

Finance Committee Meeting

July 12, 2022 6:00 PM EST
900 Main Street, Room #229
Millis, MA 02054

Committee Members In Attendance:

Pete Berube, Chair
Jodie Garzon, Vice Chair
Peter Underhill, Clerk
Joyce Boiardi
Jonathan Loer
Cathy MacInnes
John Steadman

Invited Guests:

Mike Guzinski, Town Administrator
Carol Johnston, Finance Director

Pete Berube called the Finance Committee Meeting to order at 6:00 PM.

Discuss and Approve FY22 Inter-Department Transfers:

Mike Guzinski explained, Massachusetts General Law allows for transfers to be made from May thru July 15th for each Fiscal Year. The transfers require Select Board and Finance Committee approval. The Select Board approved the transfers at their meeting yesterday.

Carol Johnston outlined the FY22 Inter-Department Transfers necessary to balance the FY22 Operating Budget:

Line Items in Deficit:

• Town General Government – VMB Maintenance Contracts	\$ 42,500.00
• Finance Committee – Printing Expense	\$ 1,751.17
• General Insurance	\$ 7,603.00
• Public Safety:	
Police Salaries	\$ 22,000.00
Police Overtime	\$ 26,000.00
Police Maintenance Contracts	\$ 19,000.00
Police Gasoline	\$ 9,310.00
Fire Training Overtime	\$ 8,000.00
• Public Works – Supplies and Expenses	\$ 6,100.00
Total:	<u>\$142,264.17</u>

Line Items in Surplus:

• Reserve Fund	\$ 50,000.00
• Employee Benefits – Health Insurance	\$ 41,000.00
• Cherry Sheet Assessments – School Choice	\$ 51,264.17
Total:	<u>\$142,264.17</u>

The Cherry Sheet Assessment – School Choice is a result of fewer students transferring out of district. The Employee Benefits – Health Insurance is a result of employee resignations, less employees enrolled and the choice between Single and Family Plans. The FY23 increase in Health Insurance is expected to be 8 – 11%.

Mike Guzinski explained the deficit in VMB Maintenance Contracts is due to upgrades to the HVAC System. A Critical Needs Assessment performed several years ago noted that the VMB will need \$200,000.00 for HVAC upgrades and water damage. An agreement with the School Department has been reached and in FY23, the School Department will maintain all Town Buildings. Police Salaries and Overtime is not a result of their Collective Bargaining Agreement which begins July 1, 2022. Carol Johnston explained at the May Town Meeting, approximately \$46,000.00 of Police Salaries was used to fund Fire and Rescue Overtime. Fire and Rescue Overtime had a \$84,310.00 deficit in FY22. At the November 2021 Town Meeting, the town approved establishing a Chapter 41 Section 111F Injury Leave Indemnity Fund. Appropriations to the Fund will most likely be made at the November 2022 Town Meeting. The fund requires injured Fire Personnel receive 100% of their salary. The Assisted Living Facility will certainly be taxing of the Fire and Rescue Department. Ongoing discussions to establish a fee structure, etc. should be finalized in August.

An Unfunded Deficit for Snow and Ice: Salaries, \$62,484.60, and Expenses, \$66,237.10, totaling \$128,721.70 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.

The Enterprise Funds did not require any transfers in FY22.

John Steadman made a motion to approve the FY22 Inter-Department Transfers; Jon Loer seconded. Vote: 6/0 motion carries unanimously.

Approve Bills Payable:

Jodie Garzon made a motion to recommend approval of payment to Gatehouse Media in the amount of \$107.04 for advertising the Finance Committee's May Pre-Town Meeting/Public Hearing; John Steadman seconded. Vote: 7/0 motion carries unanimously.

Finance Committee Meeting Minutes Approval:

Jodie Garzon made a motion to approve the May 2, 2022 Finance Committee's Meeting Minutes as written; John Steadman seconded. Vote: 6/0 1 abstained. Motion carries.

DPW Update – Postponed

It was noted the 2022 Road Improvements Information is available on the Town's Website:

https://www.millisma.gov/sites/g/files/vyhlf901/f/uploads/upcoming_road_improvements_-_2022.pdf

Old Business/New Business:

Pete Berube made the committee aware that there are three volunteers for the open Finance Committee Position. Robert "Brutus" Cantoreggi, Town Moderator, will interview each candidate and appoint a new member. It was noted that an appointment of any openings on the committee must be made forty-five days after the most recent Town Meeting.

Adjourn Meeting:

Jodie Garzon made a motion to adjourn the Finance Committee Meeting at 6:44 PM; Cathy MacInnes seconded. Vote: 7/0 motion carries unanimously.

Respectfully submitted,
Deirdre Gilmore