

Finance Committee Meeting

July 14, 2021 7:30 PM EST
Veterans Memorial Building – Room #229
Millis, MA 02054

In Attendance:

Pete Berube, Chairman
Doug Riley, Clerk
Joyce Boiardi
Jodie Garzon
Cathy MacInnes
John Steadman
Peter Underhill

Invited Guest:

Carol Johnston, Finance Director

Pete Berube called the Finance Committee Meeting to order at 7:32 PM and welcomed the committee members back. The committee had not met in person in over a year; meetings were held via a Zoom Virtual Platform.

Welcome New Finance Committee Members:

Pete Berube welcomed John Steadman and Peter Underhill. He thanked them for stepping up to volunteer their time as Finance Committee Members and hope they will join in the committee's healthy discussions and debates as they consider recommendations for the Fall and Spring Town Meetings.

FY21 Interdepartmental Transfers:

Carol Johnston explained the transfers are necessary to balance deficits within the Town Meeting approved FY21 Operating Budget.

Line Items in Deficit:

• Treasurer/Collector Overtime Salary	\$ 352.49
• Treasurer/Collector Tax Attorney Expenses	\$11,295.43
• Town Building Electricity Expense	\$10,000.00
• Town Building Special Expenditures Expense	\$ 8,000.00
• Town Building VMB Maintenance Contracts	\$16,425.05
• Finance Committee Salary	\$ 412.27
• Cherry Sheet Assessment – Charter School	\$32,612.00
• Cherry Sheet Assessment – Special Education	<u>\$ 6,750.08</u>
Total:	<u>\$85,847.32</u>

Line Items in Surplus:

• Transfer from FY20 Fall Town Meeting Article – IT Director	\$19,824.02
• Transfer from Town Meeting Article - Unpaid Bills	\$ 516.92
• Transfer from FY15 Town Meeting Article – Building Improvements	\$ 894.15
• Transfer from Capital Items – Voting Booths	\$ 1,737.00
• Transfer from Capital Items – VMB Flooring	\$ 5.40
• FY21 Reserve Fund	\$23,899.11
• General Insurance	\$ 5,358.00
• Employee Benefits – Health Insurance	\$ 4,690.51
• Police Salaries	\$ 3,448.86
• Street Lighting Expense	\$ 4,227.77
• Board of Health Salary	\$ 4,489.03
• Board of Health Expense	\$ 3,638.71
• Council on Aging Salary	\$ 5,364.72
• Veterans Services Expense	\$ 588.88
• Memorial Day Expense	\$ 137.72
• Library Salary	\$ 2,196.16
• Library Expense	\$ 3,244.04
• Debt Service – Short Term Interest	<u>\$ 1,586.32</u>
Total:	<u>\$85,847.32</u>

Unfunded Deficits for Snow and Ice Salaries, \$48,443.81, and Expenses, \$30,366.19, totaling \$78,810.00 will be raised on the Tax Recap. Snow and Ice is the only Operating Budget Line Item that can run in a deficit. The Town did vote to increase the Snow and Ice Budget several years ago; once the budget for Snow and Ice is raised, it cannot be decreased.

Tax Attorney Expenses were budgeted for \$4,000.00 and were much higher than expected. This expense is for review of liens against properties in town and to register the lien with the Norfolk County Registry of Deeds. In the future, this line item will be better budgeted and the expenses may be included in the lien.

Building Special Expenditures are for items not covered by the town's insurance and include the town's deductible for insurance claims.

At the FY20 November Town Meeting, funds were appropriated for an IT Director. The town has hired an IT Director and only a portion of the appropriated funds were used to cover the salary in FY21.

The May 2021 Town Meeting did vote to approve balancing some of the FY21 deficits but the above transfers are needed to balance the budget.

The Reserve Fund amount used to fund deficits is the balance from FY21; the FY22 balance is \$50,000.00. The Reserve Fund is used to cover unanticipated expenses. The Finance Committee votes to approve or deny all Reserve Fund Transfer throughout the Fiscal Year.

