

Finance Committee Meeting

November 4, 2020 7:00 PM EST
Zoom Remote Meeting Platform
Millis, MA 02054

In Attendance:

Jodie Garzon, Chairman
Peter Berube, Vice Chairman
Doug Riley, Clerk
Jim Borgman
Cathy MacInnes
Shawn Power
Craig Schultze
Katie Tieu
Michael Guzinski, Town Administrator
Carol Johnston, Town Finance Director
Donna Cabibbo, Town Moderator

Jodie Garzon called the Finance Committee Meeting to order at 7:03 PM.

November 2020 Pre-Town Meeting:

Jodie Garzon called the Pre-Town Meeting to order at 7:04 PM. Town Meeting will be held Saturday, November 7, 2020 at noon at the Middle/High School Parking Lot. The Finance Committee Report was mailed to residents last week.

The Town Moderator, Donna Cabibbo, posted information about Town Meeting Procedures on the Town's Website, www.millisma.gov. Jodie Garzon encouraged residents to review the information prior to attending the November 2020 Town Meeting.

Donna Cabibbo outlined the information posted to the website: physical distancing will be practiced, it is highly recommended that attendees wear masks; it's not mandatory, microphones will be sanitized, entrance to the parking lot will be from the north entrance. Provisions have been put in place for individuals with mobility issues, please speak with the Police Officer Detail if you require such accommodations.

Craig Schultze: Article #1, Unpaid Bills, in the amount of \$17,246.48, funding sources: Free Cash \$16,431.66, Sewer Enterprise Reserves \$214.31 and Water Enterprise Reserves \$600.51. This article will fund expenses incurred in prior Fiscal Years that were not submitted prior to the end of FY20. The Finance Committee recommends approval of this article.

Jodie Garzon: Article #2 FY21 Operational Budget Adjustments \$567,128.00. The FY21 Operating Budget approved at the Spring 2020 Town Meeting included reductions in staff hours in anticipation of decreased State Aid and Local Receipts. This article will fund the following:

Restore FY20 Staff Hours and Library Expenses Effective December 1, 2020:

General Government:	\$ 94,663.81
*This includes \$15,000.00 for a Salary Study and \$20,000.00 for the Cyber Security Initiative	
Public Safety:	\$ 7,698.25
Millis Schools:	\$256,703.00
Health and Human Services:	\$ 7,817.81
Culture and Recreation:	\$ 19,303.84
*This includes \$10,000.00 in additional funding for the Recreation Department	
Police Salaries – School Resource Officer:	\$ 85,140.00
Marijuana Stipends – Police CBA:	\$ 10,800.00
Fire Salaries – SAFER Grant Overtime:	\$ 60,000.00

Fire Expenses – Clothing Allowance: \$ 25,000.00

Funding sources: Taxation \$386,188.00, Marijuana Impact Fees (Free Cash) \$95,940.00 and Ambulance Revolving Fund \$85,000.00. The Finance Committee recommends approval of this article.

Peter Berube: Article #3, Capital Items, in the amount of \$328,714.00 to fund:

Fire and Rescue:	Turnout Gear	\$ 43,330.00
Fire and Rescue:	SCBA Bottles	\$ 12,000.00
Fire and Rescue:	Fire Hose	\$ 15,000.00
DPW:	Pickup Truck	\$ 44,023.00
DPW:	Dump Truck	\$108,586.00
DPW:	I/I Study	\$105,775.00

The Capital Planning Committee reviewed and prioritized all Capital Items the town is in need of and recommended the above for approval at the November 2020 Town Meeting which are necessary to sustain operations throughout the Fire and Rescue Department and Department of Public Works. Funding sources: Free Cash \$97,477.00, Water Enterprise Reserves \$71,168.00, Sewer Enterprise Reserves \$132,922.00 and Stormwater Enterprise Reserves \$27,147.00. The Finance Committee recommends approval of this article.

Jim Borgman: Article #4, Police Cruiser Lease/Purchase, in the amount of \$18,000.00 funded by Free Cash is the first of three payments. The Finance Committee recommends approval of this article.

