

## Tri-Board Meeting

February 18, 2021 7:00 PM EST  
Zoom Remote Meeting Platform  
Millis, MA 02054

### In Attendance:

#### Finance Committee

Jodie Garzon, Chairman  
Peter Berube, Vice Chairman  
Joyce Boiardi  
Cathy MacInnes  
Shawn Power  
Craig Schultze

#### Select Board

James McCaffrey, Chairman  
Peter Jurmain, Vice Chairman  
Erin Underhill, Clerk

#### School Committee

Kerri Roche, Chairman  
Robyn Briggs  
Steven Catalano  
Marc Conroy

### Invited Guest:

Michael Guzinski, Town Administrator  
Carol Johnston, Finance Director  
Robert Mullaney, School Superintendent  
Terry Wiggin, School Business Manager

Jim McCaffrey called the Select Board Meeting to order at 7:05 PM.

Jodie Garzon called the Finance Committee Meeting to order at 7:05 PM.

Kerri Roche called the School Committee Meeting to order at 7:06 PM.

### Municipal Departments Update:

The Select Board began reviewing the Municipal Department Budget Requests on Wednesday, February 10, 2021. All departments were reviewed with the exception of the Department of Public Works and Building Department which are scheduled for March 8, 2021. The FY22 Budgets presented will be available later in the week for the Finance Committee to review.

The Spring Town Meeting Warrant closes on Monday, February 22, 2021. The Select Board can reopen the Warrant at a later date to add Warrant Articles from the School Department. The Capital Planning Committee has begun to review and prioritize Capital Items for consideration at the Spring Town Meeting.

### Marijuana Revenue Review and Discussion:

Marijuana Revenues received for two quarters in FY21 total \$175,628.00 in Marijuana Impact Funds and \$175,628.00 in the Local Option Sales Tax. Marijuana Revenues available for appropriation at the upcoming Spring Town Meeting total \$98,130.75. Revenues collected in FY21 will not be available until certified as Free Cash for appropriation at the Fall Town Meeting.

Marijuana Impact Funds Requests for FY22, \$356,606.85, include:

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|---|-------------|
| • Board of Health – Cannabis use in e-cigarettes and vaping       | \$ 4,000.00 |
| • Council on Aging – Educate Seniors on the benefits of marijuana | \$45,672.38 |
| • Library – Additional operating hours                            | \$24,872.55 |
| • Police – School Resource Officer Salary                         | \$94,059.92 |
| • Police – CBA Stipends and Training                              | \$35,800.00 |
| • Recreation – Summer Program and Teen Program Coordinator        | \$24,200.00 |
| • School – Adjustment Counselor and Therapeutic Program           | \$53,002.00 |
| • Extended Day Activity and Mental Health Programs                | \$15,000.00 |
| • Town-wide Social Worker   | \$60,000.00 |

HCA (Host Community Agreement) Revenues collected in FY21 for appropriation in FY22 should cover the cost of the requests listed above. However, until certified as Free Cash, the FY21 revenues cannot be appropriated. Some of the requests will not be funded until the Fall Town Meeting. The Local Option Sales Tax Revenues will also flow into Free Cash for appropriation at the Fall Town Meeting.

Jim McCaffrey noted the HCA Revenues expire five years after the execution of the agreement; Local Options Sales Tax Revenues are permanent. Appropriation decisions for the use of these funds need to be considered. Local Option Sales Tax Revenues do not have the same restrictions as HCA Revenues and can be used anywhere in the overall Operating Budget. Craig Schultze agreed, some requests would eventually roll into the Operating Budget and will need to be funded after the expiration of the HCA.

Joyce Boiardi inquired about the \$45,000.00 request to educate Seniors on marijuana. The intent of the request is to educate Seniors on some of the medicinal benefits marijuana offers. The merit to which marijuana impacts the community is a determination made by the Select Board. Specific guidelines from the Commonwealth outlining marijuana impacts to the community are not available.

Jim McCaffrey made the group aware that at the Select Board's Meeting on Monday, consideration will be given to approve GTE's Adult Use Marijuana Application. The application is for a marijuana growing facility on Main Street. In addition, the review and approval of an HCA with Advesa is scheduled. The Advesa HCA is for a grow facility as well and will be located in the Colt Manufacturing building. Revenues from both entities are difficult to calculate at this time. The town has worked hard in establishing Zoning ByLaws and regulations for marijuana businesses to conduct business in town. On another note, the CCC (Cannabis Control Commission) has authorized licenses for businesses to deliver marijuana. The Select Board has had an inquiry for a marijuana delivery business in town. That type of business would generate less in revenues for the town.

#### FY22 Revenue Sharing Follow-up Discussion:

The Select Board has discussed the four percent proposal thoroughly and would like to discuss with the School Committee and Finance Committee their funding priorities in considering this proposal.

Craig Schultze shared his spreadsheet and outlined the overall concept of the four percent model. Working in conjunction with the Finance Director, updates to the five-year model will be done periodically to ensure its viability.

The model consists of three steps:

- Determine Total Revenues
- Remove Shared Expenses
- Allocate Revenues

For FY22, the Revenue Growth from FY21 totals \$1,394,679.00. Applying a four percent growth rate to the Municipal and School Base Budgets, totaling \$990,525.00, would leave \$390,742.00 for Capital Improvements. The model rolled out to FY26 and included the Fire and Rescue Staff commitment of \$200,000.00 per year beginning in FY24. Ambulance Fund Revenues will be generated to support that cost. Over the next five years, approximately \$2+ million, in excess of Free Cash, would be available for Capital Improvements.

Carol Johnston did caution the group that the model did not take into consideration increases to Health Insurance, Tri-County School Assessment, etc. The \$105,000.00 in Overlay will be consistent throughout the next five years. Craig Schultze noted that a six percent increase to General and Health Insurance costs were factored into the proposed model.

