

Finance Committee Meeting

October 4, 2017 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
Jim Bullion
Jerry Nunnaley
Doug Riley
Susan Vecchi
Mike Guzinski, Town Administrator
Chief Barrett – Fire & Rescue Department
Chief Soffayer – Police Department
Nate Maltinsky

Craig Schultze called the meeting to order at 7:31 PM

Fire and Rescue Department Warrant Article Review:

Chief Barrett:

The first request is to fund the final phase of the Advanced Life Support (ALS) Program in the amount of \$20,000.00. It was not included in their FY18 operating budget. The article funds 2 Firefighters to attend Paramedic School. Starting in FY19 the salaries cost for ALS will be included in the operating budget. Two of the previous paramedic students are at the state testing level. In January 2018, another paramedic will be hired; their salary costs were included for FY18. In 2018, the department will petition the state to implement the ALS program running each shift with 1 Paramedic for a short time.

The second request is to fund the replacement of 5 SCBA Packs and Bottles. The total cost is \$41,075.00. The SCBA packs allow the department to work in dangerous conditions such as structure fires, high carbon monoxide and gas leak locations and with hazardous waste materials. The bottles are tested annually and their life expectancy is 15 years. Four of the five bottles expire this year. The Chief outlined a replacement timeline over the course of 11 years with the largest replacement (15) due in 2021. The other option would be to lease 24 units (SCBA pack, bottle and mask) for 3 years. The total to do so would be \$200,746.00. In the past the replacements were sometimes funded by state grants which are no longer available. The department's inventory of SCBA units is 24 in order to equip all firefighters during structure fires.

The third request is to fund a Department Assistant II, the position would be part of the SEIU Union and have hours similar to Town Hall. The assistant would be responsible for payroll, accounts payables, accounts receivables, filing, scheduling, permit requests, and would be the resident's point of contact for the Fire Department. These functions are being performed by the Chief, the addition to staff would bring more efficiency to the department.

Police Department Warrant Article Review:

Chief Soffayer:

This article would fund leasing 4 cruisers for 3 years. The annual lease payment is \$50,302.31. At the end of the 3 year term, the town would buy the 4 cruisers for \$1 each. The Chief spoke with surrounding town Chiefs and they all agreed that leasing is a better option for Police Departments since their vehicle life expectancy is only 7 years. The vehicles would be under a 3 year warranty. The department has already spent a substantial amount of money on vehicle repairs over the last few months. The quote includes all necessary equipment that could not be transferred from the existing cruisers. The trade credit for 3 of the vehicles is: \$300.00 for the 2007, \$900.00 for the 2011 and \$600.00 for the 2010. The department could get more for the vehicles if they were put out to auction or they could use them as backup. The police vehicle fleet consists of 7 marked cruisers, 1 chief vehicle, 1 detective vehicle and 1 travel vehicle.

The committee and Town Administrator discussed the pros and cons of using Free Cash to buy police vehicles versus funding through borrowing or leasing. It was agreed leasing is a better option for police vehicles.

Community Preservation Committee (CPC) Warrant Article Review:

Nate Maltinsky:

The request is to fund this article using CPC historical funds in the amount of \$7,000.00 to restore Niagara Hall Fire Engine House Records. One record book dates back to 1857 – 1865 and the other 1926 – 1933. The restoration would include de-acidification and paper stabilization, new bindings and encapsulation for future preservation. The CPC voted unanimously in favor of the restoration project.

Petitioned Articles Review:

Postponed until next week.

Free Cash Update:

Mike Guzinski: The town's Finance Director has not finalized Free Cash for submission to the Department of Revenue for certification. A conservative estimate is \$250,000.00. There should be an updated dollar amount next week.

The committee noted the "must fund" articles for the upcoming Annual Spring Town Meeting:

Audit:	~\$35,000.00
School Bus Lease:	~\$67,000.00
School Computer Lease:	~\$47,000.00
School Medicaid Reimbursement:	~\$ 5,000.00

The committee discussed the "must fund" articles for this Annual Fall Town Meeting:

- SCBA Pack/Bottle Replacement
- Police Cruisers
- School Bus Replacement
- ALS Training
- Unpaid Bills

The Sewer I/I (Infiltration and Inflow) Analysis/Plan will be paid with Sewer Funds, the Front-End Loader would be funded by Borrowing and the CPC article would be funded with CPC Historical Funds

Warrant Article Review:

The Board of Selectmen will finalize the Warrant Articles at their October 16, 2017 meeting. From the Preliminary List there could be an additional article for the copper line replacement conversion at the Police and Fire stations. The cost of the conversion is not finalized yet.

By-Law - Stormwater Management: Town Meeting will vote to adopt the by-law and establish an Enterprise Fund similar to the Water and Sewer Enterprise Funds. The rates will later be set by the Board of Selectmen.

