

## Finance Committee Meeting

October 11, 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, Clerk  
Tayana Antin  
Peter Jurmain  
Doug Riley  
Susan Vecchi  
Mike Guzinski, Town Administrator  
Christopher Fitzgerald  
Dennis Gibbons, School Committee  
Nancy Gustafson, School Superintendent  
Lisa Hardin, Town Clerk  
Wayne Klocko, Elementary School Building Committee  
Alex Lent, Library Director  
James McCaffrey, Chairman – Board of Selectmen

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

### Reserve Fund Transfer Request – Library HVAC:

Alex Lent:

Last spring it was discovered the controls were not working properly. The cost to replace the controls is \$4,000.00. The FY18 Building Repair budget is \$6,000.00. Unfortunately, the part was anticipated to last a few more years and the failure was probably due to a large power outage. The budget line item is in deficit in the amount of \$1,714.17.

Susan Vecchi made a motion to recommend approval of a Reserve Fund Transfer in the amount of \$4,000.00 to Library – Building Repairs; Jodie Garzon seconded. Vote: 7/0 motion carries unanimously.

### Petitioned Articles:

Mr. Fitzgerald provided a handout outlining items the committee should consider prior to their recommendation on Petitioned Article: Cease & Desist Clyde Brown School Project and Petitioned Article: Transfer Land to Park Land. Some of the highlights are that the MSBA Grant extension will expire on February 28, 2018 and the potential savings in passing the (2) articles. The chairman conceded it is Mr. Fitzgerald's opinion of potential savings. Mr. Fitzgerald also stated that most residents that signed the petitions were unaware of plans to build the new school or cut down the trees at the Town Park. Craig Schultze reminded the committee that if there is a change in the site the project will have to start from scratch. The building would have to be redesigned. If the project is delayed the town will have to invest money in the existing school. At the November 2016 Town Meeting an article was passed to transfer the park land to school land and was not contested. The petitioned article to reverse that vote is another way of blocking construction of the new school. Wayne Klocko reiterated that the funding from MSBA was specific to the site. In the event of a delay, the MSBA would not participate in another Feasibility Study. A study was done to determine the cost to renovate the current school in 2014. At that time the cost was estimated at \$12 million plus an additional \$18 million. The town has spent approximately \$30,000.00 in legal fees and \$2.5 million for project design. In the summer of 2016, 55+ residents from McCabe Avenue, Monroe Street and Plain Street petitioned the ESBC to move the site from the original site near their property to the hill. Selectmen McCaffrey made the committee aware that the MSBA will not release funds to the town if there is litigation pending that would compromise the project. The town cannot enter into a contract with the MSBA at this time due to the (2) lawsuits filed. The resident who filed the Federal lawsuit has indicated he would file an appeal if necessary. The MSBA does have a timeframe for the contract to be executed between them and the town.

### School Warrant Articles Discussion:

Denise Gibbons:

Auditorium Seating and Lighting: \$55,000.00

The School Committee has developed a multi-year plan to replace the seating in the auditorium. This article would fund a portion of this plan. The seating is 20+ years old and if the article is not passed the situation would remain status quo; many seats not repaired. Jodie Garzon suggested reaching out to the Massachusetts Cultural Council who could possibly provide a grant to offset the costs.

Instructional Resources: \$34,600.00

This article would fund Social Studies as well as Unified Arts materials. The staff is researching the new standards and curriculum needs. A portion of the unfunded curriculum from the 2017 Spring Annual Town Meeting was funded with year-end cost savings.

Special Needs Vehicle: \$27,000.00

This article would fund the continuation of the replacement cycle.

Establish Bus Lease Stabilization:

This article would allow the School Department to purchase buses at the end of their lease term. In the past, an appropriated amount at the Spring Town Meeting would allow the department to buyout a bus at the end of its lease term. However, in light of recent changes this past spring, this option is not available. Therefore, the funds the school had earmarked to purchase (2) busses at the end of their lease is not an option and those funds, \$90,000.00, was turned back to Free Cash for use in FY18.

Fund Bus Lease Stabilization Fund: \$90,000.00

This article would allow the School Department to purchase two busses at the end of their lease term. The fleet inventory for yellow busses is 10. Funding this article would allow 1 bus to be retired and would add 1 bus to the fleet to help the fleet when other busses are being serviced and also allows 4 busses for athletics. The current fleet uses 6 busses for morning and afternoon runs, 1 bus for Pre-School and 3 busses for athletics.

