

## Finance Committee Meeting

April 17, 2019 7:30 PM EST  
Veterans Memorial Building, Room #229  
900 Main Street  
Millis, MA 02054

### In Attendance:

Jodie Garzon, Chairman  
Peter Berube, Vice Chairman  
Doug Riley, Clerk  
Joyce Boiardi  
Jim Borgman  
Peter Jurmain  
Shawn Power  
Mike Guzinski, Town Administrator  
Carol Johnston, Finance Director  
Catherine MacInnes, Board of Selectmen

Jodie Garzon called the meeting to order at 7:34 PM.

### FY20 Operating Budget Review and Discussion:

Carol Johnston provided the Revised FY20 Operating Budget and highlighted the significant changes:

- Funding of an Economic Director/Planner in the amount of \$35,600.00. The position is Part-Time; 19 hours per week.
- Funding of a Part-Time, 20 hours per week, Assistant to the Fire Department in the amount of \$26,052.00.

The above was able to be funded by reducing the FY20 Health Insurance Cost projection and increasing anticipated Ambulance Receipts. The original projection was for the cost of the current enrollees plus 2 additional Family Plans and 3 Individual Plans. Reducing the projections by 1 Family Plan and 1 Individual Plan could be risky.

- A Part-Time IT Director will not be funded in FY20 due to the additional cost required to transition the Town Hall IT System to the Cloud.

The Police Department's FY20 Overtime request was partially funded; \$180,000.00 of \$260,000.00. If additional funds are needed the Finance Director hopes revenues from Retail Marijuana sales will help offset any deficit. The FY20 Overtime will be closely monitored and can be reviewed prior to the November Town Meeting. The Fire Department's FY20 Overtime request was also not fully funded. The Town Administrator is confident the overall FY20 Operating Budget will be more than sufficient to cover deficits in Public Safety Overtime.

Several committee members expressed their concern with the reduction of overtime in both departments. Specifically, the Police Department where it is inevitable overages will occur in FY20 due to (2) Military Deployments and an average of at least (1) officer out on injury per year.

The Board of Selectmen will be reviewing the Water, Sewer and Stormwater Enterprise Funds as well as the recommended Operating FY20 Budget tomorrow, Thursday April 18, 2019.

The Recreation Department's FY20 budget was funded the same as in FY19. In future fiscal years, Marijuana Revenues could help fully fund the Director's salary from the General Fund.

Warrant Article Discussion and Recommendations:

Article #1 Unpaid Bills

Board of Selectmen	\$2,037.77	KP Law
Town Clerk	<u>\$ 100.33</u>	W.B. Mason
Total:	<u>\$2,138.10</u>	

Jodie Garzon made a motion to recommend approval of Article #1, Unpaid Bills, in the amount of \$2,138.10 from Free Cash; Shawn Power seconded. Vote: 7/0 motion carries unanimously.

Article #2 FY19 Additional Wages and Expenses

FY19 Deficits:	Public Safety	\$233,500.00
	Public Works	\$ 39,400.00
	General Insurance	<u>\$ 18,500.00</u>
	Total:	<u>\$291,400.00</u>
Funding Sources:	Town General Government	\$ 12,000.00
	Health & Human Services	\$ 31,500.00
	Culture & Recreation	\$ 12,500.00
	Employee Benefits	\$120,000.00
	Debt Service	\$ 80,436.00
	Free Cash	<u>\$ 34,964.00</u>
	Total:	<u>\$291,400.00</u>

Peter Berube made a motion to recommend approval of Article #2, FY19 Additional Wages and Expenses, in the amount of \$291,400.00 as listed in the above transfers; Pete Jurmain seconded. Vote: 7/0 motion carries unanimously.

Article #3 Contract Ratifications: SEIU 888, MassCOP, Dispatch Association and AFSCME – Hold

Article #4 FY20 Operating Budget – Hold

Article #5 Sewer Enterprise Fund – Hold

Article #6 Water Enterprise Fund – Hold

Article #7 Stormwater Enterprise Fund – Hold

Article #8 Amendments to the Personnel Plan

Pete Jurmain made a motion to recommend approval of Article #8, Amendments to the Personnel Plan; Peter Berube seconded. Vote: 7/0 motion carries unanimously.

Article #9 Independent Audit

Pete Jurmain made a motion to recommend approval of Article #9, Independent Audit, in the amount of \$36,000.00 from Free Cash; Peter Berube seconded. Vote: 7/0 motion carries unanimously.

