

Finance Committee Meeting

October 21, 2020 7:00 PM EST
Zoom Remote Meeting Platform
Millis, MA 02054

In Attendance:

Jodie Garzon, Chairman
Peter Berube, Vice Chairman
Doug Riley, Clerk
Cathy MacInnes
Shawn Power
Craig Schultze
Katie Tieu
Michael Guzinski, Town Administrator
Carol Johnston, Town Finance Director
Chief Barrett, Fire and Rescue

Jodie Garzon called the Finance Committee Meeting to order at 7:03 PM.

Fire and Rescue SAFER Grant Discussion:

Chief Barrett summarized the SAFER (Staffing for Adequate Fire and Emergency Response) Grant the department was awarded, in the amount of \$978,324.00. The grant is a three-year grant that funds Personnel, \$260,108.00 and Fringe Benefits, \$66,000.00 each year. FEMA has waived the cost share aspect of the program which previously required the town to fund a portion of Personnel and Fringe Benefits costs. The grant would fund (4) Firefighters.

After the third year, it is expected that the Ambulance Revolving Fund Revenues would have ample funds to continue employing the (4) Firefighters. The department has been thriving for many years and now is ALS (Advanced Life Support) Certified. That certification has enabled the department to respond to Mutual Aid emergencies. Receipts from the Ambulance Revolving Fund have increased significantly in the last two years: FY19 \$316,229.67 and FY20 \$477,312.15. The Monthly Average is expected to increase ten percent each year; \$43,753.61 in FY21 to \$58,236.06 in FY24. A portion of the Ambulance Fund Revenue is used to fund some of the current firefighters and expenses. Any unused revenues are carried forward to the following Fiscal Year. In FY21, unused revenues are expected to be approximately \$737,267.00. Overtime costs are difficult to predict; shift coverages, injuries, etc.

Jodie Garzon thanked the Chief and asked him to provide a metric of calls the department has responded to versus staffing levels for his FY22 Budget Presentation. Peter Berube inquired about the percentage of Mutual Aid ALS calls and if surrounding towns are pursuing ALS certification which could potentially have an impact on the Ambulance Fund Revenue projections. The Town of Medfield is struggling to get ALS certified. Craig Schultze agreed the Ambulance Fund Revenues look very promising and inquired if the unused revenues in future years would fund an ambulance, they would. The addition of a Department Assistant and EMS Coordinator in FY21 has freed up time for the Chief to pursue the SAFER Grant as well as additional grants.

November 2020 Town Meeting Warrant Changes and Discussion:

Following the Tri-Board Meeting on October 14, 2020, the Select Board reconsidered its Warrant Article recommendations, specifically Article #2, FY21 Operational Budget Adjustments and Article #7, Employee Wage/Salary Study. The following changes were moved from outside the chart to inside the chart:

Recreation Department – Additional Funding:	\$10,000.00
Employee Wage/Salary Study:	\$15,000.00 (eliminating the original Article #7)
Cyber Security Initiative:	\$20,000.00 (reduced from \$35,000.00)
School Department Salaries Increased:	\$83,571.43 (total \$256,703.60)

The rebalance brought the Revenue Increases in line with the 65/35 split School/Municipal. Carol Johnston expects the total Taxation amount for Article #2, \$386,187.32 will be received in FY21, \$95,940.00 will be funded by Free Cash (Marijuana Impact Fees) and \$85,000.00 will be funded by Ambulance Revolving Funds.

Carol Johnston outlined the timing of submitting COVID-19 costs as part of the CARES Act; the town has received approximately \$729,000.00 in relief funds. Due to the amount, the town could be subject to a Federal Audit for the use of those funds. The threshold for a Federal Audit is \$750,000.00; between what the School Department received and the Municipal Departments, the town exceeds that amount, \$1.2 million. Those funds need to be utilized by December 30, 2020.

Any requests for information from committee members will include the Chairman and Administrative Assistant who will forward that information to the entire committee.

Mike Guzinski summarized the preparation of Town Meeting which will be held on November 7, 2020 at noon in the Middle/High School Parking Lot. The Finance Committee Report will be delivered to residents as well as a postcard from the Select Board. In addition, reminders of the meeting will be updated on the town's website, www.millisma.gov and through the town's Facebook Page.

