

Finance Committee Meeting

October 20, 2021 7:00 PM EST
Veterans Memorial Building – Room #229
Millis, MA 02054

Zoom Remote Platform

In Attendance:

Pete Berube, Chair
Jodie Garzon, Vice Chair – Remote
Doug Riley, Clerk - Remote
Joyce Boiardi
Jim Borgman – Remote
Cathy MacInnes – Remote
Sara Reyes – Remote
John Steadman
Peter Underhill – Remote

Invited Guest:

Michael Guzinski, Town Administrator
Carol Johnston, Finance Director
Peter Jurmain, Select Board Chair – Remote
Jaikaur LeBlanc, Board of Health – Remote
John McVeigh, Board of Health Director – Remote
Robert Mullaney, School Superintendent – Remote
Terry Wiggin, School Business Manager – Remote
Robyn Briggs, School Committee – Remote
Donna Cabibbo – Remote

Pete Berube called the Finance Committee Meeting to order at 7:01 PM.

Article #2 FY22 Operational Budget Adjustments – Marijuana Impact Fees:

Members of the Finance Committee had concerns of approving a Town-Wide Social Worker funded by Marijuana Impact Fees and therefore requested the School Superintendent, School Committee Member and School Business Manager to the meeting for insight.

Bob Mullaney outlined the reasons the School Committee requested this additional shared position:

- Since the town's adoption of Marijuana Sales, the School Committee anticipated the need for additional resources to meet the needs of students outside typical school hours.
- It is intended to assist the needs of the Senior population, Police and Fire and Rescue Staff.
- Natick, Franklin, Ashland, Medway, Needham, Westwood and Medfield all employ a Town-Wide Social Worker.
- The position would address the growing need of Mental Health issues throughout town.
- The School Department has witnessed a spike in Substance Abuse among students.
- School Adjustment Counselors do not have the ability to deal with Substance Abuse.
- The position would be a new hire.

Peter Berube opined that the reason the School Department requested a Social Worker, funded by HCA (Host Community Agreement) Impact Funds, is to mitigate the result of the town allowing Marijuana Sales. A Social Worker is not necessarily equipped to address Mental Health issues but rather refers individuals to professionals. It's an appropriate use of HCA Marijuana Impact Funds.

Robyn Briggs spoke to the value the community would see from the addition of a Town-Wide Social Worker; children and teens need support after the school day ends. The need has been recognized by the School Committee and School Administration. The COVID-19 Pandemic has amplified the need for students to connect with someone to talk to. John McVeigh agreed and supports assistance to Middle/High School students with addiction issues.

Mike Guzinski has consulted with the Director of the Council on Aging, Fire and Rescue Chief as well as the Police Chief; all three agreed the position would be beneficial in serving the public. The Town Administrator has had extensive discussion with the School Superintendent regarding this position; it will be an On-Call position to address the growing needs of the town. The

Select Board and Town Administration is in support of the position. Jaikaur LeBlanc, Board of Health Chair, is support of this position; research had demonstrated the benefits. Millis would be well served in employing a Town-Wide Social Worker.

Cathy MacInnes' concern is what happens after the HCA five-year agreement expires; would costs be split 50/50 between the School and Municipal Departments. Other concerns from the committee include how the position would be distributed between the School and Municipal Departments, who the position reports to and which, if any, Collective Bargaining Agreement the position is a member. Bob Mullaney will work with the Board of Health Director, Town Administrator and all Department Heads to iron out the committee's concerns. The town does employ a Council on Aging Outreach Worker to assist Senior Citizens.

Joyce Boiardi pointed out the town has an SRO (School Resource Officer) whose salary is paid by HCA Marijuana Impact Fees. Furthermore, typically a Family Medical Professional addresses Mental Health Issues. The position appears to be geared toward addressing the School Department as opposed to the town as a whole.

Bob Mullaney followed up, not all families in town have Health Insurance. The position could potentially aide in providing parenting skills and assisting families with obtaining Health Insurance. Many of the services Millis families need are outside of what the School Department can provide. Pete Berube agreed; there is a different set of skills provided by a School Adjustment Counselor and a Social Worker. He noted that funding a position with HCA Marijuana Impact Funds has to demonstrate and mitigate the direct effect of selling Marijuana in the Town of Millis. The exact details of the position have yet to be determined.

Pete Jurmain made the group aware the Select Board has not had a lengthy discussion on this particular item of the HCA Marijuana Impact Funds. Robyn Briggs added, not all families in town have a Family Medical Professional available and the School Department is simply trying to mitigate the impact of Marijuana Sales has had on students and families.

Article #8 Stormwater ByLaw Regulation Amendment:

The committee voted 5/4 in recommending approval of this Article.

