

Finance Committee Meeting

April 15, 2020 6:00 PM EST
Zoom Remote Meeting Platform
Millis, MA 02054

In Attendance:

Jodie Garzon, Chairman
Doug Riley, Clerk
Joyce Boiardi
Jim Borgman
Cathy MacInnes
Craig Schultze
Katie Tieu
Michael Guzinski, Town Administrator
Carol Johnston, Town Finance Director
James F. McKay, DPW Director
Lisa Hardin, Town Clerk
Patty Kayo, Council on Aging Director
Herbert Lannon, COA Chairman

Jodie Garzon called the Finance Committee Meeting to order at 6:07 PM.

FY21 Department of Public Works Budget Request:

Jim McKay outlined the Department's Four Divisions:

- General Fund consisting of four budgets:
 - Highway (Cemetery, Parks, Roadways, Street Signs)
 - Transfer Station
 - Street Lighting
 - Snow and Ice
- Sewer Enterprise Fund
- Water Enterprise Fund
- Stormwater Enterprise Fund

The total FY21 Budget Request is \$4,665,224.00. The department consists of 14.30 FTE (Full-Time Employees):

- General Fund – 3.67
- Water Enterprise Fund – 4.58
- Sewer Enterprise Fund – 3.61
- Stormwater Enterprise Fund – 2.44

An organizational chart and equipment and building inventories were provided. Although some of the larger vehicles are aging, no vehicle replacement requests are being made at this time.

The General Fund Budget Request:

Highway Salaries:	\$276,356.48
Highway Expenses:	<u>\$472,243.00</u>
Total:	<u>\$748,599.48</u>

An increase in Summer Help to \$30,000.00, an additional \$50,000.00 to Road Maintenance and the Town's Total Stormwater Fees of \$37,422.00 are included.

Transfer Station Salaries:	\$ 27,447.27
Transfer Station Expenses:	<u>\$ 77,662.00</u>
Total:	<u>\$105,109.27</u>

Salaries are for .40 FTE and an increase to Recycling Expenses of \$2,000.00 is included.

Snow and Ice Salaries:	\$ 54,922.00
Snow and Ice Expenses:	<u>\$170,727.00</u>
Total:	<u>\$225,649.00</u>

The Salaries increase includes an additional \$3,461.00 in overtime as well as the Director's Stipend of \$3,461.00 which is part of the Personnel Plan.

Streetlighting Expenses:	\$ 43,850.00
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An increase of \$3,000.00 is requested. This budget covers all streetlights throughout town; both ornamental and overhead, parks, tennis and basketball courts. A grant is being sought to change the ornamental lights to LED.

A Capital Improvements Project request for a Two-Way Radio System in the amount of \$55,004.00 is requested. The System would provide better communication for DPW staff and is compatible with the Police and Fire Radio System.

Water Enterprise Fund Salaries:	\$ 386,178.00
Water Enterprise Fund Expenses:	<u>\$1,245,551.00</u>
Total:	<u>\$1,631,729.00</u>

Increases to Expenses include additional funds for Training, Supplies and Expenses, Telephone and Clothing Allowance.

The Millis Water Department services 2,975 residents and businesses, operates 6 wells and 4 treatment plants and generates 4 MGD (Million Gallons per Day). The department has processed approximately (125) Regency at Glen Ellen Project Water Entrance Permits as well as Sewer Entrance Permits and Street Opening.

The department is seeking to implement a proactive asset management and preventive maintenance program for the Farm and Walnut Street Tanks. The total for FY21 is \$199,921.00 and will be funded through Water Enterprise Borrowing or Surplus.

Sewer Enterprise Fund Salaries:	\$ 266,150.00
Sewer Enterprise Fund Expenses:	<u>\$1,139,867.00</u>
Total:	<u>\$1,406,017.00</u>

The Millis Sewer Department services 1,404 residents and businesses, operates 4 sewer lift stations and 3 off site metering stations. The Department is a customer of CRPCD (Charles River Pollution Control District) and is permitted to discharge 628,000 GPD (Gallons Per Day) of wastewater. The town is at its permitted limit and is seeking alternatives for future sewer capacity.

Stormwater Enterprise Fund Salaries:	\$ 175,656.00
Stormwater Enterprise Fund Expenses:	<u>\$ 328,614.00</u>
Total:	<u>\$ 504,270.00</u>

The town issued 2,975 Stormwater Bills in FY19. The Stormwater Enterprise Fund's Capital Projects includes reduction of flooding at the intersection of Birch and Village Streets. The total for this project is \$588,881.00.

All the above Salary requests include increases and step raises for a (2) year AFSCME CBA (Collective Bargaining Agreement), (1) year SEIU CBA and Personnel Plan.

Two Above Level Service requests were made:

- Reclassification of the Department Assistant III to the Department of Public Works' Manager

- Additional hours for the Department Assistant I from 12 hours per week to 19.

The department is going through a reorganization and identifying the overall responsibilities of all employees. A job description of the DPW Manager was provided. The funding for both would be offset by Engineering Cost in the General, Water Enterprise, Sewer Enterprise and Stormwater Enterprise funds.

Until the Finance Committee can review the Select Board's FY21 Operating Budget Recommendations as well as a Revised Revenue Forecast, it is difficult to deliberate Above Level Service Requests.

FY21 Town Clerk, Elections and Registrars Budget Requests:

Lisa Hardin reviewed all three budgets and stated the main topic she would like to address is an increase to her annual stipend.

The Town Clerk's Budget Request:

Salaries:	\$112,135.00
Expenses:	<u>\$ 7,450.00</u>
Total:	<u>\$119,585.00</u>

Minor increases to certain line items include: Supplies and Expenses, Postage, Dues & Subscriptions, and Equipment Repairs. The budget includes Collective Bargaining Agreement increases and step raises as well as an increase in overtime due to current events and elections in the Fall.