November 2020 Town Meeting Warrant Article Review, Discussion and Recommendations:

Craig Schultze made a motion to recommend approval of Article #1, Unpaid Bills, in the amount of \$17,246.48, funding sources: Free Cash \$16,431.66, Sewer Enterprise Reserves \$214.31 and Water Enterprise Reserves \$600.51; Katie Tieu seconded. Roll Call Vote: Craig Schultze – aye, Katie Tieu – aye, Shawn Power – aye, Jodie Garzon – aye, Peter Berube – aye, Doug Riley – aye, Cathy MacInnes – aye. Motion carries unanimously.

Article #2 FY21 Operational Budget Adjustments \$567,128.00

Restore FY20 Staff Hours and Library Expenses Effective December 1, 2020:

General Government:	\$ 94,663.81
*This includes \$15,000.00 for a Salary Study and \$20,000.00 for the Cyber Security Initiative	
Public Safety:	\$ 7,698.25
Millis Schools:	\$256,703.00
Health and Human Services:	\$ 7,817.81
Culture and Recreation:	\$ 19,303.84
*This includes \$10,000.00 in additional funding for the Recreation Department	
Police Salaries – School Resource Officer:	\$ 85,140.00
Marijuana Stipends – Police CBA:	\$ 10,800.00
Fire Salaries – SAFER Grant Overtime:	\$ 60,000.00
Fire Expenses – Clothing Allowance:	\$ 25,000.00

Craig Schultze made a motion to recommend approval of Article #2, FY21 Operational Budget Adjustments, in the amount of 567,128.00, funding sources: Taxation \$386,188.00, Marijuana Impact Fees (Free Cash) \$95,940.00 and Ambulance Revolving Fund \$85,000.00; Peter Berube seconded. Roll Call Vote: Craig Schultze – aye, Katie Tieu – aye, Shawn Power – aye, Jodie Garzon – aye, Peter Berube – aye, Doug Riley – aye, Cathy MacInnes – aye. Motion carries unanimously.

Peter Berube made a motion to recommend approval of Article #3, Capital Items, in the amount of \$328,714.00 to fund:

Fire and Rescue:	Turnout Gear	\$ 43,330.00
Fire and Rescue:	SCBA Bottles	\$ 12,000.00
Fire and Rescue:	Fire Hose	\$ 15,000.00
DPW:	Pickup Truck	\$ 44,023.00
DPW:	Dump Truck	\$108,586.00

DPW:

I/I Study

\$105,775.00

funding sources: Free Cash \$97,477.00, Water Enterprise Reserves \$71,168.00, Sewer Enterprise Reserves \$132,922.00 and Stormwater Enterprise Reserves \$27,147.00; Katie Tieu seconded. Roll Call Vote: Craig Schultze – aye, Katie Tieu – aye, Shawn Power – aye, Jodie Garzon – aye, Peter Berube – aye, Doug Riley – aye, Cathy MacInnes – aye. Motion carries unanimously.

Craig Schultze made a motion to recommend approval of Article #4, Police Cruiser Lease/Purchase, in the amount of \$18,000.00 funded by Free Cash; Shawn Power seconded. . Roll Call Vote: Craig Schultze – aye, Katie Tieu – aye, Shawn Power – aye, Jodie Garzon – aye, Peter Berube – aye, Doug Riley – aye, Cathy MacInnes – aye. Motion carries unanimously.

Craig Schultze made a motion to recommend approval of Article #5, DPW Building Project – Additional Funding, in the amount of \$600,000.00, funding sources: Water Enterprise Reserves \$200,000.00, Sewer Enterprise Reserves \$200,000.00, Stormwater Enterprise Reserves \$100,000.00 and Borrowing \$100,000.00; Peter Berube seconded.

