rates for the 2024-2025 school year. The tuition rate is subject to the approval by the Norfolk County Advisory Board.

For FY25 the Board has approved a Base and a Capital rate for both in and out-of-county students. The Board of Trustees unanimously approved the rates as follows for In-County students:

In-County tuition rate - Base:	\$2,800
In-County tuition rate - Capital:	<u>\$1,707</u>
In-County tuition rate - Total	\$4,507

Currently, the town/city of Millis has the following number of students enrolled at the Norfolk County Agricultural High School:

Grade 9: 3
Grade 10: 2
Grade 11: 1
Grade 12: 2

As of February 22, 2024, there is/are 5 student(s) who have applied for admission for the 2024 – 2025 school year. Please be aware that as the year unfolds, enrollment may change. Additional students may be offered admission and will move from the waitlist to active enrollment. Conversely, some students withdraw from enrollment.

If you require additional details, please don't hesitate to contact my office directly.

Sincerely,

John E. Martin
Superintendent-Director

Norfolk County Agricultural High School does not tolerate discrimination against students, parents, employees or the general public on the basis of race, color, national origin, sex, sexual orientation, gender identity, disability, homelessness, religion, age, limited English proficiency, or immigration status. Norfolk County Agricultural High School is also committed to maintaining a school environment free of harassment based on race, color, religion, national origin, gender, sexual orientation, gender identity, pregnancy or pregnancy status, age or disability. In addition, the School provides equal access to all designated youth groups. Consistent with the requirements of the McKinney-Vento Act, the District also does not discriminate against students on the basis of homelessness. A service to Norfolk County-Regional Government representing twenty-eight communities of: Avon, Bellingham, Braintree, Brookline, Canton, Cohasset, Dedham, Dover, Foxborough, Franklin, Holbrook, Medfield, Medway, Millis, Milton, Needham, Norfolk, Norwood, Plainville, Quincy, Randolph, Sharon, Stoughton, Walpole, Wellesley, Westwood, Weymouth, Wrentham

SPRING 05/07/2024 TOWN MEETING ARTICLE LIST

1. Unpaid Bills
2. FY24 Additional Wages and Expenses
3. FY25 Operating Budget
4. Proposition 2 ½ Operational Override
5. Sewer Enterprise Fund
6. Water Enterprise Fund
7. Stormwater Enterprise Fund
8. Consent Agenda:
 - Amendments to Personnel Plan
 - Board of Health Appointing Authority
 - Revolving Funds
 - Community Preservation Fund
9. Water Enterprise - Lead Service Line Inventory Compliance Project
10. Oak Grove Farm Trail Improvements (CPC)
11. Oak Grove Farmhouse Renovations (CPC)
12. Capital Items
13. Zoning Bylaw Amendment – MBTA Communities Multi-Family Overlay District (MCMOD)
14. Zoning Bylaw Amendment – MCMOD Inclusionary Zoning
15. Establish Opioid Settlement Special Revenue Account & Transfer Funds Into Account
16. Library Parking Lot Contamination Environmental Study - Funding
17. Rescind Debt Authorization for Village & Birch Drainage Improvements
18. Special Act – Authorize Town Administrator to Sign Warrants
19. Increase Maximum Abatement Amount for Senior Work off Programs
20. Unemployment Insurance Fund
21. Stabilization Fund

Finance Committee Meeting

February 28, 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 Underhill, Clerk
Peter Berube
Joyce Boiardi
Jodie Garzon
Cathy MacInnes
Sara Reyes
Jen Zarutskie

Invited Guest in Attendance:

Michael Guzinski, Town Administrator
Carol Johnston, Finance Director
Karen DeMarzo, Assistant Town Administrator/Human Resource Manager
Michael Giampietro, Building Commissioner/Zoning Enforcement Officer

Jon Loer called the meeting to order at 5:31 PM and made the attendees aware the meeting is being recorded and will be available on YouTube and the Town's Website <https://millismedia.org/>.

