

Finance Committee Meeting

March 31, 2021 7:00 PM EST
Zoom Remote Meeting Platform
Millis, MA 02054

In Attendance:

Pete Berube, Chairman
Craig Schultze, Vice Chairman
Doug Riley, Clerk
Joyce Boiardi
Jim Borgman
Jodie Garzon
Cathy MacInnes

Invited Guest:

Michael Guzinski, Town Administrator
Carol Johnston, Finance Director
Jon Barry, Capital Planning Committee Chair
Karen Bouret, Operations Support Manager
Robert Mullaney, School Superintendent
Terry Wiggin, School Business Manager
Erin Underhill, Select Board Clerk
School Committee Members

Pete Berube called the Finance Committee Meeting to order at 7:03 PM.

Capital Planning Committee Presentation:

Jon Barry provided a Memo and the Capital Planning Committee's Report which will be included in the Finance Committee's Report to residents prior to the May 2021 Town Meeting. Since its inception in May 2017, the committee has worked diligently to refine their prioritization process. Considerations in prioritization include public safety, integration with broader projects and the overall benefit to the town. The committee meets regularly and the meetings are open to the public; there are currently two open positions.

He summarized the committee's priorities:

Highest Priorities include:

• DPW – PFAS Design – Wells #1 & 2 Treatment Plan – Phase I	\$ 197,900.00
Grant funding has been obtained to cover this initial costs.	
• DPW – PFAS Design – Wells #1 & 2 Treatment Plan – Phase II	\$ 200,000.00
• DPW – PFAS Design – Wells #3, 4, 5 and 6 Treatment Plan	\$ 255,600.00
• Fire and Rescue – Ambulance Replacement	\$ 350,000.00
• Schools – (2) Special Education Vans	\$ 103,500.00
• DPW – Water Systems Emergency Response Plan Update	\$ 30,000.00
• Town Buildings – Veterans Memorial Building Fire Alarm Replacement	\$ 63,024.00
• DPW – Village and Birch Streets Stormwater Upgrades	\$ 711,728.00
Subtotal:	<u>\$1,911,752.00</u>

Medium Priorities include:

• Police – Cruiser Replacement Unit #44	\$ 47,872.00
• Council on Aging – Kitchen Update	\$ 25,000.00
• Assessor's – iPad and Software	\$ 18,595.00
• Schools – Apple Computer Lease	\$ 69,900.00
• Schools – Bus Replacement	\$ 103,500.00
Subtotal:	<u>\$ 264,867.00</u>

Lower Priorities include:

• Schools – Skid Steer	\$ 57,135.00
• Council on Aging – Handicapped Van Replacement	\$ 60,000.00

• Council on Aging – Flooring, Room #21	\$ 8,000.00
• Council on Aging – Vehicle Replacement	\$ 30,000.00
• Building/Inspections – Filing System	\$ 7,373.00
Subtotal:	<u>\$ 162,508.00</u>

Total FY22 Capital Item Requests: \$2,339,127.00

There is a limited amount of Free Cash available for appropriation at Town Meeting; only a handful of Capital Items will be included in the Warrant. PFAS Design Items and Water System Emergency Response Plan will be funded by Water Enterprise Funds. Village and Birch Street Stormwater Upgrades will be funded by Stormwater Enterprise Fund Borrowing. Pete Berube, member of the Capital Planning Committee, noted that the construction of the PFAS Treatment Facilities is not included in their priority list. However, the Capital Planning Committee has discussed the need to fund the treatment facilities. The Capital Planning Committee does not determine funding sources; they prioritize the needs of the town. Mike Guzinski did note that the Warrant does indicate funding sources for all Warrant Articles.

Craig Schultze inquired if the Select Board will limit the options available on the Capital Items Warrant Article; limiting the Finance Committee's recommendation of priorities as well as Town Meeting Voters. The Capital Planning Committee's Report has been presented to the Select Board who will decide what items are included in the Warrant. Town Meeting can only vote on items included in the Warrant.

