

Finance Committee Meeting

March 20, 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  
Joyce Boiardi  
Jim Bullion  
Peter Jurmain  
Shawn Power  
Mike Guzinski, Town Administrator  
Carol Johnston, Finance Director  
Chief Barrett, Fire and Rescue

Jodie Garzon called the meeting to order at 7:32 PM.

Finance Department FY20 Budget Presentation:

Carol Johnston:

The FY20 Budget Request includes a contracted increase for the Director's salary from \$109,164.00 in FY19 to \$125,000.00, an increase in Overtime from \$2,000.00 to \$6,000.00 and an increase in Meetings from \$1,928.00 to \$2,328.00

Salaries Request:           \$230,995.00  
Expenses Request:         \$ 6,538.00  
Total:                         \$237,533.00

The department staff consists of the following:

- |  |     |                   |
|--|-----|-------------------|
| • Director   | F/T | 40 Hours per week |
| • Department Assistant III – Asst. Town Accountant | F/T | 30 Hours per week |
| • Department Assistant III – Payroll Coordinator   | F/T | 35 Hours per week |
| • Department Assistant II – Accounts Payable Clerk | P/T | 10 Hours per week |

Above Level Service Requests:

- Promote the Department Assistant III at 30 hours to Town Accountant at 40 hours, eliminating the Department Assistant II (A/P) 10 hours per week. The salary would be \$80,750.00. There will be additional costs for training to become a Certified Town Accountant within three years.

A Grant for approximately \$100,000.00 for MUNIS would enable to town to tie the School Department into the Municipal's Accounting Software eliminating the duplicate efforts of entering A/P; once at the department level and then in the Finance Office. A/P data entry will then be rolled out to all departments: Police, Fire, DPW, Library etc. Terry Wiggin, the School's Business Manager is somewhat familiar with the MUNIS system. Training will need to take place for both the Schools and all Municipal Departments.

Data Processing FY20 Budget Presentation:

Carol Johnston:

Salaries Request:           \$ 16,415.00  
Expenses Request:         \$134,423.00  
Total:                         \$150,838.00



- Hired a dedicated EMS Coordinator to meet State and Medical Control requirements.
- Moved the Medical Control Direction from MetroWest to Norwood Hospital.
- Establish ALS (Advanced Life Support) Certified Service in September 2018.
- Hired 7 New On-Call Firefighters requiring training and certification.
- Preparation for the influx of 55+ communities in town. The average age of residents in 55+ communities is 67 years.
- The department has training in dispensing Narcan and will be training for Fentanyl overdoses.

In February 2019, OSHA's (Occupational Safety and Health Administration) new requirements went into effect. The new requirements include equipment life expectancy maximum of 10 years. The requirements are unfunded mandates.

Salaries Request:	\$1,448,176.65
Expenses Request:	<u>\$ 188,000.00</u>
Total:	<u>\$1,636,176.65</u>

Increases to the salaries line item include contractual obligations for the Department Head, Holiday Pay and Rescue Wages. Overtime and On-Call Wages were increased due to the addition of 3 Firefighters and operating the 2<sup>nd</sup> Ambulance. Contractual Stipends such as EMT, Lieutenant, Firefighter and Car Seat Training have increased as well. Stipends are special licenses, travel, etc.

The ALS program will reap its benefits in approximately one year. The program offsets Mutual Aide Costs.

The Dover Road Assisted Living facility will possible require a 3<sup>rd</sup> Ambulance with anticipated weekly calls ranging from 6 – 8.

A SAFER (Staffing for Adequate Fire and Emergency Response) Program would fund Firefighters with Federal funds: 75% Year 1 & 2 and 35% Year 3. After the 3<sup>rd</sup> year the town would have to fund the entire salary.

Expenses were increased for Heat & Fuel, Water & Sewer and Electricity to reflect the actually costs incurred.

Above Level Service Requests:

- The addition of an On-Call Deputy Chief. The annual stipend would be \$1,454.00 and an hourly increase of \$6.00 per hour for each Captain \$2,500.00 per year.
- The addition of a 4<sup>th</sup> Lieutenant. The annual stipend would be \$731.00 and an hourly increase of \$1.06 per hour or \$2,315.05 annually.
- 24 hours per week for a Department Assistant II in the amount of \$25,608.96. The Chief is the only Department Head without administrative staff. As a result, he handles payroll, accounts payable, scheduling, inspections, permit filings and all data processing. The request would add hours to the Police Chief's Department Assistant. Alleviating the Chief of administrative duties would free up time to spend on grant applications.

Capital Items Request:

- Scott Air-Packs & Spare Bottles                   \$ 8,775.00  
The packs and bottles are replaced after their life expectancy and are done so on a rotating basis.
- Firefighters Turnout Gear:                           \$29,600.00  
This would fund 10 sets of gear for the on-call staff. In order to get the staff certified and complying with OSHA requirements, the gear must be replaced

The committee asked the Chief to provide a list of calls the department responded to.

Meeting Minutes Approval:

Peter Berube made a motion to recommend approval of the March 13, 2019 Meeting Minutes as written; Pete Jurmain seconded. Vote: 6/0 motion carries unanimously.

Adjourn:

Pete Jurmain made a motion to adjourn the meeting at 8:42 PM; Jodie Garzon seconded. Vote 6/0 motion carries unanimously.

Respectfully submitted,  
Deirdre Gilmore