

Finance Committee Meeting

March 20, 2024 7:00 PM EST
Veterans Memorial Building – Room #229
900 Main Street Millis, MA 02054

Committee Members In Attendance:

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

Invited Guest in Attendance:

Michael Guzinski, Town Administrator
Carol Johnston, Finance Director
Nathan Maltinsky, Community Preservation Committee Chair and Historical Commission Chair
James McKay, DPW Director

Jon Loer called the meeting to order at 7:01 PM, the meeting is being broadcast live on Comcast Channel 6, Verizon Channel 38 and is available to view on YouTube and the Town's Website <https://millismedia.org/>. Meeting Materials are available on the Town's Website <https://www.millisma.gov/meeting-materials/pages/fy24-meeting-materials>. He reminded the committee and attendees to speak into the microphone and address questions through the Chair.

Community Preservation Committee (CPC) Warrant Articles Presentation:

Nate Maltinsky reviewed the CPC's (3) May 2024 Town Meeting Warrant Articles:

- Included in Article 8 Consent Agenda are the standard CPC appropriations:
 - Administrative Salary \$ 8,065.50
 - Expenses \$ 8,065.50
 - Long Term Debt Principal \$20,000.00
 - Long Term Debt Interest \$ 6,950.00
 - Historic Resources Reserve \$32,262.00
 - Community Housing Reserve \$32,262.00
 - Open Space Reserve \$32,262.00
 - Budgeted Reserve \$80,000.00
- Article #11 Oak Grove Farm Trail Improvement Project \$17,000.00
 - This is phase III of the project which improves the trails and bridges at the farm. Volunteer efforts make this project money well spent. Some of the improvements address drainage issues on the trails.
- Article #12 Oak Grove Farmhouse Renovation Project
 - The handout provided to the committee is available on the Town's Website https://www.millisma.gov/sites/g/files/vyhlf901/f/uploads/oak_grove_farmhouse_envelope_repairs_presentation.pdf displayed the need for renovations to the farmhouse.
 - The Town of Millis purchased the farm in 1984. The farm is maintained and managed by the Oak Grove Farm Commission. The farmhouse is managed by the Historical Commission. Its intended use is as a Meeting House, Museum and Apartment.
 - The farmhouse is listed on the National Registry of Historic Places.
 - Consideration is being made to build a second apartment and/or improve the utilization of the space.
 - The exterior renovation project is expected to be completed in two phases:
 - The first phase would repair the leaking roof which has not been replaced since 1985. The cost is approximately \$50,000.00. The roof material will be similar to the roof Niagara Hall. The estimate in the handout, \$395,000.00, is for a metal roof.
 - An RFP (Request for Proposal) will be needed for the second phase which will be proposed sometime in the Fall. The RFP will prioritize each component that needs restoration.
 - Both phases will be funded by the Historic Resources Reserve.
 - The commission has applied for State Funding for several projects but has not received funding to date.
 - Many projects are funded through donations and voluntary labor.
 - The CPC Historic Reserve has a balance of \$163,473.37 and the Overall Reserves are \$1.5 million as of November 30, 2023.
 - Any leftover funds from Phase I could be used for Phase II.

- Prior to interior renovations, testing would be performed for asbestos
- The "Train Station", located at 64 Exchange Street, is managed by the Town not the CPC or Historic Commission. The Town would need to approach the CPC with a proposal for the use of CPC Funds.
- Rent from the farmhouse is deposited in the General Fund
- Mike Guzinski and Karen Bouret are working on the bid for a future tenant of the farmhouse. A bid is required to rent a town owned property.
- The Historical Committee does have a Revolving Fund and has considered taking a portion of the rent to fund future farmhouse needs.

The CPC is meeting on March 28, 2024 to finalize and vote on the Oak Grove Warrant Articles.

DPW General, Water, Sewer and Stormwater FY25 Budget Presentation:

Jim McKay provided the committee with a presentation of the DPW FY25 Budget, it is available at the link below:

https://www.millisma.gov/sites/g/files/vyhlif901f/uploads/dpw_fy25_budget_presentation.pdf

The department consists of sixteen employees:

- Department Head/Director
- Department Superintendent
- Water and Sewer Superintendent
- Facilities Manager
- Operations Manager
- Principal Clerk
- Foreman
- (2) Water and Sewer Technicians
- (7) HEO/Laborers

Of the sixteen employees, seven are Millis residents. A breakdown for each employee's salary between the Transfer Station, Sewer, Water, Stormwater and General Divisions was provided. The percentages for five employees will be adjusted in FY25 to better reflect actual time spent in each division. Through the ESS (Employee Self Service) System, the field staff tracks their daily hours for work performed in each division. Jim is working with the Town Administrator and Finance Director to rectify the discrepancy between the Enterprise Funds and the General Funds. Each Fiscal Year, efforts are made to adjust salary percentages. Cost of Living and Step Raises are reflected in the Salary Summary, total Salaries are \$1,285,378.19. Other pay includes compensation for Licenses and Stipends.