The School Committee's Priorities are:

- (1) Establish Bus Lease Stabilization Fund
- (2) Fund Bus Lease Stabilization
- (3) Special Education Van
- (4) Instructional Resources
- (5) Auditorium Seating and Lighting

The committee requested a quote to purchase 1 new school bus.

Article – Amend FY18 Operating Budget – Town Clerk Salaries:

Lisa Hardin:

The request would not be more than \$60,000.00 to fund a Full-Time Town Clerk position in order to staff the office. There has not been an increase in staffing for over twenty five years. The Town Clerk cannot supervise the current staff on a daily basis with an annual stipend. The Town of Millis is the only town in the Commonwealth of Massachusetts that does not fund a Full-Time Town Clerk. The Assistant Town Clerk retired at the end of July and is currently working 15 hours per week in order to have the office open to the public. The Town Administrator will make a decision next week to recommend to the Board of Selectmen an appointment of a new Assistant Town Clerk to fill the 35 hour a week position which has been vacant since July. They anticipate some need for training from the former Assistant Town Clerk. The Town Clerk's position is elected not appointed and Town Meeting can decide if an elected official can be paid a salary. The budgeted staffing levels are as follows:

Assistant Town Clerk:	35 hours per week
Department Assistant:	20 hours per week
Town Clerk:	Annual stipend

There is an option to reduce the hours of the Assistant Town Clerk and Department Assistant to fund a Full-Time Town Clerk. However, both positions are part of SEIU and would involve bargaining with the union.

Free Cash, Stabilization Fund and Town Counsel Update:

Mike Guzinski:

Town Counsel's FY18 budget is \$100,000.00 of which approximately \$43,900.00 has been expended through August. Two-thirds of what has been expended is due to the Fitzgerald's lawsuit. A Reserve Fund Transfer will be requested at a later date.

The Stabilization Fund's balance is 5.16% which is .16% above what the town's Stabilization Fund Policy requires.

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.

Craig Schultze provided a handout of Free Cash and what needs to be funded which include Police Cruisers, Unpaid Bills, Police/Fire Copper to Fiber Conversion, Fire – Air Pack Replacement, Fire – ALS, School – Fund School Bus Stabilization, Audit, School Bus Lease, Medicaid, School Computer Lease, New School Computer Lease which would leave a deficit in Free Cash of \$226,500.00 based on the conservative estimated \$250,000.00 of Free Cash available for FY18.

It was also noted that Free Cash was used to fund the following FY18 Operating Budget items which will need new funding sources for FY19:

Police – Resource Officer:	\$21,480.00
Fire – Firefighter:	\$29,730.00
Police Computer Service:	\$11,000.00
Other:	\$ 8,795.00

Warrant Article Assignment:

Police/ Fire Copper Line to Fiber Line Transition – Peter Jurmain

Warrant Article Recommendations:

Susan Vecchi made a motion to recommend approval of Article: By-Law – Marijuana Moratorium; Peter Jurmain seconded. Vote: 7/0 motion carries unanimously.

Susan Vecchi made a motion to recommend approval of Article: By-Law – Stormwater Management Utility; Peter Jurmain seconded. Vote: 7/0 motion carries unanimously.

Discussion: An Enterprise Fund for Stormwater Management will take effect July 1, 2018. Funds received from the utility fees cannot be used to fund the Article – Consulting Stormwater Management Utility at this Town Meeting.

Peter Jurmain made a motion to recommend approval of Article: Fire – SCBA Pack/Bottle Replacement in the amount of \$41,075.00; Susan Vecchi seconded. Vote: 7/0 motion carries unanimously.

Susan Vecchi made a motion to recommend approval of Article: Fire – ALS Training in the amount of \$20,000.00; Jodie Garzon seconded. Vote: 7/0 motion carries unanimously.

Peter Jurmain made a motion to recommend dismissal of Article: Fire – Department Assistant II due to fund constraints; Susan Vecchi seconded. Vote: 6/1 motion carries.

Discussion: Peter Berube felt the article impacts lifesaving services. All Fire Departments have an assistant to handle administrative functions that the Chief handles now. He felt the Chief's time could be better utilized in training, etc.

Peter Jurmain made a motion to recommend dismissal of Article: Town Gasoline and Diesel System Replacement due to lack of funds; Susan Vecchi seconded. Vote: 7/0 motion carries unanimously.

The Committee requested the town's Debt Schedule for next week to make a more informed recommendation on Article: Front End Loader which would be funded by Borrowing.

Jodie Garzon made a motion to recommend dismissal of Article: Traffic Enforcement Upgrades; Peter Jurmain seconded. Vote: 7/0 motion carries unanimously.