Jaikaur LeBlanc made the committee aware that the amendment to the Stormwater ByLaw was initiated by the Board of Health after discussion with several Building Developers, specifically the Regency at Glen Ellen, as well as the future groundwater levels forecasted. It seemed prudent for Millis to have a provision in the Stormwater ByLaw.

Building Developers were amicable in having a two-foot clearance in high groundwater areas to mitigate stormwater. Sump pumps are only reliable if electricity is available; power outages negate sump pump effectiveness. John Steadman clarified that the homes at the Regency at Glen Ellen have basements and some have sump pumps.

Certified Free Cash Update:

Carol Johnson provided the committee with the DOR's Free Cash and Enterprise Fund Retained Earnings Certification:

- General Fund Free Cash: \$2,072,363.00
- Sewer Enterprise Fund Retained Earnings: \$ 410,766.00
- Water Enterprise Fund Retained Earnings: \$ 510,539.00
- Stormwater Enterprise Fund Retained Earnings: \$ 577,896.00

It was noted that while there appears to be an abundance of Free Cash, the reality of it all is that there is not. The following items were outlined as Spring Town Meeting Warrant Article obligations:

- Anticipated Unpaid Bills: \$ 15,000.00
- FY23 Operating Budget Marijuana Impact Fee Salaries and Stipends: \$243,448.83
- Independent Audit: \$ 37,000.00
- FY23 Personal Property and Real Estate Interim Year Inspections: \$ 20,000.00
- FY23 Personal Property and Real Estate Recertification: \$ 18,000.00
- Previously Approved Police Cruiser Lease: \$ 34,931.92
- Previously Approved School Bus Lease: \$ 89,999.00
- Previously Approved School Computer Lease: \$ 46,600.00
- New School Computer Lease: \$ 23,300.00
- Road Maintenance/Repair: \$ 45,000.00
- Medicare/Medicaid Reimbursement Service: \$ 5,000.00
- Unemployment Insurance Fund: \$ 7,700.00
- Stabilization Fund: \$150,000.00
- OPEB (Other Post-Employment Benefits) Fund: \$ 50,000.00
- Total: \$785,979.75

In addition to the above, anticipated Free Cash Appropriations at the upcoming November Town Meeting total \$1,006,630.05. The balance of Free Cash to be appropriated at the Spring Town Meeting is approximately \$399,753.00.

The Capital Planning Committee has considered some of the above items be included in Department Operating Budgets as opposed to Capital Items. Carol Johnston made the committee aware, in doing so, there would need to be an increase in each department's overall budget.

The Enterprise Fund Retained Earnings will fund a few Unpaid Bill Items as well as \$214,000.00 from Water Enterprise Funds in Article #2, Water Tank Maintenance. The Water Tank Maintenance Program commitment is a 15-year contract with an outside firm, Suez. The program will prolong the two water tanks, Farm and Walnut streets, useful life. The DPW's request for an Excavator in the amount of \$50,035.00 was intended by the Director of the DPW to be split equally between the General Fund, Water Enterprise Fund, Sewer Enterprise Fund and Stormwater Enterprise Fund.

Town Meeting Procedures Discussions:

Donna Cabibbo outlined the current procedures for the November Town Meeting; it will take place indoors at the Middle/High School Auditorium with the School Cafeteria utilized for any overflow attendees. Protocols for Social Distancing are in place. In order to hold Town Meeting at the School, the School's Mask Mandate, in adherence to DESE's (Department of Elementary and Secondary Education) Regulations, will apply. Participants will be required to wear a face covering to participate unless a medical waiver is provided. The current setup includes the Finance Committee Members, Town Moderator and Town Counsel positioned on the Auditorium's Stage with dedicated microphones. The Select Board Members, Town Clerk and Assistant Town Clerk will be positioned on the floor below the stage.

Pete Berube broached the question on how Article #9 will be addressed; it's a cumbersome article with some intricate details. Donna Cabibbo plans to divide the article; each section will be voted separately. If Article IV-2, Other Elected Officers, does not pass, it will necessitate the need to amend subsequent sections of Article #9. The results of the Town Meeting's vote on Article #9 will be discussed amongst the Town Moderator, Assistant Town Clerk, Town Council and the Attorney General prior to submission to State Legislature to ensure proper guidelines are adhered to.

Doug Riley, Finance Committee Member, assigned to present Article #9 to Town Meeting, inquired if dividing the article essentially makes each section a separate article. It is the Town Moderator's understanding, after consulting with Town Counsel, yes; a vote will be taken on each section of the article as opposed to one vote on the entire article. A handout will be provided to Town Meeting Participants. The article is a major change to the Town's Charter, if passed at Town Meeting and approved by the State Legislature, it will be a Town Election Ballot question before it takes effect.