Cathy MacInnes will be opposing the funding of this article, not the need for the article. Specifically, the use of the Water and Sewer Enterprise Reserves. The newly appointed Enterprise Fund Committee will be meeting tomorrow and will be reviewing the use of Enterprise Funds for projects, salaries, etc. It was noted that the School Department will have space at the new DPW Facility for their School Bus Staff. The use of Stormwater Enterprise Reserves was not a funding source at the project's inception but has since been approved by the Select Board. Mike Guzinski confirmed that at the time the project was presented to Town Meeting, the Stormwater Enterprise Fund was newly established and did not have reserves to be considered as a funding source. Shawn Power inquired how funds not expended, which is anticipated for this article, are then reappropriated. Mike Guzinski confirmed that Town Meeting would then be asked to either reappropriate those funds, negate the borrowing or replenish the Enterprise Fund Reserves. A two-thirds vote is needed at Town Meeting for this article to pass.

Roll Call Vote: Craig Schultze – aye, Katie Tieu – aye, Shawn Power – aye, Jodie Garzon – aye, Peter Berube – aye, Doug Riley – aye, Cathy MacInnes – opposed. Motion carries.

Article #6 DPW Lease of Temporary Office Facilities \$275,000.00

This article is only necessary if Article #5 fails at Town Meeting.

Craig Schultze made a motion to recommend Article #6 in the event that Article #5 fails in the amount of \$275,000.00, funding sources: Taxation \$68,750.00, Water Enterprise Reserves \$68,750.00, Sewer Enterprise Reserves \$68,750.00 and Stormwater Enterprise Reserves \$68,750.00; if Article #5 passes, the recommendation is to dismiss Article #6; Peter Berube seconded. Roll Call Vote: Craig Schultze – aye, Katie Tieu – aye, Shawn Power – aye, Jodie Garzon – aye, Peter Berube – aye, Doug Riley – aye, Cathy MacInnes – aye. Motion carries unanimously.

Craig Schultze made a motion to recommend approval of Article #7, Tree Maintenance, in the amount of \$40,000.00 funded by Taxation; Katie Tieu seconded. Roll Call Vote: Craig Schultze – aye, Katie Tieu – aye, Shawn Power – aye, Jodie Garzon – aye, Peter Berube – aye, Doug Riley – aye, Cathy MacInnes – aye. Motion carries unanimously.

Craig Schultze made a motion to recommend approval of Article #8, General Bylaw Change Date of Spring Annual Town Meeting – moving Town Meeting to the first Monday in May and the Town Election to the second Monday in May; Peter Berube seconded. Roll Call Vote: Craig Schultze – aye, Katie Tieu – aye, Shawn Power – aye, Jodie Garzon – aye, Peter Berube – aye, Doug Riley – aye, Cathy MacInnes – aye. Motion carries unanimously.

Craig Schultze made a motion to recommend approval of Article #9, Zoning Bylaw Change MCEOD (Millis Center Economic Opportunity Overlay District); Peter Berube seconded. Roll Call

Vote: Craig Schultze – aye, Katie Tieu – aye, Shawn Power – aye, Jodie Garzon – aye, Peter Berube – aye, Doug Riley – aye, Cathy MacInnes – aye. Motion carries unanimously.

Jodie Garzon thanked the committee, the Town Administrator and Finance Director.

Old Business/New Business:

The November 2020 Town Meeting is scheduled for Saturday, November 7, 2020 at noon. It will take place at the Middle/High School parking lot outside the Gymnasium entrance. In the event of inclement weather, it will take place on Sunday, November 8, 2020 at noon or it will take place the following weekend. The Finance Committee will be meeting at 11:30 AM prior to Town Meeting. An outdoor location will be identified prior to the meeting.

A brief meeting will be scheduled for October 28, 2020 to consider a Reserve Fund Transfer Request from the Oak Grove Farm Commission.

Meeting Minutes Approval:

Craig Schultze made a motion to approve the October 14, 2020 Meeting Minutes; Cathy MacInnes seconded. Roll Call Vote: Craig Schultze - aye, Shawn Power - aye, Doug Riley - aye, Cathy MacInnes - aye, Jodie Garzon – aye and Katie Tieu – aye, Peter Berube – abstained. Motion carries.

Adjourn:

Craig Schultze made a motion to adjourn the Finance Committee Meeting at 8:15 PM; Jodie Garzon seconded. Vote: 7/0 motion carries unanimously.

Respectfully submitted,
Deirdre Gilmore