

Finance Committee Meeting

March 28, 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
Tayana Antin
Peter Jurmain
Jerry Nunnaley
Doug Riley
Mike Guzinski, Town Administrator
Chief Soffayer, Police Department
Chief Barrett, Fire and Rescue Department
Nancy Gustafson, School Superintendent
Denise Gibbons, School Committee

Craig Schultze called the meeting to order at 7:30 PM

FY19 Police Department Operating Budget Review and Discussion:

Chief Soffayer:

The FY19 Budget includes increases in Electricity due to the new facility and a \$100,000.00 increase in Wages – Overtime. In order to cover shifts when an Officer is out on injury overtime typically runs \$100,000.00. Over the past four years overtime has run in a deficit between \$177,201.00 and \$224,833.00 with 2 to 3 officers out on Workman's Compensation or Medical Leave. Although the FY18 Overtime Budget has not been exceeded it will be due to 1 Officer out through June 2018.

The Training Line Item consists of State Mandated Annual Training:

In Service:	\$29,952.00
Taser:	\$ 5,990.00
Firearms:	\$11,980.80
40MM:	\$ 2,995.20
Specialized Training:	\$11,980.00
Active Shooter Response:	\$ <u>5,990.00</u>
Total:	<u>\$68,888.00</u>

The department's capital items, handguns and radios are typically paid for by grants and forfeiture funds. Replacement of such items will not be necessary until 2028. Since the approval of (4) cruisers at the November 2017 Town Meeting the department will not be requesting Warrant Items for quite some time.

FY19 Fire and Rescue Operating Budget and Capital Request Review and Discussion:

Chief Barrett:

The department's transition from BLS (Basic Life Support) to ALS (Advanced Life Support) is outlined in the documents provided to the committee. The town began this endeavor four years ago, the request is for the final Paramedic to bring the program to fruition. By the end of the calendar year the department hopes to be ALS certified and will provide ALS service to the town beginning January 2019. Revenues from the advanced service should be recognized in FY20. Millis is ahead of both the towns of Medfield and Medway with the program and will provide ALS Mutual Aid to the Town of Medfield when the program is in place. The department had 1 Paramedic when the program began, have hired 2 Paramedics, 2 staff members are in ALS Training/Testing, 3 are in ALS School. The hiring of an additional Paramedic will bring the department to State required ALS staffing levels.

The department's salary breakdown was further explained:
Fire Wages include all full time Firefighters funded by Taxation
Overtime Shift Coverage includes 3 staff members per shift.
Rescue Wages include Full Time Firefighters funded through Ambulance Receipts

On Call Wages fund the On Call Firefighters responding to emergencies
Shift Coverage includes staffing shifts when Full Time Firefighters are on Vacation, Sick or Personal Time Off.

The department would like to consolidate all wages into one line item and separate Medical and Fire Expenses to better determine the department's needs.

FY19 Operating Budget and Warrant Article Update:

Mike Guzinski presented a balanced Operating Budget that the Board of Selectmen reviewed on Monday night. The traditional 65/35 split between School and Municipal was used. Some changes to the budget were made including:

- Reduction in Health Insurance by \$73,000.00 - actual FY19 premiums used in calculation.
- Release of approximately \$64,000.00 from the Overlay Reserve Account, an accumulation of prior year surpluses voted by the Board of Assessors to release which is allowed by the Municipal Modernization Act.
- Reduction to the Town Building Budget by \$1,700.00 – Increase in Senior Building Maintenance Worker's weekly hours by 5 hours to offset outside cleaning contractor.

The committee requested a report of the town's Overlay Reserve Account. The above changes increased the funds available to the School Department by \$89,683.00 for a total of \$377,969.00 and \$203,522.00 for the Municipal share.

The town is being asked to consider the following Capital Items through borrowing:

Town Buildings HVAC for Gymnasium:	\$107,000.00
Fire ALS Equipment:	\$ 40,537.00
Fire ALS Medications and Equipment:	\$ 14,761.00
Fire Department Vehicle:	\$ 51,872.00
School Purchase School Bus:	\$ 45,000.00
School Auditorium Repairs:	\$ 90,000.00
School Varsity Baseball Field Repairs:	\$ 60,000.00
School Restroom Upgrade:	\$ 40,000.00
Town Fuel Dispense System:	\$ 50,000.00
DPW Excavator:	\$ 56,253.00
Council on Aging Community Room Upgrade:	\$ 15,100.00
Council on Aging Van:	\$ 15,000.00
Total:	<u>\$585,523.00</u>

The repairs to the baseball field are urgent; the request for the auditorium repairs was reduced by \$60,000.00 to cover the cost. The Board of Selectmen should have a finalized Warrant by April 9, 2018. An additional item for the town's server and hardware replacements in the amount of \$20,000.00 could be added to the list.