Erin Underhill, former Town Moderator, agreed, the Warrant is provided to residents to review prior to Town Meeting. Items not included in the Warrant can not be appropriated at Town Meeting. The Warrant has not finalized been by the Select Board. She will convey the Finance Committee's concerns to the Select Board.

A ten-year Report of Capital Needs was provided, its intent is to provide Millis residents with transparency of the future need of the town. The total needs are \$73,223,830.00 which includes costs to build a new Senior Center - \$7.5 million, renovation to Lansing Millis Property - \$2 million and \$8 million to construct Water Treatment Facilities necessary for PFAS mitigation. Renovation of the Middle/High School has not been included in the ten-year report.

Pete Berube thanked Jon Barry and the members of the Capital Planning Committee for their dedication, time and hard work in drafting and approving their report. The committee will be seeking Administrative Assistance and software to better convey and track future needs to the town.

Town Buildings FY22 Budget Request Discussion:

Karen Bouret outlined the Town Buildings FY22 Budget:

Salaries:	\$ 90,555.00
Expenses:	<u>\$213,480.00</u>
Total:	<u>\$304,035.00</u>

Staff includes (1) Senior Building Maintenance Worker – 40 hours/week and an Energy Manager – 21 hours/week. Expenses include combining all town building maintenance contracts into one line as opposed to having a separate line item for the Veterans Memorial Building. A CBA (Collective Bargaining Agreement) Clothing Allowance was added in the amount of \$500.00. The budget includes cleaning services and rubbish removal for the Library, Police and Fire and Rescue Stations, and Electricity for the Library. The Town Hall has a new gymnasium floor, new roof and HVAC Climate Control Improvements. Snow removal costs for the Town Hall, Police Station and Library are being absorbed by the DPW Snow and Ice Budget.

A Capital Item Request in the amount of \$63,024.00 includes replacement of the twenty-year-old fire alarm system at the Veterans Memorial Building; it's a safety issue.

Debt Service FY22 Budget Request:

Principal:	\$2,274,052.33
Interest:	<u>\$1,548,762.20</u>
Total:	<u>\$3,822,814.53</u>

The total is decreased from FY21 by \$70,708.95.

Employee Benefits FY22 Budget Request:

Disability Insurance:	\$ 7,000.00
Health Insurance:	\$3,352,591.00
Life Insurance:	\$ 13,080.00
Medicare:	\$ 340,029.00
Norfolk County Retirement:	\$2,229,677.00
Medicare Surcharge:	\$ 1,608.00
Section 125 Costs:	\$ 4,369.00
Medicare B Reimbursements:	\$ 76,314.00
ACA Reporting:	\$ 1,600.00
Total:	<u>\$6,026,268.00</u>

The total increase from FY21 is \$555,754.00; primarily in Health Insurance, Norfolk County Retirement, Medicare and Medicare B Reimbursements.

General Insurance:

General Insurance:	\$234,545.00
Bond Public Employee:	\$ 1,575.00
Police Accident:	\$ 88,229.00
Fire Accident:	\$ 88,229.00
Workers Compensation:	\$134,939.00
Sports Liability:	\$ 4,200.00
Deductibles Miscellaneous:	\$ 4,200.00
Flood Insurance:	\$ 13,125.00
Total:	<u>\$569,042.00</u>

The total increase from FY21 is \$27,098.00; increases were in all of the above.

Executive Office/Select Board FY22 Budget Request Discussion:

Salaries:	\$323,920.00
Expenses:	<u>\$ 79,785.00</u>
Total:	<u>\$403,705.00</u>

Staff include the Town Administrator, Operations Support Manager, Economic Developer/Planner and a Part-Time Department Assistant II.

Two Above Level Service Requests include:

- Department Assistant II Increased Hours – from 18/week to 40/week \$27,617.00 + Benefits
 - Increased hours would restructure the duties of the department and free up time for the Operations Support Manager to take on higher level tasks.
- Full-Time Human Resources Administrator \$75,000.00 + Benefits
 - The position would support Human Resource Functions for both the Municipal and School Departments.

