

## Finance Committee Meeting

April 11, 2018 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  
Jerry Nunnaley  
Doug Riley  
Mike Giampietro, Building/Inspections  
Hannah York, CPA, CGA, Consulting Manager, ClintonLawsonAllen, LLP  
Nathan Maltinsky, Community Preservation Committee  
James McKay, Department of Public Works  
Nancy Gustafson, School Superintendent  
Denise Gibbons, School Committee  
Lisa Hardin, Town Clerk

Craig Schultze called the meeting to order at 7:41 PM

### FY19 Operating Budget Review:

The committee did not have any questions for Hannah York at this time. They thanked her for the answers she provided to them and requested a breakdown of the School vs Municipal cost for Health Insurance which she will provide next week.

### Community Preservation Committee (CPC) Warrant Articles:

Nathan Maltinsky:

The first article is an annual article voted at Town Meeting allocating CPC revenues to:

Administrative and General Expenses  
Long Term Debt – Principal  
Long Term Debt – Interest  
Historic Resources Reserves  
Community Housing Reserves  
Open Space Reserves  
Budgeted Reserves

The second article is for the Digitization of the Hindy Rosenfeld Collection. Ms. Emma Barry submitted the request entitled “Preserving and Disseminating Millis Town History through Digitization and Publicizing the Hindy Rosenfeld Collection” The project is part of Emma’s Girl Scout Silver Award. Supplies needed to preserve the collection are expected to be \$250.00 and the project should be complete by mid-summer. The funds will come from Historic Resources Reserves.

The third article is for the framing of the Currier & Ives “The Life of a Fireman” etchings. A grant from the Cultural Council funded the cost of reprinting the collection. The Historical Commission is requesting \$2,390.81 to cover the cost to frame the prints which will be displayed at Town Hall. This project will be paid for through Historic Resources Reserves.

## FY19 School Department Operating Budget and Warrant Articles:

Nancy Gustafson and Denise Gibbons:

The FY19 Operating Budget is level funded and will maintain services and staffing levels. The School Committee Reserve Funds will cover any shortfalls for salary obligations. However, looking forward the town will need new revenues to maintain staff levels and school facilities.

As part of the Capital Items Warrant Article, the School Bus purchase in the amount of \$45,000.00 will be used to buyout a school bus at the end of its lease. The Baseball Field Repairs in the amount of \$60,000.00 will cover the necessary repairs to the field after the upcoming baseball season. The Auditorium Repairs in the amount of \$90,000.00 will replace almost of the seating. Approximately \$17,000.00 from Facility Rental Use Funds will be used to pay for the remaining seating. Audio and Lighting in the auditorium will be upgraded in subsequent years. The MS/HS Restroom Upgrade in the amount of \$40,000.00 is part of their effort to update the school's restrooms over the course of several years.

## FY19 Department of Public Works (DPW) Operating Budget and Warrant Articles:

James McKay:

Due to contractual changes effective FY18, the General/Highway budget will have to be reviewed in the future to absorb the anticipated overtime costs associated with the changes. A Chapter 90 Recap Summary was provided. In FY18, \$310,415.08 in Chapter 90 Funds were used to pave the north end of Village Street, Village Street at Himmelfarb Street and a portion of Exchange Street including sidewalks. The FY19 Chapter 90 Funds will be used to pave Dyer Street, Phase II of Middlesex Street, Main Street from Exchange Street to Auburn Road and approximately \$75,000.00 in various crack sealing projects. A report of surrounding town's funds dedicated to road maintenance was also provided. It demonstrated Millis' inadequate road maintenance budget; \$320,545.00. The surrounding towns, Medfield, Medway, Norfolk and Franklin's, budget range anywhere from \$699,992.00 to \$1,756,140.00. The Dover Road/West Street Bridge may need to be funded at the November Town Meeting. The total amount, \$1.5 - \$2 million will be split three ways: Millis/Medfield/State. Designing the repairs will begin next winter.

Kleinfelder helped determine the Indirect Costs for the Stormwater Management Utility totaling \$129,272.00. The Indirect Costs include salaries from various department budgets: Town Administrator/Board of Selectmen, Legal, Accounting, Treasurer/Collector, Assessor and Data Processing. The total FY19 budget for Stormwater Management is \$600,000.00 of which \$155,989.00 will be allocated to Capital Outlay Reserves. Kleinfelder will attend the April 23, 2018 Board of Selectmen meeting to review the utility rates effective July 1, 2018. The committee recognized that without the Stormwater Management Utility there would be significant cuts to the FY19 Operating Budget. The Snow & Ice deficit is \$199,550.85.