A list of Equipment was provided, the department will be requesting the replacement of a 1995 (6) Wheeler Sander at the November Town Meeting. Chapter 90 Funds will be used to replace the 2011 Holder with a less expensive and more efficient piece of equipment which will be used to remove snow from sidewalks. A Capital Item Request in the amount of \$40,000.00 will be used to purchase Safety Equipment (cones, barricades, warning signs and jersey barriers). The Sewer Division is requesting \$137,630.00 for an Inflow/Infiltration Investigation which will be conducted in 2024 and 2025. The Water Division is requesting \$187,000.00 to comply with Lead and Copper Compliance Requirements. The DEP requires the Lead and Copper Program to eliminate Lead piping in residents' water service lines. Consideration is being made to include both Water and Sewer programs in the Operating Budget in FY26. The PFAS Treatment Facility is online, and the department is required to test (40) homes built between 1983 and 1985 twice a year. Eighty three percent of Millis homes are serviced by Town Water and approximately seventy percent are on Town Sewer.

An Above Level Service Request for (1) HEO/Laborer will be part of the Operational Override presented at the May Town Meeting. Jim provided a list of roads accepted by the town since 2006. Accepted roadways must be maintained by the town. The town has experienced a lot of growth over the past few years, however, staffing for the DPW has only increased by one employee. The additional employee will perform culvert replacements, installing berms, roadside cleanup, etc.

The Department secured \$4,507,200.00 in grants

- \$1 million from the MassDOT to repave Rt 109.
- \$3.5 million from the Federal Government which will partially offset the \$7.1 million construction costs for a PFAS Facility at Well #3.
- \$7,200.00 from the MassDEP for a Sustainable Materials Program at the Transfer Station.
- (2) School Zone Traffic Signals for Spring Street.

The PFAS Facility at Wells #1 & 2 is performing well, and the project was completed on time and under budget. The PFAS Facility at Well #3 will go out to bid in April and construction will begin in September/October. The department generates Revenues in each division for a total of \$3,571,760.79. The Water, Sewer and Stormwater Enterprise Funds are separate from the General Fund and are funded by the rate payors. Each Enterprise Fund transfers funds to the General Fund. The transfer was previously determined by a percentage of Town Hall Departments Overall Budget as well as Health Insurance, Pension and Worker's Compensation costs. For the past several years a 2.5% increase has been applied to the current Fiscal Year's totals. The FY25 transfers to the General Fund are:

• Sewer	\$259,775.00
• Water	\$317,503.00
• Stormwater	<u>\$169,438.00</u>
Total	<u>\$746,716.00</u>

The Snow and Ice Expenses to date total \$189,850.48. The Salt Shed will be repaired if there are any remaining funds in the Snow and Ice Budget.

Finally, a list of projects/repairs that required the Vector was provided. To date it's been used eight times and has saved the town \$11,812.50.

May 2024 Town Meeting Warrant Review and Discussion – Postponed

May 2024 Town Meeting Warrant Article Assignments:

Article 1	Joyce Boiardi
Article 2	Peter Underhill
Article 3	Jon Loer
Article 4	Jon Loer
Article 5	Jen Zarutskie
Article 6	Jen Zarutskie
Article 7	Jen Zarutskie
Article 8	Jodie Garzon
Article 9	Cathy MacInnes
Article 10	Cathy MacInnes
Article 11	Peter Underhill
Article 12	Peter Underhill
Article 13	Jon Loer
Article 14	Sara Reyes
Article 15	Sara Reyes
Article 16	Pete Berube
Article 17	Pete Berube
Article 18	Pete Berube
Article 19	Joyce Boiardi
Article 20	Joyce Boiardi
Article 21	Sara Reyes
Article 22	Jodie Garzon

Finance Committee Meeting Minutes Approval:

Jodie Garzon made a motion to approve the March 6, 2024 Meeting Minutes as amended; Peter Underhill seconded. Vote: 7/0 1 abstained. Motion carries.

Jodie Garzon made a motion to approve the March 13, 2024 Meeting Minutes as written; Peter Underhill seconded. Vote: 6/0 2 abstained. Motion carries.

Bills Payable – Millis Postmaster:

Pete Berube made a motion to approve payment to the Millis Postmaster in the amount of \$1,229.76 for postage to mail the Finance Committee Report; Sara Reyes seconded. Vote: 8/0 motion carries unanimously.

Board and Committee Liaison Updates:

The committee reviewed the Boards and Committees and which Finance Committee Member is a Member or Liaison.

Old Business/New Business:

Jon Loer and Mike Krone finalized the information for the Finance Committee's contribution to the 2023 Annual Report. The Webinar on Chapter 70 Funds is approximately 45 minutes and very informative, Jon will email the link.

Adjourn Meeting:

Jodie Garzon made a motion to adjourn the Finance Committee Meeting at 8:31 PM; Pete Berube seconded. Vote: 8/0 motion carries unanimously.

Respectfully submitted,
Deirdre Gilmore