Doug Riley: Article #5, DPW Building Project – Additional Funding, in the amount of \$600,000.00. These funds are necessary to begin construction of a new DPW Facility and allow the town to enter into a contract for construction. It is expected that approximately \$300,000.00 will not be needed for contamination mitigation. Funding sources: Water Enterprise Reserves \$200,000.00, Sewer Enterprise Reserves \$200,000.00, Stormwater Enterprise Reserves \$100,000.00 and Borrowing \$100,000.00. The Finance Committee recommends approval of this article.

Doug Riley: Article #6 DPW Lease of Temporary Office Facilities \$275,000.00. This article is only necessary if Article #5 fails at Town Meeting. This article would fund the first of a two-year lease for facilities for DPW Staff. Funding sources: Taxation \$68,750.00, Water Enterprise Reserves \$68,750.00, Sewer Enterprise Reserves \$68,750.00 and Stormwater Enterprise Reserves \$68,750.00; if Article #5 passes, the Finance Committee recommends dismissal of this article. If Article #5 fails, the Finance Committee recommends approval of this article.

Cathy MacInnes: Article #7, Tree Maintenance, in the amount of \$40,000.00 funded by Taxation. This article will fund the town's ongoing effort to remove dangerous trees in Public Ways. The Finance Committee recommends approval of this article.

Katie Tieu: Article #8, General Bylaw Change Date of Spring Annual Town Meeting – moving Town Meeting to the first Monday in May and the Town Election to the second Monday in May. By doing so, it allows the Select Board Members who participated in the recommendations for the upcoming Fiscal Year's Operating Budget and Warrant Articles to participate in the Spring Town Meeting. The Finance Committee recommends approval of this article.

Shawn Power: Article #9, Zoning Bylaw Change MCEOD (Millis Center Economic Opportunity Overlay District). This amendment extends the overlay district to include 25 additional commercial parcels. The Finance Committee recommends approval of this article.

Donna Cabibbo made the committee aware of the setup for Town Meeting; where the Moderator, Select Board, Town Officials and Finance Committee will be located.

Jodie Garzon closed Pre-Town Meeting at 7:31 PM.

Reserve Fund Transfer Request – Postponed

The Finance Committee will meet at a later date in November to consider the request after the Select Board has had a chance to review/approve the request and all necessary quotes for the work are received.

Approve Bills Payable:

Peter Berube made a motion to recommend approval to pay Community Newspaper in the amount of \$57.40; Katie Tieu seconded. Roll Call Vote: Peter Berube – aye, Katie Tieu – aye, Jodie Garzon – aye, Doug Riley – aye, Jim Borgman – aye, Cathy MacInnes – aye, Shawn Power – aye and Craig Schultze – aye. Motion carries unanimously.

Peter Berube made a motion to recommend approval to pay Out Town Publishing in the amount of \$2,987.88; Craig Schultze seconded. Roll Call Vote: Peter Berube – aye, Katie Tieu – aye, Jodie Garzon – aye, Doug Riley – aye, Jim Borgman – aye, Cathy MacInnes – aye, Shawn Power – aye and Craig Schultze – aye. Motion carries unanimously.

Meeting Minutes Approval:

Peter Berube made a motion to approve the October 21, 2020 Meeting Minutes; Cathy MacInnes seconded. Roll Call Vote: Craig Schultze - aye, Shawn Power - aye, Doug Riley - aye, Cathy MacInnes - aye, Jodie Garzon – aye and Katie Tieu – aye, Peter Berube – aye, Jim Borgman abstained. Motion carries.

Old Business/New Business:

The Finance Committee will be meeting prior to Town Meeting on November 7, 2020 at 11:30 AM.

Doug Riley provided an FYI, Saturday, November 7th is Buddy Bowl. There will be twelve teams playing on the lower fields of the Middle/High School Facility.

Adjourn:

Peter Berube made a motion to adjourn the Finance Committee Meeting at 7:39 PM; Katie Tieu seconded. Vote: 8/0 motion carries unanimously.

Respectfully submitted,
Deirdre Gilmore