

Recreation

	FY2015 BUDGETED	FY2016 ACTUAL	FY2017 ACTUAL	FY2018 ACTUALS	FY2019 TM ADOPTED	FY2020 REQUESTS	FY2020 PROPOSED
--	--------------------	------------------	------------------	-------------------	----------------------	--------------------	--------------------

RECREATION 016300

Personnel Services

Department Head Salary	\$20,202	\$27,725	\$31,267	\$31,267	\$31,267	64,343.24	
Total	\$20,202	\$27,725	\$31,267	\$31,267	\$31,267	64,343.24	

Expenses

Supplies and Expenses	\$0	\$9,369			\$0		
Total	\$0	\$9,369		\$0	\$0		

TOTAL BUDGET

	\$20,202	\$37,094		\$31,267	\$31,267	64,343.24	
--	----------	----------	--	----------	----------	-----------	--

DEPARTMENT:

BUDGET NARRATIVE**Description of Department Function**

Describe the overall mission or purpose of the Department.

The Recreation Department is dedicated to providing the Millis community with extracurricular, informative, educational, entertaining activities and recreation sports programs. The wide variety of opportunities the Recreation Department works to offer address the needs and preferences of the entire community, offering programs for all citizens from infancy to adulthood. In working to fulfill our mission, the Recreation Department stays in close contact with the community to ensure Department policy and activity reflects the community's interests and needs.

Programs and Sub-Programs

Consider and list the actual Programs and Sub-Programs Executed by the Department

A sample of typical programs available through the Millis Recreation Department follows:

Pre-school: Soccer, T-ball, Toddler Playgroup, Karate, Yoga for Moms & Tots and Songs, Rhymes & Games, Swimming Lessons, Mommy and Me Music, Dance and Tumble, Ballet, Ice Skating Lessons, Messy Mixtures, Mini Sports and Gymnastics

Youth: American Ninja Warrior, Archery, Blast Babysitting, Junior Volleyball, Gymnastics, Performing the Arts, Karate, Basketball, Basic Drawing & Cartooning, Teen RAD class, Tennis Lessons, Home Alone Safety, Hip Hop, Ballet, Guitar Lessons, Horseback Riding, Learn to Skate, Nashoba Valley Ski and Snowboard Lessons, Kids Self Defense, Knitting, Sewing, Yoga, Boxing, Intro to Cheerleading, Robotics, Kung Fu, Floor Hockey, Soccer, Swim Team, STEM Programs.

Adults: Basketball, Cooking Classes, CPR Course, Evening Boot Camp, Hiking Club, Ladies Night Out Specials, Learn to Draw, Nutrition/Wellness Series, Sewing Lessons, Learn to Knit, Painting and Sketching, Preparing for Retirement, Photography, Pickleball, RAD, Self Defense, Stage Home to Sell, Tennis Lessons, Volleyball, Yoga.

Trips and Special Events: Adult Bowling Night, Cemetery Stroll, Newport Mansion Tour, School of Rock performance, MGM Casino, Father's Day Fishing Derby, NYC Trip, Mother of the Year Contest, Annual Easter Egg Hunt, Santa's Holiday House, Splash Day, Summer Concert Series and Halloween Touch a Truck.

Accomplishments

Describe the major describable accomplishments or measurable activities in FY18 or FY19. Use statistics whenever possible.

- Nominated for "Community Branch Professional of the Year " 2016 & 2017
- Partnered with Needham Bank to offer Halloween Touch a Truck Party
- Hosted many Events throughout the year such as Easter Egg Hunt, Halloween Party/Touch a Truck, Santa Parade
- all that were free to the public
- Completed Enhancement Survey

FY20 Departmental Goals

Describe the initiatives and accomplishments planned for FY20

- Create a field use policy and develop a plan in conjunction with the school on field bookings.
- Hire part-time program staff for increase in-house programming
- Upgrade fields and facilities
- Purchase program supplies such as outdoor pickleball rackets and nets.
- Hire qualified sport instructors for summer sport clinics and camps.
- Build or purchase a storage shed for recreation outdoor sports equipment.
- Purchase kayaks/canoes available for rent to local families to explore our rivers and ponds.

Spending Highlights for FY20

Explain any significant budget changes from FY19

Request the Recreation Director Salary be fully funded as a line item in the Operating Budget.

The Recreation Department is currently funded at \$31,267 for 35 hours.

The Department is looking for an additional \$33,076.24 to fully fund the Recreation Director Salary with a reclassification from the Town Budget as a line item for salaries for FY20.

The salary of the Administrative Assistant of \$10,581.80 and Directors longevity of \$850 will be paid from the Revolving Fund. Any additional expenses will also be paid from the Revolving Fund.

Non-tax Funding

List any expected non-tax revenues that will be use to fund department activities, including an estimate to be received.

Instructors offer programs and set user fees with the advice from the Recreation Director and Committee. Generally the Department receives 20% of the fees which are then utilized to purchase supplies, office expenses, printing of brochure and partial salary for the Director and Administrative Assistant.

Incoming Revenue: **\$122,316.50**
Expense Total: **\$90,757.32**

TOWN OF MILLIS
 FISCAL YEAR 2020 BUDGET
 DEPARTMENT:

Form 2

Form #2

PERSONNEL SUMMARY

NAME	POSITION-PAY ITEM	CURRENT TOTAL ANNUAL SALARY	HRS/WEEK	GRADE	STEP	ANNIV DATE	ANNUAL SALARY # WKS/HRS @ SAL	BASE SALARY	OTHER PAY	LON-GEVITY	TOTAL SALARY
Kris Fogarty	Recreation Director		35	12	6	11/21	64343.24			\$850.00	64343.24
SUBTOTAL/TOTAL								\$0.00	\$0.00	\$850.00	\$64,343.24

TOWN OF MILLIS
FISCAL YEAR 2020 BUDGET

FORM #5

EQUIPMENT DETAIL

DEPARTMENT:					
CODE	DESCRIPTION	# OF UNITS	VALUE OF TRADE	NEW OR REPLACE	BUDGET REQUEST
	N/A				
					0

DEPARTMENT:

Budget Request Above Level Service

Title:

Description of Request:

- 1: Request the Director Salary to be fully funded in the Town Budget.
- 2: Request the Director Salary be reclassified to Grade 12, Step 6 to be in line with surrounding communities and reflect 12 years on the job experience.

