

Town of Millis Tri-Board Meeting
November 28, 2017 7:00 PM EST
Veterans Memorial Building, Room #229
900 Main Street
Millis, MA 02054

In Attendance:

Finance Committee

Craig Schultze, Chairman
Jodie Garzon, Vice Chairman
Jim Bullion
Peter Jurmain
Jerry Nunnaley
Doug Riley

Board of Selectmen

James McCaffrey, Chairman
Catherine MacInnes, Vice Chairman
Loring Barnes Edmonds, Clerk

School Committee

Denise Gibbons, Chairman
Steven Catalano
Jennifer Soule

Invited Guest:

Michael Guzinski, Town Administrator
Nancy Gustafson, School Superintendent
Bernard Lynch, Community Paradigm Associates, LLC

James McCaffrey called the Board of Selectmen meeting to order at 7:04 PM.
Craig Schultze called the Finance Committee meeting to order at 7:04 PM.
Denise Gibbons called the School Committee meeting to order at 7:04 PM.

The meeting is the kickoff to the preparation of the FY19 Operating Budget and hopes to facilitate discussion around concerns the board and committees may have with the process. The presentation hopes to achieve a more informative resource for residents and decision makers to review the town's budget.

The Draft Budget Manual lays out a number of different forms for departments to complete laying out their budget, capital requests and organizational chart. The Revenue Summary consists of Local Taxes, State Aid, Available Funds and Local Receipts. Analyzing revenues, specifically Local Receipts, helps determine if fees should be increased. After the revenue projections are established they are then reviewed against the budget requests and decisions on what can be funded are made.

The town uses MUNIS accounting system. Some of the information needed to develop a 3 – 5 year fiscal forecast could be transferred into an Excel spreadsheet from this system.

The Board of Selectmen's goal is to have the FY19 Operating Budget available to residents prior to Town Meeting. There are concerns the Spring Town Meeting could be delayed, the Finance Committee has had trouble receiving information from the town's Finance Director over the past 12 months.

A Budget Analysis will be provided by Community Paradigm Associates, LLC to include changes in revenues, trends, changes to health insurance costs, etc. Although the town funded the annual subscription to ClearGov in FY18, until the FY17 financials are closed out the information will not be available. The School Department's information has been uploaded to ClearGov, the information is provided to ClearGov by the Department of Revenue. ClearGov provides useful information to residents on how their tax dollars are spent.

The Town Financial Policies provided are in draft form and need to be reviewed and approved by the Board of Selectmen.

Eventually, a review of how each department is funded: Fees, General Funds, Water Enterprise Funds, Sewer Enterprise Funds, etc. will be available.

Within the next couple of weeks, departments will receive the new budget forms which consists of Excel spreadsheets and Word documents. By the end of January, Community Paradigm Associates, LLC will have the FY19 Operating Budget ready for review by the Town Administrator. The revised forms are designed to improve decision making with a comprehensive picture. With each department using the same budget forms it holds them all to the same standard and budgets are presented in a uniform manner.

In FY18, approximately \$100,000.00 for staffing was funded by Free Cash; this is not the town's typical practice. By doing so, without additional revenues there could be cuts to those positions in FY19. There are possible future revenue sources such as the Toll Brothers Project and the sale of Recreational Marijuana;

the timeline of these revenues has not been determined. The Town Administrator hopes to have a final Free Cash number early next week.

In order to review the possibility of shared resources, Department Heads' input is needed. There could be shared facilities, fields, IT and Human Resources. A review of community services provided by the Recreation Department, Library and Council on Aging is needed to determine if services and staffing could be combined. The town could survey residents for input into what services they would like to see the town provide.

The town has a good plan for road improvements that is analyzed by the Town Administrator, Deputy Director of the Department of Public Works and the Board of Selectmen annually. Due to lack of funding the improvements rely solely on Chapter 90 Funds.

Calendar:

The next meeting is tentatively scheduled for Tuesday, December 19, 2017 to review and discuss the town's revenue forecast. If the information is not available at that time the meeting will be rescheduled to early January 2018.

Meeting Minutes Approval:

Jerry Nunnaley made a motion to recommend approval of the November 6, 2017 Finance Committee Meeting Minutes as written; Peter Jurmain seconded. Vote: 6/0 motion carries unanimously.

Adjourn:

James McCaffrey made a motion to adjourn the Board of Selectmen meeting at 8:55 PM; Catherine MacInnes seconded. Vote: 3/0 motion carries unanimously.

Craig Schultze made a motion to adjourn the Finance Committee meeting at 8:55 PM; Jodie Garzon seconded. Vote 6/0 motion carries unanimously.

Denise Gibbons made a motion to adjourn the School Committee meeting at 8:55 PM; Jennifer Soule seconded. Vote: 3/0 motion carries unanimously.

Respectfully submitted,
Deirdre Gilmore