

## Finance Committee Meeting

January 24, 2018 7:30 PM EST  
Veterans Memorial Building, Room 229  
900 Main Street  
Millis, MA 02054

### In Attendance:

Craig Schultze, Chairman  
Jodie Garzon, Vice Chairman  
Peter Berube, Clerk  
Peter Jurmain  
Jerry Nunnaley  
Doug Riley  
Mike Giampietro, Building Commissioner  
Maria Neville, Acting Library Director

Craig Schultze called the meeting to order at 7:32 PM

### Reserve Fund Transfer Request – Library:

Maria Neville:

The request is to fund the semiannual maintenance of the HVAC system in the amount of \$2,440.00. In previous years this was part of the Town Buildings Budget and was not included in the Library Budget for FY18.

Peter Jurmain made a motion to recommend approval of a Reserve Fund Transfer in the amount of \$2,440.00 to Library – Building Repairs; Doug Riley seconded. Vote: 6/0 motion carries unanimously.

### Reserve Fund Transfer Request – Building Department:

Mike Giampietro:

The request is to fund Wages from Fees in the amount of \$20,000.00. The total annual budget is \$40,000.00 and the available budget is \$2,749.66. Wages from Fees owed for January are approximately \$3,500.00. The Inspection Fee Structure pays inspectors ½ of the permit fee. The other ½ of the permit fee goes to the General Fund. Due to the rapid growth throughout town the \$40,000.00 budget is not sufficient. A presentation was made to the Board of Selectmen Monday demonstrating the Commissioner's desire to restructure the department and Inspection Fee Structure. The restructure of the department will necessitate the establishment of a Revolving Fund which will pay the inspectors per inspection rather than ½ of the permit fee. It will also require additional salaries to fund each inspector's presence in the Building Department office three days per week. It is anticipated more funds will be requested before the end of the fiscal year, June 30, 2018.

Jodie Garzon made a motion to recommend approval of a Reserve Fund Transfer in the amount of \$20,000.00 to Building Department – Wages from Fees; Peter Jurmain seconded. Vote: 6/0 motion carries unanimously.

### Free Cash and Funding Discussion:

Free Cash has not been submitted to the Department of Revenue for certification; it will be soon. The committee reminded the audience that the Stabilization Fund will need to be replenished with any Free Cash exceeding the must fund items at the Spring Town Meeting. The amount is approximately \$187,000.00.

### Review of Historic Allocation Process:

There are several different funding allocation approaches, Millis typically reviews the available funds and splits the funds accordingly. A Tri-Board Meeting is scheduled for February 5, 2018 to include the Finance Committee, Board of Selectmen and School Committee. The meeting's agenda will cover discussion of Revenue Projections and the split of New Revenue between the School and the Municipality. In the past the split has been 65% School and 35% Municipality. Craig Schultze will provide a spreadsheet outlining how funds were allocated for FY18. The Capital Planning Advisory Committee hopes to have a capital needs schedule available soon for review.

Budget Review Plan and Department Head Visits:

The Board of Selectmen will meet with department heads on Saturday, February 10, 2018 to review their FY19 budget requests. The Building Department and Library will present their budget requests at a later date. The Board of Selectmen's recommendation for each budget will be provided to the Finance Committee in a comprehensive budget book. The committee agreed this is a more efficient way to approach the town's Operating Budget for the upcoming fiscal year. The committee also agreed that if the Board of Selectmen's recommendation did not fund all the department's requests the department head will have the opportunity to present to the committee. In addition, if any two members of the committee would like a department to present their budget a presentation date will be scheduled.

The Board of Selectmen hope to consider sharing resources between departments such as equipment, personnel, and data processing to increase services to the residents without additional costs to the tax payer.

Old Business/New Business:

Craig Schultze notified the committee that the estimated Cherry Sheet for FY19 is \$70,000.00 above FY18.

The committee agreed that there has been an increase in the number of Reserve Fund Transfers over the last two years and voiced concern of depleting the fund this early in the fiscal year. Reserve Fund Transfers are intended to fund unforeseen events or emergencies that have not been budgeted. Craig Schultze will request from Town Counsel clarification of what the regulations are for transferring funds between departments prior to the last two months of the year through an Inter-Function Transfer. In previous years, funds could be transferred from one department to another within the same line item of the overall town Operating Budget. The following is a list of the departments within those line items:

Line #1 General Government:

- Selectmen/Town Administrator
- Finance Committee
- Reserve Fund
- Finance/Accounting
- Assessors
- Treasurer/Collector
- Town Counsel
- Data Processing
- Town Clerk
- Elections
- Registrars
- Conservation Commission
- Planning Board
- Zoning Board of Appeals
- General Insurance
- Town Buildings
- Employee Benefits

Line #2 Public Safety:

- Police Department
- Fire/Rescue Department
- Dispatch
- Building Department
- Sealer, Weights and Measures
- Emergency Management
- Animal Control

Line #3 Education:

- Millis Public Schools

Line #4 Tri County School

Line #5 Public Works:

- Highway
- Snow & Ice
- Street Lighting
- Transfer Station

Line #6 Health & Human Services:  
Board of Health  
Council on Aging  
Veterans Services

Line #7 Culture & Recreation:  
Memorial Day  
Legion  
Library  
Recreation  
Historical  
Oak Grove Farm Commission

Line #8 Debt Service

Craig Schultze referenced a letter from the Norfolk County Registry of Deeds illustrating the funds generated by the Community Preservation Act in a number of communities; Millis generated \$34,740.00 in 2017.

Jodie Garzon made a motion to recommend approval of payment to Community Newspaper in the amount of \$42.76 for advertising the November Pre-Town Meeting; Peter Jurmain seconded. Vote: 6/0 motion carries unanimously.

Minutes Approval:

Peter Jurmain made a motion to recommend approval of the November 28, 2017 Meeting Minutes as written; Jodie Garzon seconded. Vote: 5/0 1 abstained, motion carries.

Adjourn:

Peter Jurmain made a motion to adjourn the meeting at 8:19 PM; Jodie Garzon seconded. Vote 6/0 motion carries unanimously.

Respectfully submitted,  
Deirdre Gilmore