

## Finance Committee Meeting

February 15, 2024 7:00 PM EST  
Veterans Memorial Building – Room #229  
900 Main Street Millis, MA 02054

### Committee Members In Attendance:

Jonathan Loer, Chair  
Joyce Boiardi  
Jodie Garzon  
Cathy MacInnes  
Sara Reyes  
Jen Zarutskie

### Invited Guest in Attendance:

Michael Guzinski, Town Administrator  
Carol Johnston, Finance Director  
Chief Christopher Soffayer, Police and Dispatch  
Kris Fogarty, Recreation Director  
Anne-Marie Gagnon, Council on Aging Director  
Kim Tolson, Library Director

Jon Loer called the meeting to order at 7:01 PM and made the attendees aware the meeting is being recorded.

### Police and Dispatch FY25 Budget Presentation:

Chief Soffayer outlined the Police and Dispatch Department's achievements, budget, staffing and scheduling as well as training.

#### Department Grant Accomplishments:

• Evidence Room:	\$ 3,000.00
• Bulletproof Vests:	\$ 15,000.00
• Dispatch Training:	\$ 4,364.16
• Technology/Equipment:	\$ 46,681.00
• Traffic Enforcement:	\$ 20,560.00
• PBT (Portable Breathalyzer Test):	\$ 3,000.00
• Safe School Signage:	\$ 7,000.00
• MA Vest A Dog:	\$ 6,995.00
• Medication Disposal:	\$ 1,500.00
Total:	<u>\$108,100.16</u>

#### Community Engagement:

- Millis Police Leadership Academy
  - The SRO (School Resource Officer) hosts a week-long summer camp offering various aspects of law enforcement and promotes trust, teamwork, and respect.
- MA Special Olympics
  - Participation in the Polar Plunge Event, proceeds help sports training.
- Annual Toy Drive
  - In conjunction with the Fire and Rescue team assists Millis families.
- P.A.W.S.
  - A mentoring program promoting self-esteem scholastic competency and guidance.
- Community Outreach
  - Provide information and programs to all residents
- Town Clinician
  - Provides on-scene response, follow-up care and case consultations
  - Available to all residents
  - There are 5 – 6 Mental Health Issues per week

#### Revenue:

- Police Detail Administration Fee: \$29,571.16
- License to Carry: \$10,375.00

• Court Fines:	\$ 720.00
• Solicitors Fee:	<u>\$ 1,000.00</u>
Total:	<u>\$41,666.16</u>

The Chief outlined Overtime, Mandated Training and Specialized Positions within the Department.

Marijuana Impact Funds:

• School Resource Officer Salary	\$103,837.80
• Marijuana Stipends	\$ 12,000.00
• Training	<u>\$ 57,000.00</u>
Total:	<u>\$172,837.80</u>

An Above Level Service Request for three full-time Police Officers, \$270,000.00. The department has seen an increase in call volume; 16,761 in 2023. The median number of Police Officers in comparable communities is 21; Millis has 18. In recent years, the town has seen an increase in developments/homes. Upcoming housing projects could increase the population by 260.

The presentation is available on the Finance Committee's Webpage:

[https://www.millisma.gov/sites/g/files/vyhlf901/f/uploads/police\\_and\\_dispatch\\_fy25\\_budget\\_presentation.pdf](https://www.millisma.gov/sites/g/files/vyhlf901/f/uploads/police_and_dispatch_fy25_budget_presentation.pdf)

Recreation FY25 Budget Presentation:

Kris Fogarty outlined the department's 2023 accomplishments:

- Recipient of the Regional Community Impact of the Year Award
- Erin LeBlanc was the recipient of the Commonwealth Heroine Class Award
- Millis Recreation Serves – 700 teen volunteer hours
- Increased Revenues by 18%
- Annual Carnival returned
- Goat scaping at Southend Pone to clear poison ivy

The department is transitioning and would like to merge Erin LeBlance's two positions: Teen Program Coordinator and Department Assistant positions into a Program Coordinator position. The Teen Program Coordinator Salaries and Benefits are paid with Marijuana Impact Funds, \$40,480.00. The Department Assistant Salary is in the Operating Budget, \$11,913.00. Combining the positions into one will require an additional \$29,676.24 in the Operating Budget but would reduce the Marijuana Impact Fund Request.

The FY25 Budget is Level Funded:

Salaries:	\$ 89,437.00
Expenses:	<u>\$ 56,798.00</u>
Total:	<u>\$146,235.00</u>

An Above Level Service Request for Expenses in the amount of \$43,202.00 will bring the Expense Line Item to \$100,000.00. The department's expenses average at or above \$100,000.00 annually. It was noted in early January 2024 the department requested a Reserve Fund Transfer in the amount of \$30,000.00 to cover expenses for programs. The request was necessary as a result of an underestimation of FY24 Expenses. A request to increase the Director's hours from 35 to 37.5 pre week would be \$5,374.20; the position requires evenings and weekends for programs.

Marijuana Impact Funds Request would include:

• Camp Staff Salaries	<u>\$15,920.00</u>
• Camp Supplies and Equipment	<u>\$ 1,000.00</u>
Total:	<u>\$16,920.00</u>

Council on Aging (COA) FY25 Budget Presentation:

In 2023, the Council on Aging had two new hires: Anne-Marie Gagnon, COA Director and Lisa Kirby, Senior Services/Outreach Coordinator. Anne Marie-Gagnon is thankful for the additional staff hours appropriated in FY24. The department staff consists of a Director, Senior Services/Outreach Coordinator, Department Assistant, Dispatch/Receptionist and Drivers. There are also a number of volunteers that help out at the center. The space in the Senior Center has been "freshened up" making it more welcoming to new visitors and the staff has utilized more of the available space.