Line Items in Deficit:

- | | |
|----------------------------------|-------------|
| • Sewer Enterprise Fund Salaries | \$ 7,525.00 |
| • Water Enterprise Fund Salaries | \$ 3,368.00 |

Line Items in Surplus:

- | | |
|-----------------------------------------------|-------------|
| • Sewer Enterprise Fund Maintenance Contracts | \$ 7,525.00 |
| • Water Enterprise Fund Supplies and Expenses | \$ 3,368.00 |

Jodie Garzon made a motion to recommend approval of the Interdepartmental Transfers as presented and the funding sources as described; Doug Riley seconded. Vote: 7/0 motion carries unanimously.

Jodie Garzon made a motion to recommend approval of the Sewer and Water Enterprise Funds Transfers; Joyce Boiardi seconded. Vote: 7/0 motion carries unanimously.

Nominate/Vote Finance Committee Vice Chair:

Craig Schultze, previous Finance Committee Vice Chair, was elected as a Select Board Member. The position of Vice Chair does not necessarily mean the Member will become the Chair of the Committee. Pete Berube suggested tabling the item until all committee members are present. He reminded the committee to abide by Open Meeting Laws; discussion cannot take place if a quorum is present without a posted meeting.

Vote Payroll Authorization Form:

Pete Berube:

"The Finance Committee votes pursuant to MGL Chapter 41, Section 41 to authorize either of the following two signatures below to sign/approve payroll. It is understood that this provision does not eliminate the responsibility of the other members of the Committee."

Jodie Garzon made a motion to authorize the Chair and Clerk to sign and approve payroll in accordance with MGL Chapter 41, Section 41; Joyce Boiardi seconded. Vote: 7/0 motion carries unanimously.

Discussion of Improved Finance Committee Information Dissemination to the Public:

Following the Spring Town Meeting and several post on the Millis Public Forum, Pete Berube asked the Finance Committee Members to give some thought on how the Finance Committee Meeting Information and Meeting Minutes can be easily accessible to residents. The Meeting Materials and Meeting Agendas and Minutes are posted on the town's website: <https://www.millisma.gov/> and the Finance Committee page: <https://www.millisma.gov/finance-committee>

The Finance Committee holds a Public Hearing/Pre-Town Meeting before the Spring and Fall Town Meetings. The Public Hearing's intention is for residents to inquire about the upcoming Town Meeting Warrant Articles; attendance by residents is slim to none. The committee will consider making improvements to the Public Hearing/Pre-Town Meeting as well as possibly posting Meeting Minutes on the Town's Facebook Page. The Town's Facebook Page does not allow for feedback from residents, it's simple an information tool. Meeting Minutes could be posted at the Council on Aging and Library. A link to the Meeting Minutes could be advertised in the Millis/Medway Monthly newspaper and on the Millis Community Media Channel. The committee will further discuss this item at their upcoming meeting.

Bills Payable Approval:

Joyce Boiardi made a motion to recommend approval of payment to ClearGov Inc. for Finance Software in the amount of \$5,500.00; Jodie Garzon seconded. Vote: 7/0 motion carries unanimously.

Joyce Boiardi made a motion to recommend approval of payment to the Association of Town Finance Committees (ATFC) in the amount of \$180.00; Jodie Garzon seconded. Vote: 7/0 motion carries unanimously.

Pete Berube encouraged the new members of the committee to visit the ATFC Website:

<https://www.mma.org/members/finance-committees/>

Jodie Garzon and Cathy MacInnes agreed, the website has a lot of useful information.

Old Business/New Business:

The committee will meet again in mid-September to prepare for the Annual November Town Meeting. A Tri-Board Meeting (Finance Committee, Select Board and School Committee) typically meet in September.

Pete Berube thanked the members for their attendance at tonight's meeting.

Finance Committee Meeting Minutes Approval:

Jodie Garzon made a motion to accept the March 31, 2021 Finance Committee Meeting Minutes; Joyce Boiardi seconded. Vote: 5/0 2 abstained motion carries.

Jodie Garzon made a motion to accept the May 1, 2021 Finance Committee Meeting Minutes; Joyce Boiardi seconded. Vote: 5/0 2 abstained motion carries.

Adjourn Meeting:

Jodie Garzon made a motion to adjourn the Finance Committee Meeting at 8:45 PM; Joyce Boiardi seconded. Vote: 7/0 motion carries unanimously.

Respectfully submitted,
Deirdre Gilmore