

Finance Committee Meeting

September 27, 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
Tayana Antin
Peter Berube
Peter Jurmain
Jerry Nunnaley
Doug Riley
Susan Vecchi
Mike Guzinski, Town Administrator
James McKay, Deputy Director – DPW
Jean Haggerty – Kleinfelder/Amec Foster Wheeler

Craig Schultze called the meeting to order at 7:30 PM

By-Law – Marijuana Moratorium:

Mike Guzinski:

Over the past six months the Board of Selectmen have discussed a minimum one year moratorium of marijuana in the community. The moratorium will allow the town and residents to understand the state regulations which have not been established yet. At the May 2018 Town Meeting the town can vote an outright ban on marijuana in the community or vote zoning changes to determine where marijuana can be sold. A ban would require a Town Meeting vote as well as a ballot question at the May Election. The moratorium is strictly for recreational marijuana not medical. The Planning Board is holding a Public Hearing on the matter on October 3rd and the Board of Selectmen is holding a General Open Session on the subject tentatively scheduled for October 10th. If the moratorium fails at the November Town Meeting, anyone would have the ability to sell recreational marijuana anywhere in town after April 1st.

By Law - Storm Water Management:

James McKay:

Kleinfelder has been an advisory to the Board of Selectmen and DPW on Stormwater Management. The FY18 Budget is \$194,603.10 which was appropriated at the June Town Meeting for Stormwater Management Costs. So far \$1,428.79 of \$7,035.00 has been expended for Clerical Salaries. The Town Administrator and Deputy Director decided to postpone hiring the Full Time Employee (FTE) for Stormwater Management until after the November Town Meeting vote. The Stormwater Management work has been handled by the current DPW staff to comply with the MS4 regulations. Engineering Services are contracted with Kleinfelder and AMEC. To date \$42,600.00 has been expended. Public Education and Outreach Programs have begun. The 1st program was held at the Council on Aging and was well received. A Public Education pamphlet explaining Stormwater Management and the fee structure will be mailed to the residents prior to Town Meeting. Vehicle Repair includes maintenance of the street sweeper. Training will be scheduled before the May 2018 Town Meeting. The balance in the Administrative Expense is for benefits for the FTE. At the end of FY18 a portion of the FTE's Salary and Benefits would be turned back to the General Fund.

The committee reviewed the draft by law:

Section 10 Part F – the timeframe to dispute the Stormwater Management calculation is thirty days and the committee suggested extending the abatement request timeframe.

Section 2 Part 7 – not all runoff is discharged into the town's drainage system and therefore the fee should reflect that. Jean Haggerty explained when impervious area is used as the baseline the assumption is that all runoff ultimately goes into the town's drainage system. A credit program will be developed and reviewed annually.

Section 5 Part B – The billing rate structure shall consist of a uniform flat rate based on billing units of 1,000 square feet of impervious area on a developed parcel.

Section 9 Part A – A Stormwater Utility Credit Manual will be developed by the Board of Selectmen and will be available after the November Town Meeting.

Section 10 Part A – In the event a parcel is not billed the town can back bill the resident for one year. The bills will be sent out annually.

MS4 (Municipal Separate Storm Sewer System) General Permit:

The town is in its 14th year of the MS4 Permit. In the past, funding for this permit was appropriated at Town Meeting through various Warrant Articles and grants. The monies were used for culvert repairs and other projects. Since 2003 additional regulations have been added requiring additional funding. The largest cost of the program will be the implementation of phosphorous removal. That cost could be \$42 million. The removal of phosphorous is being deferred due to its extensive cost through a lawsuit which Millis is part of. The \$42 million would be incurred over fifteen years if the lawsuit is lost. However, the town must fund the annual operating cost of the Stormwater Management Permit.

FY19 costs are estimated at \$400,000.00. This would fund maintaining the town's drainage system which consists of approximately 26 miles of pipe, cleaning 1,400 catch basins and the day to day operations of the system. The annual bill for most homes would be less than \$100.00 and \$1,000.00 for larger businesses. After Town Meeting a billing file would be built and a separate bill will be generated, Stormwater Management cannot be included in real estate tax bills. The Board of Selectmen decided to use a fee based utility system in which all parcels: municipal, schools, residents and businesses are included. Legally, an Enterprise Fund must include all parcels. The committee voiced concern on the impact this would have to the schools, police, fire, library, town hall and DPW budgets. An estimate of each parcel will be available by the November Town Meeting. The fee will be billed after July 1, 2018.

DPW Warrant Articles Review:

James McKay:

Sewer I/I (Infiltration and Inflow) Analysis/Plan:

The Department of Environmental Protection extended the deadline to perform the work until December 31, 2018. The total is \$218,290.00 and will be paid from Sewer Enterprise Funds.

Gas and Diesel System Replacement:

This article would replace the gas and diesel recording mechanism used to bill all the town's fuel usage. Many departments in town would benefit from this article: Police, Fire, School, DPW, Council on Aging and Animal Control. The system is thirty years old and parts are difficult to find. The tanks are in good shape but would need to be painted. The new system would use cards for each department/vehicle and the monthly billing would be computer generated. The total request is for \$50,000.00

Traffic Enforcement Upgrade:

The total cost of this article is \$26,400.00. Residents strongly suggested the town purchase these stop signs for better traffic enforcement in certain areas of town. Residents specifically requested the signs be installed at the intersection of Forest Road and Village Street as well as the corner of Forest Road and Plain Street.

Front-End Loader:

This article would replace a twenty nine year old piece of equipment. The equipment has extended its useful life and the floor is rusted out. The equipment is used on a major plow route during the winter. The total cost is \$182,698.00. An extended warranty in the amount of \$6,500.00 would also be requested.

Clyde Brown School Replacement Update:

Craig Schultze:

The Massachusetts Department of Energy and Environmental Affairs determined an Environmental Impact Study is not necessary. They received over 450 comments on the project.

They anticipate a summary judgement on the pending court case to be received by October 4, 2017.

There are two Petitioned Articles on the November Town Meeting Warrant. The first aims for a cease and desist on the construction of the school and the second is a request to reverse the land swap article that passed at a previous Town Meeting. The Petitioned Articles will not delay the site work scheduled for October.

The new school has Stormwater Systems in place. The ESBC is investigating prices on a steel roof. Solar panels could be installed on a steel roof and there would be no maintenance of it for the life of the building.

Election of Officers:

Peter Jurmain made a motion to recommend Jodie Garzon as Vice Chairman; Susan Vecchi seconded. Vote: 8/0 motion carries unanimously.

The committee deferred the election of a Clerk until their next meeting.

Payroll Authorization Signatories:

Peter Jurmain made a motion to recommend the Chairman and Vice Chairman of the committee are Signatories; Susan Vecchi seconded. Vote: 8/0 motion carries unanimously.

Approval of Payment:

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: 8/0 motion carries unanimously.

Minutes Approval:

Susan Vecchi made a motion to recommend approval of the September 13, 2017 Meeting Minutes as written; Peter Jurmain seconded. Vote: 7/0 1 abstained, motion carries.

Adjourn:

Susan Vecchi made a motion to adjourn the meeting at 8:59 PM; Peter Jurmain seconded. Vote 8/0 motion carries unanimously.

Respectfully submitted,
Deirdre Gilmore