

Town of Millis Finance Committee Meeting: October 3, 2018

Members Present: Jodie Garzon, Peter Berube, Jim Bullion, Craig Schultze, Shawn Powers, Pete Jurmain, Doug Riley

Members Absent: Greg Sieczkiewicz, Tayana Antin (resigned earlier today).

Non-Members Present: Mike Guzinski, Town Administrator, Jonathan Barry, Capital Planning Committee Chairman, Steve Catalano, School Committee, Nancy Gustafson, School Superintendent, James McKay, Department of Public Works Director

Meeting called to order: 7:30 PM

Capital Planning Committee Update:

Jonathan Barry:

The committee was established in August 2017 and is working on a multi-year schedule of capital needs across the entire town. There are over 200 items amounting to many millions of dollars that must be prioritized. A report will be presented to the Board of Selectmen and Finance Committee hopefully before the May 2019 Town Meeting. The committee works closely with the Town Administrator to collect information and then meets with the town's department heads for further discussion and review.

School Department: Warrant Article Review:

Steven Catalano:

The Schools submitted six Warrant Articles, five are Capital Items:

- MS/HS Intercom/Phone/PA System: \$100,000.00
- MS/HS Library Floor Replacement: \$ 45,000.00
- MS/HS Auditorium Repairs: \$104,605.00
- MS/HS Locker Replacement: \$ 20,000.00
- MS/HS Furniture Replacement: \$ 20,000.00

The Locker and Furniture articles are the first year of a five-year replacement plan. It was noted the above was offset by a State Earmark amount of \$137,500.00 secured with the help of Representative Linsky. These articles would replace the PA system, Library floor, Middle School lockers, Middle School desks/furniture, theatrical lighting/electrical. The appropriation request is \$197,105.00

The sixth article is authorizing the purchase of a school bus in the amount of \$45,000.00 funded by the School Bus Stabilization Fund. The funds were already appropriated at the May 2018 Town Meeting.

Department of Public Works Warrant Article Review:

James McKay:

- (1) 4x4 Pick Up Truck & Equipment: \$43,168.00
The request would replace a 2007 vehicle, Unit #30, which has 167,292 miles and an unrepairable snow plow assembly. The new vehicle would have an extended cab for tool storage and would be used by the General Foreman. The funds will be split (3) ways – Water/Sewer/General.
- (2) Pavement Management Plan: \$39,800.00
Kleinfelder would provide a complete assessment and mapping of town roads including categorizing conditions, scheduling and prioritizing of maintenance/repair. This would be integrated with work on water/sewer/storm water that will receive *Grant Funds* for developing an infrastructure management program. The study will be complete before the May 2019 Town Meeting.
The town's Chapter 90 Fund Allocation will be reevaluated in 2020 to consider the increase in road acceptances and population.
- (3) Sewer Inflow & Infiltration Phase V: \$169,302.00
The phase total cost is \$296,002.00 plus \$6,000.00 for engineering and bidding. The phase covers sewer main repairs, replacements etc. At the Fall 2017 Town Meeting \$132,700.00 was appropriated. This request will cover additional work not previously identified. This is not an optional/discretionary expense. This work must be done per regulations.
- (4) Landfill Monitoring Services: \$40,000 requested, but only \$7,500 needed per year. The Town Administrator and Finance Director will discuss whether to include this service in the DPW's Annual Operating Budget.

Stormwater Utility Update: The town's Credit Manual should be mailed prior to the November Town Meeting.

November Town Meeting Warrant Article Review:

Mr. Guzinski, Town Administrator:

A memo was provided outlining the changes to the Warrant. The Board of Selectmen will review and finalize the Warrant at their next meeting on October 15, 2018.

Article #1 Unpaid Bills: One bill was added from a prior fiscal year.

Article #5 Financial & Economic Development Director/Planner Consulting: The request is for \$42,500.00 of which \$20,000.00 would fund the transition of the New Finance Director and \$22,500.00 would fund ½ year of a shared Planner/Economic Development Director position with the Town of Southborough.

The Board of Selectmen have discussed the need for a Town Planner and Economic Development Director and feel the town is at a disadvantage without one. This opportunity would move the town forward to capture additional revenues through Economic Development. The position would be included in the FY20 Operating Budget under Professional Consulting not salaries for approximately \$45,000.00.

Several questions on details about the arrangement were asked regarding scope, measurement of success and the interview process.

Article #7 Rescind Balance of Unneeded Borrowing Authorization: This article rescinds unused debt authorizations of four Warrant Articles from 2009, 2012, 2013 & 2014. The total amount is \$167,400.00

Article #9 Capital Items:

Town Clerk: Added new voting poll pads and booths: \$20,000.00

Council on Aging: Added room 21 flooring replacement: \$10,000.00

The Town Clerk and the Council on Aging Director were invited to next week's meeting to present the Capital Items for their departments.

The total Capital Item request is \$613,018.00.

Articles #13 - 16: Retail Marijuana Articles:

A representative from the Retail Marijuana Committee will present these articles at next week's meeting.

Article #17 Cell Tower Lease Authorization: This article authorizes the Board of Selectmen to lease a portion of town owned land. Verizon would like to locate a cell tower at 121 Norfolk Road. Once the Board of Selectmen have authorized the lease the town would have to receive approval from the Department of Environmental Protection; one of the town's water treatment facilities is located at this address. The town's Public Safety Communications could be put on the tower as well. The lease could generate approximately \$50,000.00 in revenue each year.

Information Technology Warrant Article

Interim IT Director Pete Jurmain:

Awaiting decision on a grant that will cover new servers, other equipment, and migration of data to the cloud where security will be kept up to date. Moves backup, replication, etc. to "experts" outside the town thus relieving some level of expenses and increasing convenience. Though cost is unlikely to be less in the short run, long run savings could accrue given increasing complexity and regulatory requirements. Caveat is that we must start working on the project in order to use grant funds. Therefore, we will need to appropriate some funds to cover initial efforts. The appropriation request will be between \$25,000.00 and \$50,000.00.

Old Business/New Business:

Warrant Article Assignments:

Shawn Powers: #1 & 2

Jim Bullion: #3 & 4

Peter Berube: #5 & 17

Doug Riley: #6, 7 & 8

Craig Schultze: #9

Pete Jurmain: #10, 11 & 12

Jodie Garzon: #13, 14, 15 & 16

Meeting Minutes Approval:

September 26, 2018 Meeting Minutes: Motion to approve by Mr. Jurmain, seconded by Mr. Bullion: Vote: 7-0, Motion approved unanimously.

Motion to adjourn by Mr. Berube, second by Mr. Jurmain: Motion carries unanimously.

Meeting adjourned at 8:57 PM

Respectively submitted by Doug Riley