Building FY25 Budget Presentation:

Mike Giampietro gave an overview of the Building Department's functions: enforce the State Building Code, electrical, plumbing, and gas codes, Zoning and General ByLaws. The commissioner works with the Police and Fire & Rescue staff to ensure public safety. The Home Energy Rating System (HERS) Index is the industry standard by which a home's energy efficiency is measured. It's also the nationally recognized system for inspecting and calculating a home's energy performance. Its goal is to lower the carbon footprint. It takes effect July 1st and will be more restrictive than the current code. The department issued the following permits in 2023:

• Building – 711	\$402,132.00
• Wiring – 422	\$ 35,609.00
• Plumbing – 302	\$ 26,831.00
• Gas – 246	<u>\$ 8,041.00</u>
Total:	<u>\$472,613.00</u>

Permit Fees will increase effective July 1, 2024. All permits for the Regency at Glen Ellen have been filed. Emerson Place, a subdivision off of Ridge Street is being built. The Assessor does not accompany the Commissioner on final inspections prior to the Certificate of Occupancy being issued.

The department's staff consists of:

1 Building Commissioner/Zoning Officer/Deputy Wiring Inspector
1 Administrative Assistant
1 Department Assistant/Senior Work Off Staff
1 Alternative Building Commissioner
2 Wiring Inspectors
2 Plumbing/Gas Inspectors

In FY25, the Department Assistant (8) hours per week will be combined with the Administrative Assistant hours (28) per week to provide better office coverage and assist with Online Permitting. The FY25 Budget Request includes an increase in Travel Reimbursement of \$600.00. All other increases are contractual.

Salaries and Stipends:	\$273,839.90
Expenses:	<u>\$ 10,225.00</u>
Total:	<u>\$284,064.90</u>

Town Buildings and Executive Office FY25 Budget Presentation:

Mike Guzinski and Karen DeMarzo gave an overview of the highlights/changes in Town Buildings and the Executive Office:

- The Sealer, Weights and Measures Position is now part of an agreement with Medfield and Medway; Millis pays a fee to Medway for this service.
- The thermostats at the Veterans Memorial Building (VMB) have been replaced.
- Major repairs have been made to the HVAC System at the VMB.
- The Executive Office and Senior Center have updated the layout of their offices and have been painted
- The Norfolk County Sheriff's Office performed several landscaping projects at Town Buildings
- Online payments have increased substantially from FY17 – FY23.

Mike Guzinski gave an overview of the MBTA Zoning ByLaw Amendment and noted that Mr. Bob Weiss, Economic Development and Planning Director, is working closely with the MBTA Advisory Committee to establish the proposed MBTA Zoning ByLaw Amendment. It was noted, that the Town of Milton did not pass their proposed ByLaw and is being sued by the state. Attorney General Campbell has filed a complaint against the Town of Milton and has asked the state courts for an injunction which will force Milton to comply. Millis has until December 31, 2024 to comply with the MBTA Rezoning Act. The Executive Office of Housing and Livable Communities (EOHLC) oversees the rezoning act and works at the discretion of the Governor. An impact of not complying with the act includes withholding of 13 grants: downtown development, capacity, infrastructure, building and renovation. Millis has received over \$200,000.00 in grants from the Municipal Vulnerability Program.

Jodie Garzon, Chair of the MBTA Advisory Committee, noted the committee will meet on Monday, March 4, 2024, at 7:00 PM. The proposed Draft ByLaw Amendment is available on the town's website:

https://www.millisma.gov/sites/g/files/vyhlf901f/agendas/3a_mbta_zoning_bylaw_draft_for_2024-2-27.pdf

The Planning Board will hold a Public Hearing on the matter on Tuesday, March 12, 2024 at 8:20 PM, the agenda is available at the link: https://www.millisma.gov/sites/g/files/vyhlf901f/events/agenda_3-12-2024_posting.pdf

During FY24, all aspects of Human Resources have been transferred to the Executive Office which resulted in the elevation of the Principal Assistant to Benefits Coordinator and has centralizing HR. This role will focus on benefits administration for the Municipal and School employees as well as Retirees. The town secured a Community Compact Grant and is working with the Collins Center to streamline all facets of HR. The Department Assistant I position was not filled in FY24 and will be eliminated in FY25.