The FY25 Budget is Level Funded:

Salaries:	\$177,683.00
Expenses:	\$ 9,934.00
Total:	<u>\$187,617.00</u>

A Capital Project for a larger Sedan, Hyundai Sonata, to replace the 2013 Chevy Cruze is being requested. Passengers prefer a sedan due to its ease of low entry and is more subtle than the two larger vans. The Friends of the COA Fund has approximately \$20,000.00 and the Town received a Legislature Earmark for \$12,500.00; both will be used toward the replacement. The Friends of the COA Fund is a nonprofit fund and funds have been used to purchase or subsidize the center's transportation vehicles. The new sedan will have current safety features, back-up camera and all-wheel drive. The Capital Request is for the remaining \$10,000.00 to purchase the sedan. The request may be withdrawn if other funds become available.

The COA is hoping to hire 1 new driver to assist Seniors with medical appointments, errands and social events. Enhancing outreach is another goal. Currently, there is a monthly newsletter and welcome packet. The Police and Fire Departments help host events for Seniors, such as the Annual Holiday Party and Cookout. The Fire Department has a Senior Safe program which takes place monthly at the center. The staff works closely with the Town Clinician, Library and Recreation Department as well. Two new exercise programs are being offered. The average age of visitors is 74 – 75. Seniors from surrounding towns do participate in the programs offered. Millis has seen a 54% increase in the Senior Population based on the 2022 and 2023 Census information provided by the Town Clerk's Office. Approximately 85 residents check into the center every day.

#### Library FY25 Budget Presentation:

Kim Tolson outlined some of the 2023 accomplishments:

- Hosted 514 Programs; 11% increase
- Program Attendance 9,751; 19% increase
- Library Visitors 63,000; 20% increase
- Online Materials 21,000; 11% increase
- Celebrated 10 years in the new building and 40 years since founding of the Friends of the Millis Public Library
- Collaborated with Anne-Mare Gagnon, Council on Aging Director, to offer monthly "Tech Time" at the Senior Center
- Established a Digital Library to archive High School Yearbooks and Millis Annual Reports

The FY25 Budget is Level Funded except for Salary Contractual Agreements and Library Materials. Library Materials are required to be 19% of the overall budget for certification.

Salaries:	\$371,800.00
Expenses:	<u>\$206,450.00</u>
Total:	<u>\$578,250.00</u>

Pages Wages are book shelving positions and On-Call Wages are for coverage during vacations, etc.

Marijuana Impact Fund Request, \$18,988.00, includes extended hours on Thursdays and Fridays. The extended hours enabled the Library to provide 20 additional programs for Middle School students and 56 programs for all other students. The additional programs resulted in 761 participants on Thursday nights and 305 on Friday nights. Saturday Summer Hours costs approximately \$2,500.00.

A Capital Project for Exterior Building Repairs in the amount of \$35,000.00 is being requested. A comprehensive Facilities Condition Assessment was completed in 2022 which outlined the necessary repairs:

- |   |             |
|---|-------------|
| • Clean and reseal cedar siding/soffits around the 3 entrances  | \$15,000.00 |
| • Install rain diverters in the courtyard and downspout repairs | \$ 5,000.00 |
| • Repair/replace exterior bollard lighting                      | \$15,000.00 |

#### Finance Committee Meeting Minutes Approval:

Jen Zarutskie made a motion to approve the February 7, 2024 Finance Committee Meeting Minutes as written; Joyce Boairdi seconded. Vote: 6/0. Motion carries unanimously.

#### Board and Committee Liaison Updates:

No updates were made.

Old Business/New Business:

The Fire and Rescue Budget Presentation is available online:

[https://www.millisma.gov/sites/g/files/vyhlif901/f/uploads/fire\\_and\\_rescue\\_fy25\\_budget\\_presentation.pdf](https://www.millisma.gov/sites/g/files/vyhlif901/f/uploads/fire_and_rescue_fy25_budget_presentation.pdf)

Jon Loer suggested the committee review the presentation; it provides a lot of information on call volume, mental health issues, etc. He also spoke with the Town Administrator to clarify "FTE", Full Time Employee or Full Time Equivalent, and it is dependent on each department. The Revenue Projections are available online

[https://www.millisma.gov/sites/g/files/vyhlif901/f/uploads/revenue\\_forecast\\_-\\_as\\_of\\_march\\_2023.pdf](https://www.millisma.gov/sites/g/files/vyhlif901/f/uploads/revenue_forecast_-_as_of_march_2023.pdf)

Expense projections are not available online due to the number of variables such as overtime. He encouraged the committee to continue asking questions during the FY25 Budget Cycle.

A Tri-Board Meeting is scheduled for Tuesday, February 27, 2024. Mike Guzinski made the committee aware GIC Health Insurance costs are expected to increase 8 – 11% in FY25. The Select Board will discuss the FY25 Operating Budget and Revenues in early March. State Legislation and the CCC (Cannabis Control Commission) has made changes to the rules for Marijuana Impact Funds and HCAs (Host Community Agreements)

The Annual Spring Town Meeting will be held on Tuesday, May 7, 2024 at 7:30 PM in the Middle/High School Auditorium.

Adjourn Meeting:

Jon Loer made a motion to adjourn the Finance Committee Meeting at 8:57 PM; Cathy MacInnes seconded. Vote: 6/0 motion carries unanimously.

Respectfully submitted,  
Deirdre Gilmore