

Finance Committee Meeting

October 18, 2023 7:00 PM EST
Veterans Memorial Building – Room #229
900 Main Street Millis, MA 02054

Committee Members In Attendance:

Pete Berube, Chair
Jodie Garzon, Vice Chair
Peter Underhill, Clerk
Joyce Boiardi
Michael Krone
Jonathan Loer
Cathy MacInnes
Sara Reyes
Jen Zarutskie

Invited Guest in Attendance:

Michael Guzinski, Town Administrator
Carol Johnston, Finance Director
Jonathan Barry, Capital Planning Committee Chair
James McKay, DPW Director

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

Capital Planning Committee (CPC) Schedule and Memo Discussion:

The committee was established in 2017 to create a Long-term Capital Plan for the Town. The CPC works with the Town Administrator, Select Board and Department Heads semi-annually to determine the Capital Items that will be considered at Town Meeting. The committee ranks items/projects based on public safety and the overall benefit to the Town.

Jon Barry provided the committee with the CPC's Memo and Capital Items Schedule for the November 2023 Town Warrant which include (6) High Priority Items:

• PFAS Treatment Plant for Well #3	\$7,100,000.00
• Public Safety Communication Equipment	\$ 89,373.00
• Library Lighting System Upgrade	\$ 110,000.00
• Town Buildings HVAC Repair	\$ 75,000.00
• DPW Pickup Truck	\$ 84,906.00
• DPW Vactor Truck	\$ 573,559.00

The CPC Ten Year Schedule has (3) categories:

• Maintenance and Repair/Replacement of Existing Capital	\$19,073,262.00
• Other Potential Capital Needs	\$44,246,800.00
○ Athletic Field Improvements	
○ New Senior Center	
• Enterprise System Related Capital Needs	\$26,333,000.00

The CPC recognized the inevitable Stormwater Regulations and therefore recommended the DPW Vactor Truck. Jim McKay further clarified the need for the equipment, catch basin cleaning which is contracted for three years, is separate from having the ability to clean the catch basins on Rt 109 which require "clam shell" equipment as well as the ability to clean twenty Cultic Systems throughout town including several located at the Clyde Brown School and Police Station. The equipment will be utilized to expedite the repair of water main breaks and sewage blockages. The purchase of a Catch Basin Truck would require additional staff which considering the Town's financial hurdles is not an option. The department has sufficient staff to operate a Vactor Truck and does not anticipate it sitting idle as its value to the department is paramount in emergency situations and maintaining the Town's drainage infrastructure.

Pete Berube thanked Jon Barry for his time and presentation materials. There is an opening on the CPC and individuals interested in volunteering should contact the Town Administrator's Office.

November 6, 2023 Town Meeting Warrant Article Discussion and Funding:

Carol Johnston outlined the 12 Warrant Articles and the Funding Sources:

Article #1 Unpaid Bills total \$13,223.23 of which \$6,815.88 will be funded from Free Cash, \$71.03 from Sewer Enterprise Reserves, \$1,908.19 from Water Enterprise Reserves and \$4,428.13 from Stormwater Enterprise Reserves.

Article #2 FY24 Operational Budget Adjustments total \$213,105.03 of which \$210,585.03 will be funded from Marijuana Impact Fees/Free Cash and \$2,520.00 from OPIOD Mitigation Funds/Free Cash. The \$2,520.00 is a request from the Board of Health for a Substance Abuse Therapist.

Article #3 Capital Items total \$359,279.00 – Public Safety Communication Equipment \$89,373.00, Municipal Building HVAC Repairs \$75,000.00 and the Library Lighting System Upgrade \$110,000.00 will be funded from Free Cash. The DPW Pickup Truck \$84,906.00 will be funded from Water Enterprise Reserves \$42,453.00 and Sewer Enterprise Reserves \$42,453.00.

Article #4 PFAS Filtration Plant Borrowing Authorization for \$7.1 million. Upon Town Meeting approval, the borrowing will be reduced due to a secured \$3.5 million Federal Grant. The Town Administrator will provide the impact to water users at the next meeting.

Article #5 Road and Sidewalk Construction, Design and Repair is for \$500,000.00 and will be funded from Free Cash. The FY24 paving projects which included roads and sidewalks were underbudget which leaves a reserve for future projects due to the diligent work by DPW Staff. The sidewalks on Plain Street and the repaving of Walnut Street are on the radar. Fingers crossed the MA DOT will fulfill their promise to repave Rt 109 in FY25.

Article #6 Vactor Truck Borrowing Authorization \$573,559.60 of which \$430,169.71 will be funded by Stormwater Enterprise Fund, \$47,796.63 Water Enterprise Fund, \$47,796.63 Sewer Enterprise Fund and \$47,796.63 General Fund.

Article #7 Bus Lease Borrowing Authorization - This article authorizes the School Department to increase the lease for School Busses by \$136,100.00, the monies are included in their Operating Budget.

Article #8 OPEB (Other Post Employment Benefits) Actuarial Study \$7,800.00 will be funded from Free Cash.

Article #9 Special Education Fund \$320,784.00 (2% Required Net School Spending) will be funded from Free Cash.

Article #10 Chapter 41 Section 111F Injury Leave Indemnity Fund \$300,000.00 will be funded from Free Cash.

Article #11 OPEB Trust Fund \$50,000.00 will be funded from Free Cash.

Article #12 Stabilization Fund \$700,000.00 will be funded from Free Cash.

