

## Finance Committee Meeting

February 22, 2023, 7:00 PM EST  
Veterans Memorial Building – Room #229  
900 Main Street Millis, MA 02054  
Participation Via Zoom Remote Platform

### Committee Members In Attendance:

Pete Berube, Chair  
Jodie Garzon, Vice Chair  
Peter Underhill, Clerk  
Joyce Boiardi  
Michael Krone  
Cathy MacInnes  
Sara Reyes  
John Steadman

### Invited Guest:

Michael Guzinski, Town Administrator  
Michael Giampietro, Town Building Commissioner  
John McVeigh, Board of Health Director  
Sara Ward, Public Health Nurse  
Amy Leone, Town Social Worker  
Erin Mallette, Animal Control Officer  
John McAvoy, Oak Grove Farm Commission

Pete Berube called the Finance Committee Meeting to order at 7:00 PM.

### Building Department FY24 Budget Presentation:

The department issued 1,368 Building Permits and conducted over 2,800 Building Inspections in 2022. Inspection compensation, \$40.00 per inspection, is estimated for FY24. Inspection fees fluctuate and are dependent on building projects. Upcoming building projects include:

- Emerson Place, a new development, located off Ridge Street, will consists of single-family homes
- An Apartment Complex at the intersection of Main and Pleasant streets has been proposed
- A 40B Project on Main Street near Larch Road is underway
- An Apartment Complex on Main Street toward the Medway Townline has been approved

The proposed FY24 Budget includes:

- Salaries: \$255,774.18
- Expenses: \$ 9,675.00
- Total: \$265,449.18

In FY23, the department adjusted Inspection Compensation, reducing it from \$91,360.00 to \$85,000.00. The Regency at Glen Ellen Project is almost complete and inspections are expected to be reduced. Expenses are Level Funded. Capital Planning Committee requests included a new filing system which has streamlined the overall efficiency of the department. Online Permitting may be an option in the coming year.

The Commonwealth instituted an Energy Bill, effective January 1, 2023, which will have an impact on how structures are built; mandating certain codes which will add additional costs to homeowners and developers. Electrical Vehicle Charging Stations will be required in the future.

The department has made changes to the overall staffing structure; removing the Local Inspector position with a third Deputy Plumbing and Gas Inspector and an Alternate Building Inspector, Robert Fogarty. Stipends for each position have not changed the overall budget. Department Revenues exceeded \$581,000.00 in FY22.

### Board of Health FY24 Budget Presentation:

The Board of Health consists of a Full-Time Director, Administrative Assistant and a Public Health Nurse.

The FY24 Budget Request includes:

- Salaries: \$142,450.00
- Expenses: \$ 13,975.00
- Total: \$156,425.00

An increase in Expenses includes \$1,200.00 for the Director's cellphone cost previously paid by a PHEP (Public Health Emergency Preparedness) Grant and includes an iPad data package. The budget includes a six-month extension for a COVID-19 Tracing Nurse.

The Board of Health is requesting \$42,020.00 in Marijuana Impact Fees to support the Opioid Abatement Advisory Group which consists of the Fire, Police, School and the Health Departments to provide assistance with recovery, prevention and education with the ongoing Opioid Crisis. The request includes:

- School Therapist: \$19,800.00
- Chris' Corner Recovery Center: \$ 8,480.00
  - Provides Transportation to the facility located in Milford
  - Services are provided virtually as well
- Public Health Nurse Stipend: \$ 3,445.00
- Social Worker Stipend: \$ 3,475.00
- Harm Reduction: \$ 820.00
- Speaker Events: \$ 6,000.00

Mike Guzinski gave an overview of funding sources that could be available from the Commonwealth for the above programs as a result of pending lawsuits. Amy Leone confirmed funding should be available for the next seventeen years; more settlements are being finalized and expected in July 2023. The School Therapist includes thirty-six weeks of availability, two days per week, to address any issues among students or their family members dealing with substance abuse.

#### Animal Control FY24 Budget Presentation:

The Animal Control Budget is shared with the Town of Medway; 60% Medway, 40% Millis. The office is located at the Town of Medway's Town Hall and the Animal Shelter is located in Millis. Salaries include a Part-Time Animal Control Officer to cover nights and weekends. Animal Control is obligated to follow guidelines determined by the Commonwealth.