Article #10 Board of Health Appointing Authority

Pete Jurmain made a motion to recommend approval of Article #10, *to authorize the Board of Health to appoint any of its members to another town office or position for which it has appointing authority*; Peter Berube seconded. Vote: 7/0 motion carries unanimously.

Article #11 Revolving Funds

Peter Berube made a motion to recommend approval of Article #11 Revolving Funds:

Oak Grove Farm Maintenance Fund	\$35,000.00
Animal Control Shelter Fund	\$ 3,000.00
Fire Alarm Fund	\$10,000.00
Historical Commission Fund	\$12,000.00
Ambulance Department Fund	\$20,000.00
Council on Aging Transportation Fund	\$ 5,000.00
VMB Custodial/Maintenance Fund	\$ 6,000.00
Food Service Fund	\$ 4,500.00
Stormwater Management Fund	\$10,000.00
BOH Medical Services/Vaccination Fund	\$ 8,500.00
BOH Rabies Clinic/Program Fund	\$ 2,500.00
Continuing Education Fund	\$50,000.00
School Athletic Fields Fund	\$35,000.00
School Extracurricular Fund	\$ 8,000.00
Library Special Use Fund	\$10,000.00
Recreation Fund	\$60,000.00
Tobacco Control Fund	\$ 1,000.00

; Pete Jurmain seconded. Vote: 7/0 motion carries unanimously.

Article #12 Capital Items:

Peter Berube made a motion to recommend approval of Article #12, Capital Items:

Council on Aging	Facilities Audit/Feasibility Study	\$ 35,000.00
Council on Aging	Senior Center Facility Improvements	\$ 3,000.00
Board of Selectmen	Facilities Audit-Lansing Millis Building	\$ 30,000.00
Board of Selectmen	Veterans Memorial Building Window Shades	\$ 14,000.00
IS/IT Department	IS/IT/MUNIS Upgrades	\$ 30,000.00
Fire Department	Turnout Gear	\$ 23,680.00
DPW	Six Wheel Dump Truck with Sander/Plow	\$173,370.00
School	Middle/High School Locker Replacement	<u>\$ 20,000.00</u>
	Total:	<u>\$329,050.00</u>

Jodie Garzon seconded and amended the motion to include funding:

Free Cash	\$120,936.00
Transfer from Previously Approved Articles	\$ 84,331.00
Water Enterprise Fund	\$ 86,685.00
Overlay Reserve Account	<u>\$ 37,098.00</u>
	Total: <u>\$329,050.00</u>

The Overlay Reserve Account is funded annually in the amount of \$100,000.00 for abatements filed with the town, the money is released at the end of the Fiscal Year if no other abatements are filed. The Water Enterprise Fund is funding ½ of the DPW Dump Truck; it is used on water main breaks and water projects. The Transfer from Previously Approved Articles include:

Reconstruct Acorn Street – 2005	\$18,528.00
Causeway Street Culvert Improvement – 2009	\$ 8,947.00
Flood Proof Dover Road Pump Station – 2011	\$48,666.00
Replace VMB Boiler – 2013	\$ 5,235.00
DPW Vehicles/Equipment – 2015	\$ 2,955.00

The Finance Director noted that the projects have not had any activity in several years and can be used to fund other projects. The auditors brought this to the attention of the Finance Department; the funds can be released at this time. Vote: 7/0 motion carries unanimously.

Article #13 DPW Project – Hold until Bond Counsel reviews language.

Article #14 DPW Temporary Offices – This article will be recommended at Town Meeting after a vote is taken on Article #13.

#### Article #15 Community Preservation Fund

Pete Jurmain made a motion to recommend approval of Article #15, Community Preservation Fund, from Appropriations and Reserves the following:

FY20 Committee Administrative Expenses	\$ 9,165.00
Long Term Debt Principal	\$25,000.00
Long Term Debt Interest	\$12,200.00
Historic Resources Reserve	\$18,330.00
Community Housing Reserve	\$18,330.00
Open Space Reserve	\$18,330.00
Budgeted Reserve	\$80,000.00

; Peter Berube seconded. Vote: 7/0 motion carries unanimously.

#### Article #16 Community Preservation Historic Resource Reserve Fund

Peter Berube made a motion to recommend the appropriation of Article #16, Community Preservation Historic Resource Reserve Fund, in the amount of \$20,000.00; Pete Jurmain seconded. Vote: 7/0 motion carries unanimously.