November 6, 2023 Town Meeting Warrant Article Discussion and Recommendations:

Article #1 Unpaid Bills – Joyce Boiardi made a motion to recommend approval of Article #1 in the amount of \$13,223.23 of which \$6,815.88 will be funded from Free Cash, \$71.03 from Sewer Enterprise Reserved, \$1,908.19 from Water Enterprise Reserves and \$4,428.13 from Stormwater Enterprise Reserves; Peter Underhill seconded. Vote: 9/0 motion carries unanimously.

Article #2 FY24 Operational Budget Adjustments – Jon Loer made a motion to recommend approval of Article #2 in the amount of \$213,105.03 of which \$210,585.03 will be funded from Marijuana Impact Fees/Free Cash and \$2,520.00 from OPIOD Mitigation Funds/Free Cash; Peter Underhill seconded. Vote: 9/0 motion carries unanimously.

Article #3 Capital Projects – Jon Loer made a motion to recommend approval of Article #3 in the amount of \$359,279.00 of which \$274,373.00 will be funded by Free Cash, \$42,453.00 from Water Enterprise Reserves and \$42,453.00 from Sewer Enterprise Reserves; Sara Reyes seconded. Vote: 9/0 motion carries unanimously.

Article #4 PFAS Treatment Plant at Well #3 Borrowing Authorization – Pete Berube made a motion to recommend approval of Article #4; Sara Reyes seconded. Vote: 9/0 motion carries unanimously.

Article #5 Road and Sidewalk Construction, Design and Repair – Peter Underhill made a motion to recommend approval of Article #5 in the amount of \$500,000.00 from Free Cash; Sara Reyes seconded. Vote: 9/0 motion carries unanimously.

Article #6 Vactor Truck Borrowing Authorization – Mike Krone made a motion to recommend approval of Article #6; Sara Reyes seconded. Pete Berube articulated his opinion not to vote in favor of recommending this article as there are alternative methods/resources that could be utilized without the enormous expense of purchasing a Vactor Truck. Mike Krone disagreed and pointed out the ever-growing use of Cultic Systems requiring a Vactor Truck for maintenance. Cathy MacInnes pointed out the equipment is available and prolonging the purchase process will increase the cost as well as availability. Jodie Garzon is cognizant of the stringent Stormwater Regulations as well as the need to have the equipment on hand during emergencies and the overall benefit to the town. Carol Johnston confirmed the Stormwater Enterprise Fund Reserve Balance is \$756,360.00 and justified why this Article is for a borrowing as opposed to draining the Enterprise Fund Reserves. Vote: 8/1 motion carries.

Article #7 School Bus Lease Borrowing Authorization – Sara Reyes made a motion to recommend approval of Article #7; Peter Underhill seconded. Vote: 9/0 motion carries unanimously.

Article #8 OPEB/Actuarial Study – Cathy MacInnes made a motion to recommend approval of Article #8 in the amount of \$7,800.00 from Free Cash; Peter Underhill seconded. Vote: 9/0 motion carries unanimously.

Article #9 Special Education Fund – Joyce Boiardi made a motion to recommend approval of Article #9 in the amount of \$320,784.00 from Free Cash; Peter Underhill seconded. Vote: 9/0 motion carries unanimously.

Article #10 Chapter 41 Section 111F Injury Leave Indemnity Fund – Jen Zarutskie made a motion to recommend approval of Article #10 in the amount of \$300,000.00 from Free Cash; Jodie Garzon seconded. Vote: 9/0 motion carries unanimously.

Article #11 OPEB Trust Fund – Jodie Garzon made a motion to recommend approval of Article #11 in the amount of \$50,000.00 from Free Cash; Peter Underhill seconded. Vote: 9/0 motion carries unanimously.

Article #12 Stabilization Fund – Jodie Garzon made a motion to recommend approval of Article #12 in the amount of \$700,000.00 from Free Cash; Joyce Boiardi seconded. Vote: 9/0 motion carries unanimously. It was noted that approval of this Article will replenish the Stabilization Fund with \$400,000.00 authorized at the May 2023 Town Meeting to cover the School Department's deficit.

Pete Berube requested the members of the committee finalize their synopsis of the Warrant Articles by Friday; the Finance Committee's Report will go to print on Monday.

Board and Committee Liaison Updates:

The results of the MBTA survey should be available in a matter of weeks. The committee will review and consider their recommendation and the best step forward. The proposal will be presented in November 2024.

Pre-Town Meeting/Public Hearing will be held on Wednesday, November 1, 2023 at 7:00 PM in Room #229 of the Veterans Memorial Building and via Zoom <https://us02web.zoom.us/j/88562426120>.

Finance Committee Meeting Minutes Approval:

Peter Underhill made a motion to approve the October 11, 2023 Finance Committee Meeting Minutes as written; Joyce Boiardi seconded. Vote: 8/0 1 Abstained. Motion carries.

The Finance Committee's Opinion Document regarding the upcoming Election on the Tri-County Vocational High School Project and Debt Exclusion is available on the Meeting Materials Page: <https://www.millisma.gov/meeting-materials/pages/fy24-meeting-materials>

Adjourn Meeting:

Jodie Garzon made a motion to adjourn the Finance Committee Meeting at 8:19 PM; Joyce Boiardi seconded. Vote: 9/0 motion carries unanimously.

Respectfully submitted,
Deirdre Gilmore