FY19 School Department Operating Budget Review and Discussion:

Nancy Gustafson reviewed the Budget Process the School Committee develops to meet the needs of the students, improving programming and goals while maintaining high quality staff and small classroom sizes. The Budget Assumptions include approximately \$450,000.00 - \$480,000.00 in Choice-In Revenues. The Choice-In Program accounts for approximately \$600,000.00 in Salaries. Their Core Mission is to provide personalized learning, maintain student and faculty relationships while coping with challenges such as level funded Chapter 70 Funds, inadequate athletic fields, and a rise in social, emotional and mental health issues.

Enrollment, which ties to funding, has declined in the last five years from 1,448 to 1,325 students. The student to teacher ratio has been reduced from 17.3 to 13.5 which is in line with the state average. The increase in the Choice-In Program is a reflection of the quality of learning provided. Tri-County students have increased by 10 for FY19 which increases the Assessment by \$172,517.00. Millis' Per Pupil Expenditure for FY17 was \$14,888.00 per student. The surrounding towns which are lower than Millis' are Medway: \$14,402.00, Franklin: \$14,011.00 and Holliston: \$13,724.00. The State Average is \$15,956.00 per student. 11.7% of Millis students are from low income families. The town's SPED (Special Education) IEPs (Individual Education Plan) have varied over the last few years. The Out of District Special Education Cost for FY18 is \$1,248,237.00. The new Clyde Brown School will provide more room for students with similar disabilities. Millis typically accommodates moderate special needs for students.

Since FY12, the department has shown a 12% reduction in expenses in an attempt to preserve staffing levels. However, in FY16, \$636,000.00 in salaries were cut and in FY17 \$295,583.00 was reduced from their level service budget.

The FY19 Proposed Operating Budget is:

Salaries:	\$12,879,543.00
Special Education:	\$ 1,437,682.00
Expenses:	\$ 645,514.00
Energy:	\$ 372,751.00
Maintenance:	\$ 193,675.00
Transportation:	\$ 73,934.00
Total:	<u>\$15,603,099.00</u>

Salaries Breakdown:

Teachers:	\$8,476,882.00
Aides/Tutors/Therapist:	\$1,282,499.00
Administration:	\$1,108,603.00
Maintenance:	\$ 533,248.00
Clerks/Secretaries:	\$ 511,638.00
Transportation:	\$ 387,111.00
Technology:	\$ 369,613.00
Coaches/Activity Leaders:	\$ 209,949.00

A level service FY19 totals \$15,603,099.00 includes a \$608,557.00 increase in salary obligations, \$143,683.00 increase to SPED Out of District Tuitions and a 2% increase to expenses.

The department maintains a robust facilities maintenance program to ensure the buildings are safe for the students and staff members. The Massachusetts School Building Authority performs annual inspection on all buildings.

Old Business/New Business:

Chairman Craig Schultze would like to invite the Building/Inspections Department to attend the April 4, 2018 to review and discuss their above level service FY19 requests. The Town Administrator and the town's CPA, Hannah York, will be available to attend the April 4, 2018 meeting. The School Committee will be scheduled for April 11, 2018. Questions for the School Superintendent and School Committee should be forwarded to the committee's Administrative Assistant. A summary of questions will be emailed to the School Superintendent and School Committee prior to their attendance at the April 11, 2018 meeting. The committee would also like to invite the DPW and Community Preservation Committee to the April 11, 2018 meeting as well as the petitioner of the Warrant Article, Lisa Hardin.

Minutes Approval:

Peter Jurmain made a motion to recommend approval of the March 14, 2018 Meeting Minutes as written; Jodie Garzon seconded. Vote: 6/0 1 abstained, motion carries.

Adjourn:

Peter Jurmain made a motion to adjourn the meeting at 9:02 PM; Jodie Garzon seconded. Vote 7/0 motion carries unanimously.

Respectfully submitted,
Deirdre Gilmore