Susan Vecchi made a motion to recommend approval of Article: Sewer Infiltration and Inflow Analysis/Plan; Jodie Garzon seconded. The vote was held until more information was available if the DEP mandated item could be scaled back.

Article: Police Vehicle Lease (4): The committee would like the Chief's input on the impact of funding (2) cruisers would have on the department and asked the information be conveyed via email or his attendance at next week's meeting.

Jodie Garzon made a motion to recommend approval of Article: CPC Niagara Hall Fire House Records Restoration in the amount of \$7,000.00 from CPC funds; Susan Vecchi seconded. Vote: 7/0 motion carries unanimously.

Peter Jurmain made a motion to recommend dismissal of Article: Town Website Upgrade due to insufficient funds; Jodie Garzon seconded. Vote: 7/0 motion carries unanimously.

Jodie Garzon made a motion to recommend approval of Article: Repurchase Cemetery Lots from Cemetery Funds; Susan Vecchi seconded. Vote: 7/0 motion carries unanimously.

Susan Vecchi made a motion to recommend approval of Article: Consulting Stormwater Management Utility in the amount of \$69,400.00 pending approval of the Stormwater Management Utility Article; Jodie Garzon seconded. Vote: 7/0 motion carries unanimously.

Discussion: This article will fund the initial set up of the utility, billing and Enterprise Fund.

The committee will discuss and make a recommendation on Article: Police/Fire Copper Line to Fiber Line Transition next week.

Susan Vecchi made a motion to recommend approval of Article: School – Establish Bus Lease Stabilization Fund; Peter Jurmain seconded. Vote: 6/1 motion carries.

Susan Vecchi made a motion to recommend approval of Article: School – Fund Bus Lease Stabilization Fund in the amount of \$45,000 for (1) bus at the of its 5 year lease; Jodie Garzon seconded. Vote: 7/0 motion carries unanimously.

Peter Jurmain made a motion to recommend dismissal of Article: School – Auditorium Seating and Lighting, Article: - School – Instructional Resources and Article: School – Special Education Van due to insufficient funds; Susan Vecchi seconded. Vote: 7/0 motion carries unanimously.

The committee requested the Board of Selectmen number the articles on the Warrant in the School Committee's order of priority.

The committee will hold off on making a recommendation on Article: Amend FY18 Operating Budget: Town Clerk Salaries until the Town Clerk can provide more detailed information for the request.

Craig Schultze made a motion to recommend dismissal of Article: OPEB and Article: Replenish Stabilization Fund; Susan Vecchi seconded. Vote: 7/0 motion carries unanimously.

Peter Jurmain made a motion to recommend approval of Article: Acceptance of MGL C90 17c Establishment of Speed Limits and Article: Acceptance of MGL C90 18b Establishment of Speed Limits; Susan Vecchi seconded. Vote: 6/1 motion carries.

Jodie Garzon made a motion to recommend approval of Article: PILOT – Large Scale Ground Mounted Community Solar Projects; Susan Vecchi seconded. Vote: 7/0 motion carries unanimously.  
Discussion: This article will have no impact on the MS4 program, if the panels are mounted on a cement pad or gravel they will be subject to the Stormwater Management Utility.

Peter Jurmain made a motion to recommend approval of Article: Authorization of Moderator to Appoint a Committee on Voting Procedures and Potential Saturday Meetings; Susan Vecchi seconded. Vote: 7/0 motion carries unanimously.

Jodie Garzon made a motion to recommend approval of Article: Senior Property Tax Work-Off Program; Susan Vecchi seconded. Vote: 7/0 motion carries unanimously.

Susan Vecchi made a motion to recommend dismissal of Petitioned Article: Cease and Desist ESBC Project; Jodie Garzon seconded. Vote: 7/0 motion carries unanimously.

Susan Vecchi made a motion to recommend dismissal of Petitioned Article: Land Transfer; Tayana Antin seconded. Vote: 7/0 motion carries unanimously.  
Discussion: Members of the committee felt the petitioner should have approached the Historical Commission for support of preserving certain areas of the Town Park land.

#### Minutes Approval:

Jodie Garzon made a motion to recommend approval of the October 4, 2017 Meeting Minutes as written; Susan Vecchi seconded. Vote: 6/0 1 abstained, motion carries.

Adjourn:

Susan Vecchi made a motion to adjourn the meeting at 10:22 PM; Jodie Garzon seconded. Vote 7/0 motion carries unanimously.

Respectfully submitted,  
Deirdre Gilmore