Town Counsel FY22 Budget Request Discussion:

The FY22 Budget Request is \$95,000.00; a \$14,000.00 increase from FY21.

School Department FY22 Budget Request Presentation and Discussion:

Salary increases for FY22 total \$756,394.00, a 4.58% increase. FY22 Expenses were reduced by \$95,889.00, a .58% decrease which rounds out the School Department's increases to 4%. The 4% model was adopted by the Finance Committee, School Committee and Select Board.

Critical Needs beyond the 4% increase:

- Elementary School Literacy Study \$ 20,000.00
- Elementary School Math Specialist \$ 66,870.00
- Middle School Reading Specialist \$ 31,500.00
- SSO and Rostering \$ 8,574.00
- English Language Teacher \$ 60,000.00

• PT Technicians	\$ 27,360.00
• High School Increase Tiers	\$ 17,500.00
• Middle School Math Specialist	\$ 31,500.00
• Uniform Replacement	\$ 12,000.00
• Elementary School Music Teacher	\$ 66,870.00
• Middle School UA Teacher	<u>\$ 27,548.00</u>
Total:	<u>\$369,722.00</u>

May Town Meeting Warrant Articles:

• School Bus Lease – Existing	\$ 89,999.00
• Computer Lease – Existing	\$ 46,600.00
• Computer Lease – New	\$ 23,300.00
• Medicaid Services	\$ 5,000.00
• School Bus – New	\$ 34,500.00
• School Van – New	\$ 34,500.00
• Skid Steer	<u>\$ 19,045.00</u>
Total:	<u>\$252,944.00</u>

It was noted that COVID-19 impacted the School Bus Revolving Fund; limited bus capacity for FY21.

PPE (Per Pupil Expenditure) is \$16,703.00 per year which is \$447.00 below the State Average. Enrollment as of March 2021 is 1,167 students: Elementary School – 559, Middle School – 275 and High School – 333. An increase in enrollment is expected over the next years (17%) due to the increase in housing developments in town. Class sizes range from 12 – 25 students which supports personalization, project-based learning and addressing individual needs.

The School Department receives \$5,000.00 per student who Choice-In to the district; in FY22 approximately \$500,000.00 is expected. In FY21, out of district enrollment (Norfolk Aggie and Tri-County), 70 students, has decreased slightly. Fifteen students are Home Schooled and five students are enrolled in Charter Schools.

Spring 2021 Town Meeting Warrant Article Discussion:

Mike Guzinski outlined the Draft Warrant Articles and funding sources; the Select Board will approve the Final Warrant at their upcoming meeting.

Finance Committee Operating Policies and Procedures Handbook Discussion:

Pete Berube asked the committee to review the Draft Handbook and to send any comments/suggestions to Jodie Garzon. The Handbook will be reviewed, discussed and voted on next week.

Old Business/New Business:

A Tri-Board Meeting could take place prior to Town Meeting; scheduling will be considered. Jodie Garzon requested a representative for Article #27, PILOT Agreement – Clyde F. Brown School attend next week's meeting. Robert Weiss, Town Energy Manager, and Terri Wiggin will be in attendance to outline the article. A Planning Board Member will be invited to discuss the Zoning ByLaw Amendments regarding Cannabis Delivery. Finance Committee Representatives to other boards and committees will be discussed at an upcoming meeting.

Finance Committee Meeting Minutes Approval:

Jodie Garzon made a motion to accept the March 10, 2021 Finance Committee Meeting Minutes; Cathy MacInnes seconded. Vote: 7/0 motion carries unanimously.

Adjourn Meeting:

Jodie Garzon made a motion to adjourn the Finance Committee Meeting at 9:47 PM; Cathy MacInnes seconded. Vote: 7/0 motion carries unanimously.

Respectfully submitted,
Deirdre Gilmore