Resets, which are items to be factored in prior to the four percent increase, can easily be added into the spreadsheet. Resets are considered additional hours at the Library and Council on Aging for example. Road Improvements would fall under the Capital Improvements category. Jodie Garzon would consider Road Improvements a reset; funds appropriated to the DPW Operating Budget annually. Adding resets, adjusts the four percent to perhaps a 4.9% in certain years but is then included in the Base Budget the following Fiscal Year. Adding resets reduces the total available funds for Capital Improvements.

Pete Jurmain expressed his reservations in the sustainability of the four percent increase over the next five years. Changes in revenue growth and economic conditions would require the need for flexibility within the proposed model. Craig Schultze agreed and demonstrated the capability of making adjustments to the model accordingly. Marc Conroy recalled when the proposal was presented a year ago, budgets would be increased up to four percent if Revenues and New Growth allowed. Jim McCaffrey agreed, this is a starting point and although revenues are being projected conservatively, adopting this model for FY22 is reasonable.

If the Select Board present a Municipal Operating Budget with resets, it is then the role of the Finance Committee to decide their recommendations based on those resets to Town Meeting. If agreed upon, the four percent model could expand services within the Operating Budgets for both the Municipal and School Departments without adding resets.

Cathy MacInnes inquired if the Select Board has taken into consideration including Road Improvements as part of Shared Expenses; they have and will consider doing so prior to presenting their approved Operating Budget to the Finance Committee.

The Select Board is prepared to move forward using this model for FY22, the School Committee does as well. The Finance Committee supported this model last year and the majority of the committee supports it for FY22. The Select Board and School Committee, as elected officials, have statutory responsibilities for the budget proposed. The Tri-Board, in preparing the Operating Budget, will review Revenues and New Growth each Fiscal Year and determine the percentage increase to Base Budgets. Jodie Garzon's view is that the Tri-Board working collaboratively can streamline the decision-making process for upcoming Fiscal Years. Marc Conroy noted that the biggest percentage of the School Department's Budget, Salaries, are incremented in three-year contracts; having a Revenue Model assists with managing costs.

The Capital Planning Committee has discussed incorporating recurring Warrant Articles into Operating Budgets. The Select Board, School Committee, Capital Planning Committee and Finance Committee would need to make a determination of what items/expenses should be included in Operating Budgets as opposed to Warrant Articles in the future.

Tri-Board Meetings have only occurred in the last few years. Establishing guidelines for the board and committees to commit to participation in Tri-Board Meetings should be considered. Ultimately, the meetings are beneficial to the community; allowing high level conversation on various topics. Jodie Garzon suggested the Finance Committee establish a condensed handbook outlining the role of the committee and its obligation to the community. Jim McCaffrey agreed, the Select Board adopted a handbook policy last year and could easily adopt the addition of Tri-Board Meeting participation. Kerri Roche noted the School Committee will make an addition to their Charter to include the Tri-Board Meetings. Mike Guzinski will work with Town Counsel to establish wording adopting the Tri-Board Meeting commitment.

#### Spring Town Meeting Draft Warrant Articles Discussion:

It is the Select Board's responsibility to finalize Warrant Articles, published in the Finance Committee's Report, for consideration at the Spring and Fall Town Meetings. The Finance Committee makes their recommendations to Town Meeting on each Warrant Article. Ultimately, the final decision is made with Town Meeting's approval or dismissal of each Warrant Article.

The Select Board, Town Administration and Town Moderator are working on a plan for conducting the May 2, 2021 Town Meeting. Holding the meeting outdoors is being considered.

Mike Guzinski presented a Draft Warrant Article List and outlined the following:

- Typical Annual Warrant Articles: Unpaid Bill, Current Fiscal Year Additional Wages and Expenses, Upcoming Fiscal Year Operating Budget, Enterprise Fund Articles, Consent Items, CPA (Community Preservation Act), Annual Audit, Medicare/Medicaid Reimbursement Services, OPEB (Other Post Employment Benefits) and Stabilization Funds.
- The Capital Planning Committee met earlier this evening to discuss the Capital Items Warrant Article and establishing a plan for recommendations.
- School Department Warrant Articles are being finalized
- Purchase of a 61A Parcel (approximately 23 acres) on Village Street, \$1 million, the town has first right of refusal to purchase. The Select Board will consider this Warrant Article in Executive Session at Monday's Meeting and discuss the potential uses of the property and benefits to the community. A Public Hearing on the purchase will be held on Monday, March 1, 2021, at 7:00 PM. The Community Preservation Committee is discussing using CPA funds to fund the purchase. The Select Board does not intend for the purchase of this property to be a tax burden on residents and is seeking alternative funding sources.
- Street Acceptance – Hickory Hills Subdivision
- Zoning ByLaw Amendment – Performance Based Solar Ordinance
- Zoning ByLaw Amendment – Parking Dimensions and Compact Car Parking
- Town ByLaw Addition – Waiver of Town Building Project Permit Fees
- Town ByLaw Amendment – Sewer Connections

Adjourn Tri-Board Meeting:

Peter Jurmain made a motion to adjourn the Select Board Meeting at 8:29 PM; Erin Underhill seconded. Vote 3/0 motion carries unanimously.

Joyce Boiardi made a motion to adjourn the Finance Committee Meeting at 8:30 PM; Cathy MacInnes seconded. Vote: 4/0 motion carries unanimously.

Steve Catalano made a motion to adjourn the School Committee Meeting at 8:31 PM; Robyn Briggs seconded. Vote: 4/0 motion carries unanimously.

Respectfully submitted,  
Deirdre Gilmore