In order to facilitate the nine Finance Committee Members presence on the Auditorium Stage, it is proposed each member will have a music sheet stand and chair to adhere to the social distancing rules. A table and microphone will be provided when each member addresses Town Meeting Participants with the committee's recommendations of each article.

Vote November Town Meeting Warrant Articles:

Article #3 Capital Items

• Library Fire Alarm Master Box:	\$ 15,000.00
• Middle/High School Walk-In Freezer:	\$ 45,000.00
• Police Cruiser:	\$ 51,444.00
• DPW Snow Plow:	\$ 12,850.00
• Middle/High School Elevator Upgrades:	\$ 80,000.00
• Council on Aging Freezer:	\$ 8,031.00
• Oak Grove Farm Playground Renovation:	\$127,006.00
• DPW Excavator:	\$ 50,035.00
• Assessors iPad Software Update:	\$ 22,762.00
• Council on Aging Upgrades:	\$ 19,217.00
• Building Department Filing System:	\$ 18,000.00
• Middle/High School Steamer Kettle:	\$ 50,000.00
• Energy Charging Stations:	\$ 26,800.00
• Pleasant Meadow Park Picnic Tables, Benches and Signage:	\$ 6,730.00
Total:	<u>\$532,875.00</u>

Carol Johnston confirmed there will be Free Cash Funds available at the Spring Town Meeting to potentially fund some of the Capital Items not included in the above list which was proposed by the Select Board.

John Steadman made a motion to recommend approval of Article #3, Capital Items, in the amount of \$532,875.00 funded by taxation, transfer from available funds or borrowing; Joyce Boiardi seconded. Roll Call Vote: Pete Berube – aye, Jodie Garzon –

aye, Doug Riley – aye, Joyce Boiardi – aye, Jim Borgman – aye, Cathy MacInnes – aye, Sara Reyes – aye, John Steadman – aye, Peter Underhill – aye. Vote: 9/0, motion carries unanimously. Specific funding sources will be clarified in the Town Meeting Motions.

Article #4 PFAS Water Treatment Plant

This article will authorize the town's ability to borrow up to \$5,600,000.00 to build a Water Treatment Plant in order to mitigate PFAS at Wells #1 and 2. Pete Jurmain, Chair of the Select Board, noted Federal Funding through ARPA (American Rescue Plan Act) of \$2.4 million is expected to offset the cost to town water taxpayers. The Select Board has considered taxing all residents, not just water tax payers, due to the implications of the entire town; further discussion will take place and a determination will be made. The town has received \$800,000.00 from ARPA with the remaining funds, \$1.6 million, expected to be received. The Select Board has voted in favor of using all ARPA Funding to mitigate PFAS in the town's drinking water. The Commonwealth has received \$5 billion in funding which can be used for PFAS Mitigation; it has been confirmed by State Representatives. The Select Board is endeavoring to obtain State Funding of approximately \$20 million to mitigate the PFAS situation; enabling the town to establish treatment plants for all drinking water wells.

Mike Guzinski further clarified, approval of Article #4 gives full authorization to the town to borrow up to \$5.6 million. Similar to Article #15, which rescinds borrowing authorizations, if Federal or State Funds are received to mitigate PFAS, the full borrowing would not transpire and would be rescinded at a future Town Meeting.

Article #9 Request Special Act – Town Charter Changes

The committee has voted to recommend portions of the article. However, the overall article has not been voted on.

The committee's concerns regarding Section III-4 Town Administrator have been refined to include replacing (1) Amending the Heading to "Town Administrator – Chief Administrative Officer" and (2) deleting Section III-4 and III-5. In conjunction with Town Counsel, the Town Administrator and Select Board have addressed the committee's concerns with regards to designating an Interim Town Administrator in the event the Town Administrator is unavailable for a duration lasting twenty days.

Doug Riley made a motion to recommend approval of Article #9 Article III-4, Town Administrator, Subsection 2, Acting Town Administrator as written; John Steadman seconded.

Roll Call Vote: Pete Berube – aye, Jodie Garzon – aye, Doug Riley – aye, Joyce Boiardi – aye, Jim Borgman – aye, Cathy MacInnes – nay, Sara Reyes – aye, John Steadman – aye, Peter Underhill – aye. Vote: 8/1, motion carries.

Doug Riley made a motion to recommend approval of Article #9 Article III-4, Town Administrator, Subsection 1, Powers and Duties as written; Joyce Boiardi seconded.

Roll Call Vote: Pete Berube – aye, Jodie Garzon – aye, Doug Riley – aye, Joyce Boiardi – aye, Jim Borgman – aye, Cathy MacInnes – nay, Sara Reyes – aye, John Steadman – aye, Peter Underhill – aye. Vote: 8/1, motion carries.