The Registrar's Budget Request:

Salaries:	\$ 1,280.00
Expenses:	<u>\$ 4,060.00</u>
Total:	<u>\$ 5,340.00</u>

The Elections Budget Request:

Salaries:	\$ 26,801.00
Expenses:	<u>\$ 14,400.00</u>
Total:	<u>\$ 41,201.00</u>

The main increase is in Salaries:

FY19:	\$11,658.00
FY20:	\$20,125.00
FY21:	\$26,801.00

the increase is needed to staff elections and early voting. For the upcoming Town Election, scheduled for June 1, 2020, absentee ballot voting is being recommended however, at this time in-person voting will be offered.

Two Above Level Service requests were made for the Town Clerk's Office:

- Dog Licensing Software which includes:
 - Start Up Costs: \$2,250.00
 - Migration Fees: \$ 200.00
 - Annual Service Contract: \$1,200.00

This would allow residents to license their dogs online and would alleviate the office staff's time spent issuing the licenses in person. The Town of Medway has been using this software for several years and the shared Animal Control Officer, Brenda Hamelin, supports this initiative.

- Increase Town Clerk Annual Stipend from \$12,413.00 to \$25,000.00. In addition, a request was made to make the Town Clerk a Full-Time Elected Position with an annual salary of \$77,587.00. No additional Healthcare Costs will be needed; the current Town Clerk is covered under the Town's Healthcare Benefits. The request for a Full-Time Salary could be done incrementally; at this time the request is for a simple increase in the stipend to \$25,000.00.

The Town Clerk outlined several reasons why a Full-Time Elected Town Clerk would be a good investment for the town as a whole. The position requires Department Head responsibilities as well as supervising a Full-Time Assistant Town Clerk and a Part-Time Department Assistant.

A report of the office's operations, conducted by an outside consultant, released last year stated the office has sufficient staffing. The need for a Full-Time Town Clerk was a "policy issue". The Town Clerk expanded on her qualifications and accomplishments over her tenure as the Millis Town Clerk. It was noted that the Assistant Town Clerk is responsible for the day-to-day operations of the Town Clerk's Office.

Joyce Boiardi asked if the Town Clerk position was made Full-Time would the Assistant Town Clerk's hours be reduced; the Town Clerk responded that due to the fact that the Assistant Town Clerk and Department Assistant are members of a Collective Bargaining Unit, it is difficult to discuss reducing their hours. The only obstacle to making the position Full-Time is the Finance Committee and Select Board's support.

Craig Schultze noted that it's a matter of finances; the report indicates that making the Town Clerk position Full-Time would make Millis' Town Clerk's Office hours and Salaries more per capita than any surrounding town. He agrees that an Appointed Town Clerk is a good idea but it is a policy issue; every other Department Head is Appointed not Elected. Consideration needs to be given to Departments that are understaffed. Doug Riley noted that this topic is being discussed at the Charter Review Committee Meetings. Jodie Garzon acknowledged the department's complicated staffing issue which is not ideal but stated the matters involved do not fall under the Finance Committee's purview and thanked the Town Clerk for her presentation.

FY21 Council on Aging Budget Request:

Patty Kayo reviewed the increases and decreases to services the Center provides to the community as well as statistics of Millis' Senior Population. The population has increased 54% over the last ten years.

The FY21 Budget Request is Level Funded and includes Collective Bargaining Agreement and Personnel Plan increases.

The department is working with the PBC (Permanent Building Committee) and community to determine the best possible plan for expansion of the Center with funds appropriated at Town Meeting for a Feasibility Study.

An Above Level Service request in the amount of \$23,196.29 would allow the Center to extend its hours until 4:30 PM Monday thru Thursday. The total includes additional hours per week: (9) hours for the Director, (2.5) for the Department Assistant and (2.5) hours for the Outreach Worker. An HCA Marijuana Impact Funds Request Form was submitted to possibly cover the additional hours.

Their Capital Project request is for flooring in Room #21 which is at the end of its useful life. The request totals \$8,000.00.

Herbert Lannon noted that if indeed a new Council on Aging facility is built not having it open all day does not make sense.

Craig Schultze cautioned the use of HCA Funds being used for salaries; those funds will expire in five years. There is a strong case for extended hours for the Council on Aging if funds are available and programs are developed to support a new facility.

Meeting Minutes Approval:

Craig Schultze made a motion to recommend approval of the April 1, 2020 Finance Committee Meeting Minutes; Doug Riley seconded. Vote: 6/0 1 abstained motion carries.

Old Business/New Business:

Mike Guzinski noted an FY21 Revenue Forecast is being worked on by the Finance Director and there is uncertainty heading into the upcoming Fiscal Year. Jodie Garzon agreed; unknown magnitude of COVID-19 and its impact on future revenues.

The FY21 Department Budget Request Schedule has been revised to allow for no meeting to be held on April 22, 2020. The School Department will present their budget at the April 29, 2020 meeting.

Craig Schultze asked the Select Board, or at least one member, to attend a Finance Committee Meeting to present their FY21 Operating Budget Recommendations. Mike Guzinski will have a response to the committee next week. The Select Board will have a meeting on Wednesday, April 22, 2020 at 2:00 PM to discuss the FY21 Operating Budget and encouraged the Finance Committee members to attend via Zoom.

Adjourn:

Joyce Boiardi made a motion to adjourn the Finance Committee Meeting at 7:40 PM; Doug Riley seconded. Vote: 8/0 motion carries unanimously.

Respectfully submitted,
Deirdre Gilmore