Replenish Stabilization Fund: The committee will review the town's Stabilization Fund Policy to determine if funding is needed at this time.

Town Website Upgrade: The Board of Selectmen have not discussed this article and will make a determination at their next meeting to keep on the warrant.

PILOT (Payment In Lieu Of Taxes): This article is for solar panel projects and will allow the provider to spread costs over a period of time. Eighty percent of solar projects have a PILOT program. The town receives fewer revenues in the first few years and larger revenues at the end of the program.

Acceptance of MGL c90 17C – Establishment of Speed Limits: Under the Municipal Modernization Act the acceptance of this article would allow the town to lower speed limits to 25 MPH. The decision to reduce the speed limit would be made by the Board of Selectmen and Police Chief.

Acceptance of MGL c90 18B – Establishment of Speed Limits: Under the Municipal Modernization Act the acceptance of this article would allow the town to determine critical safety zones and reduce the speed limit to 20 MPH.

Authorization of Moderator to Appoint a Committee on Voting Procedures/Potential Saturday Meetings: This article simply gives the Moderator the authority to appoint members to a committee to address both items.

Repurchase Cemetery Lots: This article is typical. It allows the town to buy back cemetery lots owners no longer wish to use.

Stormwater Management Utility Funding: This funds the second phase of the program: setting up regulations, analyze properties and establish billing of the utility. The final cost has not been determined yet. This item should also be part of the "must fund" articles for the November Town Meeting.

Senior Property Tax Work-Off Program: Under the Municipal Modernization Act this allows a senior who is not physically capable of performing the work but qualifies for the program to have someone else perform the work in order to receive the credit.

Warrant Article Assignment:

Unpaid Bills – Jodie Garzon
By-Law – Marijuana Moratorium – Jodie Garzon
By-Law – Stormwater Management Utility – Doug Riley
OPEB – Jodie Garzon
Replenish Stabilization Fund – Jodie Garzon
Fire – SCBA – Pack/Bottle Replacement – Peter Jurmain
Fire – Fund (2) Paramedic Students – Peter Jurmain
Fire – Department Assistant II – Peter Jurmain
Gas & Diesel System Replacement – Jerry Nunnaley
DPW – Front End Loader – Jerry Nunnaley
Traffic Enforcement Upgrade – Jerry Nunnaley
DPW – Sewer I/I Analysis/Plan – Jerry Nunnaley
Police – (4) Vehicle Lease – Peter Jurmain
CPC – Niagara Fire Engine House Book Restoration – Tayana Antin
Town Website Upgrade – Tayana Antin
PILOT – Large Scale Ground Mounted Community Solar 1280 Main Street – Tayana Antin
School – Auditorium Renovations – Susan Vecchi
School – Curriculum and Instructional Materials – Susan Vecchi
School – Establish School Bus Stabilization Fund – Susan Vecchi
School – Fund School Bus Stabilization Fund – Susan Vecchi
School – Special Education Van – Susan Vecchi
Accept MGL C90 17C - Establishment of Speed Limits – Jim Bullion
Accept MGL C90 18B – Establishment of Speed Limits – Jim Bullion
Authorize Moderator to Appoint a Committee – Voting Procedures/Potential Saturday Meetings – Craig Schultze
Repurchase Cemetery Lots – Doug Riley
Funding for Consulting Stormwater Management Utility – Doug Riley
Senior Property Tax Work Off Program Amendment – Doug Riley
Amend FY18 Operating Budget – Town Clerk Salaries – Doug Riley
Petitioned Article – Cease and Desist, Clyde Brown School Project – Craig Schultze
Petitioned Article – Land Transfer to Article #97 – Craig Schultze

Election of Officers:

Craig Schultze made a motion to recommend Peter Berube as Clerk; Jodie Garzon seconded. Vote: 7/0 motion carries unanimously.

Old Business/New Business:

Jodie Garzon made a motion to approve payment in the amount of \$603.04 to the Postmaster for postage to mail the Finance Committee's Report; Susan Vecchi seconded. Vote: 7/0 motion carries unanimously.

Jodie Garzon made a motion to approve payment in the amount of \$165.00 to the Association of Town Finance Committees – Annual Meeting; Susan Vecchi seconded. Vote: 7/0 motion carries unanimously.

Minutes Approval:

Jodie Garzon made a motion to recommend approval of the September 27, 2017 Meeting Minutes as written; Peter Jurmain seconded. Vote: 6/0 1 abstained, motion carries.

Adjourn:

Jodie Garzon made a motion to adjourn the meeting at 8:41 PM; Susan Vecchi seconded. Vote 7/0 motion carries unanimously.

Respectfully submitted,
Deirdre Gilmore