#### Article #17 Board of Assessors – FY20 Personal Property Interim Year Inspections

Pete Jurmain made a motion to recommend approval of Article #17, Board of Assessors – FY20 Personal Property Interim Year Inspections, in the amount of \$15,560.00 from Free Cash; Peter Berube seconded. Vote: 7/0 motion carries unanimously.

#### Article #18 New and Previously Approved School Bus Leases

Peter Berube made a motion to recommend approval of Article #18, New and Previously Approved School Bus Leases, in the amount of \$89,999.00 from Free Cash; Pete Jurmain seconded. Vote: 7/0 motion carries unanimously.

#### Article #19 New and Previously Approved Computer Leases

Pete Jurmain made a motion to recommend approval of Article #19 New and Previously Approved Computer Leases in the amount of \$69,900.00 from Free Cash; Peter Berube seconded. Vote: 7/0 motion carries unanimously.

#### Article #20 Previously Approved Police Cruiser Lease

Peter Berube made a motion to recommend approval of Article #20, Previously Approved Cruiser Lease, in the amount of \$65,172.96 from Free Cash; Pete Jurmain seconded. Vote: 7/0 motion carries unanimously.

#### Article #21 Medicare/Medicaid Reimbursement Services

Peter Berube made a motion to recommend approval of Article #21, Medicare/Medicaid Reimbursement Services, in the amount of \$5,000.00 from Free Cash; Pete Jurmain seconded. Vote: 7/0 motion carries unanimously.

#### Article #22 Unemployment Insurance Fund

Peter Berube made a motion to recommend approval of Article #22, Unemployment Insurance Fund, in the amount of \$150,000.00 from Free Cash; Pete Jurmain seconded.

Mike Guzinski explained this would fund the Unemployment Assessment filed against the town, the fund has not been replenished in several years. There is a deficit in the fund of approximately \$95,000.00 due to terminations in both the school and municipal departments; higher than normal claims have been filed. An appropriation of \$150,000.00 will cover the FY19 deficit and FY20 claims. In FY21 the town could include a line item in the Operating Budget for Unemployment.

Vote: 7/0 motion carries unanimously.

#### Article #23 OPEB (Other Post-Employment Benefits) Funding

Joyce Boiardi made a motion to recommend dismissal of Article #23, OPEB Funding; Pete Jurmain seconded. Vote: 7/0 motion carries unanimously.

It was noted that \$50,000.00 was appropriated at the November 2018 Town Meeting to OPEB. The fund pays retirees health insurance, etc.

#### Article #24 Stabilization Fund

Joyce Boiardi made a motion to recommend dismissal of Article #24, Stabilization Fund; Pete Jurmain seconded. Vote: 7/0 motion carries unanimously.

It was noted that funds were appropriated at the November 2018 Town Meeting to the Stabilization Fund and the fund is above the town's 5% balance policy.

#### Article #25 Zoning ByLaw – Municipal Facilities and Uses

The Planning Board voted to approve this article which relates to zoning for the DPW Building project.

Doug Riley made a motion to recommend approval of Article #25, Zoning ByLaw – Municipal Facilities and Uses; Jodie Garzon seconded. Vote: 7/0 motion carries unanimously.

#### Capital Planning Committee Report:

The Capital Planning Committee (CPC) consolidated a list of capital items the town will need to fund in the next several years. The CPC met with all department heads to discuss their capital item requests and to list each request in priority order. The report will be included in the Finance Committee's Report as an addendum. The committee discussed the importance of providing this information to residents. The Board of Selectmen and Finance Committee can alter the list and its priorities. Road Improvements were not included in the FY20 priorities however, the town receives approximately \$275,000.00 in Chapter 90 Funds from the state specifically for road improvements. At the November 2018 Town Meeting funds were appropriated, \$39,800.00, for a Pavement Management Plan. Road Improvements are an ongoing need in New England; the Board of Selectmen and Town Administrator are working to find a funding source. The Town's Operating Budget does not allocate funds for road improvements. The CPC's Report will change continuously as the town's needs change from year to year.

#### Meeting Minutes Approval:

Peter Berube made a motion to recommend approval of the April 10, 2019 Meeting Minutes as written; Pete Jurmain seconded. Vote: 6/0 1 abstained motion carries.

Adjourn:

Peter Berube made a motion to adjourn the meeting at 9:09 PM; Pete Jurmain seconded. Vote 7/0 motion carries unanimously.

Respectfully submitted,  
Deirdre Gilmore