Doug Riley made a motion to recommend approval of Article #9 in its entirety as written; Joyce Boiardi seconded. Roll Call Vote: Pete Berube – aye, Jodie Garzon – aye, Doug Riley – aye, Joyce Boiardi – aye, Jim Borgman – aye, Cathy MacInnes – nay, Sara Reyes – aye, John Steadman – aye, Peter Underhill – aye. Vote: 8/1, motion carries.

Article #2 FY222 Operational Budget Adjustments

This article will fill in gaps in the FY22 Operating Budget to fund positions funded by the HCA Marijuana Impact Fund Revenues as well as fund additional cost to the Fire and Rescue Department's Repair Fund, Water Tank Maintenance and SEIU Collective Bargaining Agreement Amendments. The following are proposed to be funded by Host Community Agreement Marijuana Impact Funds:

- HCA Administrative Support - \$9,200.00
- Board of Health – Cannabis Use in E-Cigarettes/Vaping - \$4,000.00
- Extended Library Hours: Thursday and Friday evenings - \$22,776.00
- Police School Resource Officer Salary - \$26,300.00
- Police – Marijuana Training - \$45,000.00
- Recreation Teen Program Coordinator - \$9,200.00
- School Adjustment Counselor - \$40,637.00
- School Bridge Therapeutic Counselor Grade 8 - \$12,365.00
- School Afterschool Activities/Extended Day Program - \$10,000.00
- School Mental Health Programs/Substance Abuse - \$5,000.00
- School Town-wide Social Worker - \$60,000.00

Pete Berube noted while there has been extensive discussion this evening in funding a Town-Wide Social Worker with HCA Marijuana Impact Funds, there is a compelling need for that resource to mitigate the sale of marijuana in town. Jim Borgman believes the position of a Town-Wide Social Worker's job description has not been ironed out yet; while it can provide useful resources to the town, there are too many open-ended questions on how the position would function and its connection to marijuana sales in town. John Steadman agreed, the position has not been specifically defined and needs to be through the Select Board in collaboration with the School Committee and School Administration. Joyce Boiardi and Cathy MacInnes agreed. Joyce Boiardi made motion to recommend an amendment of Article #2 approving \$214,000.00 from the Water Enterprise Fund for Water Tank Maintenance, \$50,000.00 for Fire and Rescue Repair Fund and \$15,000.00 for SEIU Collective Bargaining Agreement and \$184,478.00 from Marijuana Impact Funds as listed, eliminating the Town-Wide Social Worker; John Steadman seconded. Roll Call Vote: Pete Berube – aye, Jodie Garzon – nay, Doug Riley – aye, Joyce Boiardi – aye, Jim Borgman – aye, Cathy MacInnes – aye, Sara Reyes – nay, John Steadman – aye, Peter Underhill – nay. Vote: 6/3, motion carries.

Old Business/New Business:

Pete Berube outlined the steps the committee needs to take in preparation for the November Town Meeting. Each member has been assigned articles to present to Town Meeting. If a member is in the minority of the committee's recommendation, there is the option to present a Minority Report.

The Finance Committee Report, distributed to residents, outlines the recommendations the committee proposes to Town Meeting. The report includes the Chair's Letter and a summary of all articles, the summary is a synopsis on each article.

Pre-Town Meeting/Public Hearing will take place on Wednesday, November 3, 2021 at 7:00 PM. The meeting has been published as a Legal Notice and will take place via Zoom and in person at the Veterans Memorial Building, Room #229.

The Finance Committee Report will be posted on the Our Town Publishing Website and Facebook Page in an effort to inform Millis residents of the important votes that will take place at the upcoming November Town Meeting. Included in the Finance Committee's Report is a two-page document outlining Article #4 PFAS Water Treatment Plant.

Finance Committee Meeting Minutes Approval:

Joyce Boiardi made a motion to approve the Finance Committee's Meeting Minutes from October 6, 2021; Jodie Garzon seconded. Cathy MacInnes requested the Meeting Minutes be amended to document the Ambulance Fund was established to finance future ambulance purchases but has since been used to fund Fire and Rescue Personnel. The Meeting Minutes will be amended and voted at the committee's next meeting.

Joyce Boiardi made a motion to approve the Finance Committee's Meeting Minutes from October 13, 2021; Jodie Garzon seconded. John Steadman had an objection to paragraph three under Sidewalk Improvements of the Draft Meeting Minutes. The committee voted unanimously to vote against the minutes as written 9/0.

John Steadman made a motion to strike paragraph three under Sidewalk Improvements from the Finance Committee's Meeting Minutes of October 13, 2021; Joyce Boiardi seconded. Vote: 9/0 motion carries unanimously.

Adjourn Meeting:

Jodie Garzon made a motion to adjourn the Finance Committee Meeting at 9:05 PM; Joyce Boiardi seconded. Vote: 9/0 motion carries unanimously.

Respectfully submitted,
Deirdre Gilmore