The Executive Office FY25 Budget includes:

Salaries:	\$410,132.00
Expenses:	<u>\$108,165.00</u>
Total:	<u>\$518,297.00</u>

The Town Administrator's FY25 Salary includes the increase deferred in FY24. The Consulting Services Line Item for FY25 is zero, funding for the Town-Wide Social Worker will be paid by HCA Marijuana Impact Fees and OPIOD Settlement Funds. Town Counsel receives a monthly retainer; the Select Board will determine if this should be reviewed. HCA Funds will expire in FY26. Departments are preparing for the impact and the Select Board will be discussing this in the future.

The Town Buildings FY25 Budget includes:

Salaries:	\$ 42,083.00
Expenses:	<u>\$308,000.00</u>
Total:	<u>\$350,083.00</u>

Salaries fund the Part-time Energy Manager. It was noted, the VMB FY24 Repairs Line Item is already in a deficit; the request for FY25 is \$100,000.00, a significant increase from FY24, \$39,000.00. In addition, the Maintenance Contracts for FY24 is expected to be approximately \$110,000.00; it is budgeted for \$100,000.00.

Town Buildings Capital Items include:

- Reconstruction of exterior stairs at the main entrance of the VMB, \$150,000.00
 - This request has been deferred for several years.
- Aerial Boom Lift, \$45,558.00
 - This piece of equipment would be used for Holiday Lights, Tree Trimming, Window Washing, etc. and would be used by both the Municipal and School departments and housed at the DPW.

Draft Warrant Review:

Mike Guzinski listed the Draft Warrant Articles and will have a more detailed list in the next couple of weeks.

1. Unpaid Bills
2. FY24 Additional Wages and Expenses
3. FY25 Operating Budget
4. Proposition 2 ½ Operational Override
5. Sewer Enterprise Fund
6. Water Enterprise Fund
7. Stormwater Enterprise Fund
8. Consent Agenda:
 - Amendments to Personnel Plan
 - Board of Health Appointing Authority
 - Revolving Funds
 - Community Preservation Fund
9. Water Enterprise - Lead Service Line Inventory Compliance Project
10. Oak Grove Farm Trail Improvements (Community Preservation Committee)
11. Oak Grove Farmhouse Renovations (Community Preservation Committee)
12. Capital Items
13. Zoning Bylaw Amendment – MBTA Communities Multi-Family Overlay District (MCMOD)
14. Zoning Bylaw Amendment – MCMOD Inclusionary Zoning
15. Establish Opioid Settlement Special Revenue Account & Transfer Funds Into Account
16. Library Parking Lot Contamination Environmental Study - Funding
17. Rescind Debt Authorization for Village & Birch Drainage Improvements
18. Special Act – Authorize Town Administrator to Sign Warrants
19. Increase Maximum Abatement Amount for Senior Work off Programs
20. Unemployment Insurance Fund
21. Stabilization Fund

Finance Committee Meeting Minutes Approval:

Joyce Boiardi made a motion to approve the February 15, 2024 Finance Committee Meeting Minutes as written; Sara Reyes seconded. Vote: 6/0 3 abstained. Motion carries unanimously.

Board and Committee Liaison Updates:

The Tri-Board, Finance Committee, School Committee and Select Board, met last night to discuss the 5-year Revenue Forecast, Revenue Allocations and the upcoming Operational Override.

Old Business/New Business:

The committee will invite the MBTA Advisory Committee to an upcoming meeting to discuss the two Zoning ByLaw Amendments.

Adjourn Meeting:

Jon Loer made a motion to adjourn the Finance Committee Meeting at 6:34 PM; Joyce Boiardi seconded. Vote: 9/0 motion carries unanimously.

Respectfully submitted,
Deirdre Gilmore