

Finance Committee Meeting

March 4, 2020 7:30 PM EST
Veterans Memorial Building, Room #229
900 Main Street
Millis, MA 02054

In Attendance:

Jodie Garzon, Chairman
Peter Berube, Vice Chairman
Cathy MacInnes
Shawn Power
Craig Schultze
Katie Tieu
Carol Johnston, Town Finance Director
Chief Soffayer, Police and Dispatch
Kris Fogarty, Recreation Director

Jodie Garzon called the Finance Committee Meeting to order at 7:31 PM.

FY21 Police and Dispatch Budget Request:

Chief Soffayer presented the FY21 Police Budget Request which includes:

Salaries:	\$2,108,661.00
Expenses:	<u>\$ 246,474.00</u>
Total:	<u>\$2,355,135.00</u>

The Salaries amount includes (2) years of contractual obligations as well as the (2) additional Officers, \$120,000.00, approved at the November 2019 Town Meeting. Initially, the two officers were scheduled to attend the Police Academy in February however that session was not available; they will attend in April 2020. The Wages Training Line Item has increased significantly in the last few years to \$81,629.00 this is due to being previously underfunded and the Annual Training required by the State. The Maintenance Contract Line Item is increased due to the radio equipment that services both Police and Fire was destroyed by mice; the maintenance of the equipment will be split between both departments.

The department has received \$46,701.00 in revenues from Administrative Fees collected for Police Details. A grant in the amount of \$53,000.00 was awarded for equipment and training for Dispatchers. A Bullet Proof Vest grant is received annually in the amount of \$6,400.00. The Municipal Police Institute awarded the department \$17,000.00 for training. An audit of the department's evidence room, \$3,600.00, was conducted and will be performed every June and was fully funded.

The FY21 Dispatch Budget Request includes:

Salaries:	\$ 279,152.00
Expenses:	<u>\$ 9,250.00</u>
Total:	<u>\$ 288,402.00</u>

Dispatch Staff includes (4) Full-Time and (3) Part-Time Dispatchers. The department should have (5) Part-Time dispatchers to fill the Full-Time shifts as needed.

The department has worked hard to reduce their Overtime Costs. As of February 29, 2020, the Overtime Budget was only sixty percent expended. FY21 will reflect decreased Overtime Costs once the additional Police Officers are fully trained.

The department is requesting HCA (Host Community Agreement) Marijuana Impact Funds, approximately \$85,160.00, to fully fund the SRO (School Resource Officer) in FY21. When school

is not in session, Detective Bickford, the town's SRO, fills vacation slots, etc. for the department; this in turn reduces Overtime Costs.

It was noted that the recommendation to add (2) additional Officers at the November 2019 Town Meeting was in anticipation of the cost being offset by HCA Marijuana Impact Funds in FY21.

Chief Soffayer is requesting that the cost of a police cruiser, 48,930.00, be included in the department's Operating Budget. The request amount is for the vehicle only; equipment for the vehicle will be funded by grants. Keeping in line with surrounding Police Departments, doing so would give the department flexibility to purchase the vehicle when needed and not have to wait for the Spring or Fall Town Meeting. The department's only Capital Item requests are for cruisers; all other necessary equipment is purchased through grants.

During the last two fiscal years, cruisers were leased which requires a Town Meeting Vote. Consideration could be given to include in the Operating Budget but would result in the town's Operating Budget requiring a 2/3s Town Meeting Vote.

If a policy was established to include vehicle replacements in Operating Budgets, the policy would have to be town wide. At one time, vehicle replacements were included in Operating Budgets but then those funds were diverted to fund staff, etc. It was noted that the Capital Planning Committee's List had a Police Vehicle Replacement due in FY21.

FY21 Recreation Budget Request:

Kris Fogarty outlined the Above Level Service Requests which include an additional \$10,000.00 in Salaries to cover the Part-Time Department Assistant (10) hour per week position and \$4,171.00 in Salaries to upgrade the Director to a Grade #12, Step #7.

The Recreation Department's Revolving Fund was changed to a 53E1/2 in FY20. The change resulted in the department's requirement to pay for their Healthcare Benefits from the fund. During this transition, the (10) hour per week Recreation Department Assistant was appointed to a (20) hour per week position in the Town Clerk's Office which made the employee eligible for benefits; the Recreation Department is responsible for 1/3 of that cost. The current structure of the Recreation Department uses \$31,868.00 from the Town's General Fund for the Director's Salary. The Director's remaining Salary, Healthcare Benefits and the Department Assistant's Salary is paid from Program Fees collected. The Director's ultimate goal is to have all salaries for the department included in the Town's Operating Budget. Craig Schultze noted that in order to accomplish that goal, all funds from the Revolving Fund would be deposited into the town's General Fund and eliminate the department's Revolving Fund.

The department is requesting \$20,000.00 from HCA Marijuana Impact Funds to fund:

- Salaries: \$ 5,000.00
- Ground Transportation: \$ 3,000.00
- Meals - Snacks and Water: \$ 1,000.00
- Gaming Truck, Supplies and Fees: \$11,000.00

The program would be offered to teens during the Summer. The gaming truck would accommodate approximately (15) teens to compete in "gaming" (PlayStation, Xbox, etc.). Currently the department does not have staff to supervise the program. Craig Schultze noted it would be an excellent use of the HCA funds and after (5) years could move to a fee-based program.

The Director has secured a \$10,000.00 Grant for Inclusive Programming from the State which will be used in part to purchase equipment and host Inclusive Programs for handicapped students.

The Director provided the department's program participation to the Finance Committee's Administrative Assistant the following morning:

- 2018 – 1,085 Participants, 120 Programs and \$90,000.00 in Fees Collected,
- 2019 – 1,198 Participants, 224 Programs and \$97,000.00 in Fees Collected.

The committee thanked the Recreation Department for offering affordable programs with very limited staff.

Marijuana HCA and Sales Revenue Update:

Carol Johnston explained that the \$88,000.00 payment to the town from the HCA with CommCan was indeed received. This amount which is 3% of Gross Sales includes sales through January 31, 2020. The HCA includes sale of Marijuana only not on other products sold by the establishment. The town should expect payment from the State for the Sales Tax by the end of the Fiscal Year. Both will flow through Free Cash for use at the November Town Meeting. The Finance Department is still waiting for guidelines from the DOR (Department of Revenue) on how these funds can be used.

Meeting Minutes Approval:

Peter Berube made a motion to recommend approval of the February 26, 2020 Finance Committee Meeting Minutes; Craig Schultze seconded. Vote: 6/0 motion carries unanimously.

Old Business/New Business:

The committee would like to invite the Select Board to a Finance Committee Meeting to present and discuss their FY21 Operating Budget Recommendations. A member of the Capital Planning Committee will be invited to attend a Finance Committee Meeting to discuss their Capital Request Recommendations and present their report which will included in the Finance Committee's Report sent to residents prior to Town Meeting. Next week's March 11, 2020 has been postponed.

Adjourn:

Peter Berube made a motion to adjourn the Finance Committee Meeting at 8:35 PM; Shawn Power seconded. Vote: 6/0 motion carries unanimously.

Respectfully submitted,
Deirdre Gilmore