The FY24 Budget Request includes:

- Salaries: \$73,438.24
- Expenses: \$11,300.00
- Total: \$84,738.24

The Animal Control Vehicle will need to be replaced and will be addressed with the Capital Planning Committee for review. The cost of replacement would be shared between Medway and Millis.

Similar to other department requests, salaries are subject to ratification of the SEIU CBA (Collective Bargaining Agreement) which is expected in the upcoming weeks. The Fire, Police and DPW CBAs include a two percent Cost of Living Allowance. Following a Salary Survey conducted in 2022, there will need to be adjustments to staff salaries for FY24. If previous appropriations do not sufficiently fund retroactive pay for any CBA, Free Cash is available.

#### Oak Grove Farm Commission FY24 Budget Presentation:

Cathy MacInnes recused herself from the discussion

John McAvoy outlined the FY24 Budget:

- Supplies and Expenses: \$ 4,000.00
- Water/Sewer Expenses: \$ 250.00
- Tree Care/Parking Lot/Garden Expense: \$ 500.00
- Athletic Field Maintenance: \$ 9,260.00
- Electricity: \$ 250.00
- Total: \$14,260.00

The commission endeavors to maintain the playground and fields. The Conservation Commission is hoping to refurbish the walking trails. There is a Playground Fund, which is primarily supported by donations.

Marijuana Impact Fees, \$8,260.00, will refurbish the softball field. The Finance Committee requested an update from the Finance Director of the Oak Grove Farm Commission's Income and Expense Revolving Fund as well as the Playground Fund.

Reserve Fund Transfer Request:

The request, in the amount of \$21,427.00, would fund the replacement of the Traffic Light Cabinet located at Main Street and Milliston Road. The DPW Director and Select Board agree the need is unforeseen and poses a safety concern. The town is under contract with Dagle Electrical Construction Corp. for Street Lighting Maintenance.

John Steadman made a motion to approve a Reserve Fund Transfer in the amount of \$21,427.00; Joyce Boiardi seconded. Roll Call Vote: Pete Berube – aye, Jodie Garzon – aye, Peter Underhill – aye, Joyce Boiardi – aye, Michael Krone – aye, Cathy MacInnes – aye, Sara Reyes – aye, John Steadman – aye. Vote: 8/0. Motion carries unanimously.

Spring 2023 Town Meeting Draft Warrant Article Review:

The Select Board has opened the May 2023 Town Meeting Warrant which will be closed in the next two weeks. A list of Warrant Articles should be available for next week's Finance Committee Meeting. A Citizen's Petition has been received by the Town Clerk's Office regarding installation of Cell Phone Equipment placement within the community.

Finance Committee Meeting Minutes Approval:

Joyce Boiardi made a motion to approve the November 2, 2022 Finance Committee Meeting Minutes as written; Cathy MacInnes seconded. Vote: 7/0. Motion carries unanimously.

Jodie Garzon made a motion to approve the November 10, 2022 Finance Committee Meeting Minutes as written; Joyce Boiardi seconded. Vote: 7/0. Motion carries unanimously.

Cathy MacInnes made a motion to approve the December 15, 2022 Finance Committee Meeting Minutes as written; John Steadman seconded. Vote: 7/0. Motion carries unanimously.

New Business:

It was suggested by Cathy MacInnes and agreed by Jodie Garzon, that perhaps it is best to have the School Committee present their proposed FY24 Budget to both the Finance Committee and Select Board at one meeting in an effort to streamline questions by both the board and the committee. The greatest concern is the SPED needs the Millis Schools are facing in FY24. Joyce Boiardi and Sara Reyes plan to attend the upcoming School Committee Meeting.

Mike Krone, newest member of the Finance Committee, was welcomed by the committee and thanked for volunteering his time.

Adjourn Meeting:

Cathy MacInnes made a motion to adjourn the Finance Committee Meeting at 8:29 PM; Joyce Boiardi seconded. Vote: 8/0 motion carries unanimously.

Respectfully submitted,  
Deirdre Gilmore