The Walnut Street Pump Station Site Evaluation and Preliminary Design Article in the amount of \$10,000.00 would fund the design to move the pump above ground so that a generator could be installed. When the residents in that area lose electricity, the pump shuts down causing low water pressure. The generator would alleviate this problem.

The Excavator request is part of the Capital Items Warrant Article. The main use for this piece of equipment would be Prospect Hill Cemetery. It would assist the crew in interment openings. The Cemetery Review Committee voted to raise the fees to offset a portion of the cost. The cost of \$52,188.16 could be split three ways, General, Water and Sewer or even four ways, General, Water, Sewer, Stormwater Management. The crew will use this equipment on a regular basis.

The Fuel Dispense System is also part of the Capital Items Warrant Article. The total request is for \$50,000.00. The fuel tanks are used by many departments: Police, Fire & Rescue, Council on Aging, Animal Control, School and DPW. The system would assign cards/accounts for each department and will report usage more efficiently than the current system for monthly Inter Department monthly. The tanks are tested annually. Upgrades to the tanks are included in the request.

Reserve Fund Transfer Request:

Mike Guzinski:

The request is to fund the Interim Finance Director, Hannah York. It is an unforeseen expense in the amount of \$15,015.00. The request should cover expenses through June 2018. Hannah has provided much needed assistance due to the vacancy of the town's Finance Director and will continue to do so until August.

Peter Jurmain made a motion to recommend approval of a Reserve Fund Transfer in the amount of \$15,015.00 to Account #0112952-540400 Supplies and Expenses – Town Administrator/Board of Selectmen; Doug Riley seconded. Vote: 7/0 motion carries unanimously.

Warrant Article Update:

Mike Guzinski:

An article was added to amend the Finance Director By Law to consolidate the school and municipal finance functions. The school Superintendent will review the changes in the next couple of weeks. This will allow better communication and collaboration between the school and the municipal's finance staff. It also presents an opportunity to have the MUNIS system available to the school. Although the Data Processing/IT responsibilities would still fall under the Finance Director the duties could be reassigned; the school department has full time Data Processing/IT staff on site.

The SEIU 888 and Firefighters Local Contract Ratification articles have been combined into one.

The Board of Selectmen did vote to change wording in the Retail Marijuana Special Permit/Zoning article.

The Board of Selectmen will finalize the FY19 Operating Budget, specifically Building/Inspection fee structure on Monday, April 23, 2018.

A Recreation Fund was added to the Revolving Fund Article. This will properly account for how the funds are disbursed, specifically the Director's salary and resolve any concerns. A Tobacco Control Program Fund was also added.

An IT/Data Processing Infrastructure item in the amount of \$11,000.00 was added to the Capital Items Article.

Hannah York will be available to attend the April 25, 2018 meeting to discuss changes in the Policies and Procedures of the Finance Department.

Amendments to the Personnel Plan Article will be discussed after the Board of Selectmen finalize them on April 23, 2018.

Town Counsel will work on providing draft Town Meeting Motions.

Minutes Approval:

Jodie Garzon made a motion to recommend approval of the March 28, 2018 Meeting Minutes as presented, Peter Jurmain seconded. Vote: 7/0 motion carries unanimously.

Retail Marijuana Committee By Laws - Postponed

Article #31 Citizen Petition: Town Clerk Stipend Increase/Full Time Elected Official:

Chairman Schultze read the article:

“To see if the Town will vote to appropriate and raise by taxation, by transfer from available funds, or by transfer from the stabilization fund, a sum of money to increase the stipend of the Town Clerk, for making the elected Town Clerk position a full-time elected position; or act in any manner relating thereto”.

Lisa Hardin:

The article intends to advocate the need for a full time Elected Official in the Town Clerk’s office. Most towns have a full-time Town Clerk and full-time Assistant Town Clerk; Millis is the only town in the Commonwealth of Massachusetts that does not. The stipend for FY18 is approximately \$12,000.00 the request is to increase it to \$90,000.00 in FY19. The request is comparable to other department heads’ salaries in the town. More hours are necessary to do proper planning so that the department is brought up to today’s needs. Over the past fifteen years more demands have been placed on the department.

The committee would like Town Counsel to confirm the rules and regulations for petitioned articles. The committee would like clarification on how the current stipend was determined. The committee asked Ms. Hardin to suggest where she feels the funding for the request could be made from the proposed balanced budget. If the article is passed at Town Meeting, a dollar amount would be voted on. Town Meeting cannot be adjourned without a balanced Operating Budget. At that time the funding source of the stipend would have to be determined and then voted on.

Adjourn:

Peter Jurmain made a motion to adjourn the meeting at 9:25 PM; Jodie Garzon seconded. Vote 7/0 motion carries unanimously.

Respectfully submitted,  
Deirdre Gilmore