Detailed Cost Impact:

\$33,076.00

Justification for Request

Attach copies of reports, master plans, or supporting documentation)

See Attahced



TOWN OF MILLIS

Recreation Department
900 Main Street • Millis, MA 02054
Phone: 508-376-7050
Fax: 508-376-7053

February 5, 2018

Members of the Board of Selectmen,

The Recreation Commission unanimously supports placing the entire Recreation Director salary line item under the Town's appropriation. This support, which is customary in comparable town, allows the department to utilize program fees toward the creation of new programs. The Recreation Director is currently tasked with providing programs and events to the community as well as scheduling and overseeing field use. Some of these tasks do not bring in revenue but nonetheless provide for and positively impact our community. A healthy revolving fund balance should reasonably have one year's worth of operations funding. Funds beyond this amount would enable investment into town fields and other recreation facilities and amenities.

Respectfully,

Michael Banks, Chair
On behalf of the Millis Recreation Committee

TOWN OF MILLIS
 SENIOR WAGE SCHEDULE - APPENDIX A
 7/1/17 Effective Date
 SCHEDULE B - SALARY PLAN

SCHEDULE A
 CLASSIFICATION PLAN
 SALARIED EXPECTED HRS PER WEEK
 POSITION

GRADE	35	37.5	40	35	37.5	40	35	37.5	40	35	37.5	40	35	37.5	40	35	37.5	40	35	37.5	40	35	37.5	40						
14 TREASURER/COLLECTOR FLSA EXEMPT	\$1,279.66	\$1,371.07	\$1,462.47	\$1,309.08	\$1,402.58	\$1,496.09	\$1,337.76	\$1,433.32	\$1,528.87	\$1,367.91	\$1,465.62	\$1,563.33	\$1,398.43	\$1,498.32	\$1,598.21	\$1,429.69	\$1,531.81	\$1,633.93	\$1,462.42	\$1,566.88	\$1,671.33	\$1,495.51	\$1,602.33	\$1,709.16	\$1,526.97	\$1,638.19	\$1,747.40	\$1,563.17	\$1,674.83	\$1,786.48
13 BUILDING COMMISSIONER ASSISTANT ASSESSOR FLSA EXEMPT	\$1,206.49	\$1,292.66	\$1,378.84	\$1,235.17	\$1,323.39	\$1,411.62	\$1,262.38	\$1,362.95	\$1,462.72	\$1,290.69	\$1,392.89	\$1,495.08	\$1,319.01	\$1,413.22	\$1,507.44	\$1,349.53	\$1,445.92	\$1,542.32	\$1,380.65	\$1,478.62	\$1,577.20	\$1,410.57	\$1,511.32	\$1,612.08	\$1,443.30	\$1,546.39	\$1,649.48	\$1,475.29	\$1,580.67	\$1,686.04
12 DIR. OF PUBLIC HEALTH FLSA EXEMPT	\$1,107.57	\$1,186.68	\$1,265.79	\$1,132.57	\$1,213.47	\$1,294.37	\$1,157.45	\$1,240.13	\$1,322.80	\$1,184.75	\$1,269.38	\$1,354.00	\$1,209.80	\$1,296.00	\$1,382.40	\$1,237.37	\$1,325.76	\$1,414.14	\$1,265.89	\$1,356.09	\$1,446.50	\$1,294.37	\$1,386.83	\$1,479.28	\$1,322.68	\$1,417.16	\$1,511.64	\$1,352.47	\$1,449.07	\$1,545.68
10A* RECREATION DIRECTOR FLSA EXEMPT	\$949.82	\$1,017.66	\$1,085.51	\$970.78	\$1,040.12	\$1,109.46	\$982.84	\$1,063.76	\$1,134.68	\$1,015.27	\$1,097.79	\$1,180.31	\$1,037.70	\$1,111.82	\$1,185.95	\$1,061.60	\$1,137.43	\$1,213.26	\$1,085.70	\$1,163.25	\$1,240.80	\$1,108.80	\$1,188.00	\$1,267.20	\$1,134.76	\$1,215.84	\$1,296.89	\$1,159.42	\$1,242.23	\$1,325.05
9B* CHILD/YOUTH SERV. LIBRARIAN	\$887.67	\$951.08	\$1,014.48	\$907.16	\$971.96	\$1,036.76	\$917.75	\$994.02	\$1,060.29	\$950.19	\$1,018.06	\$1,085.93	\$969.85	\$1,039.13	\$1,108.40	\$991.37	\$1,062.18	\$1,132.99	\$1,014.54	\$1,087.00	\$1,159.47	\$1,037.33	\$1,111.43	\$1,185.13	\$1,060.13	\$1,135.86	\$1,211.58	\$1,084.30	\$1,161.75	\$1,239.20

Hourly rate for Salary calculation

GRADE	35	37.5	40	35	37.5	40	35	37.5	40	35	37.5	40	35	37.5	40	35	37.5	40	35	37.5	40	35	37.5	40						
14 TREASURER/COLLECTOR FLSA EXEMPT	\$36.56	\$36.56	\$36.56	\$37.40	\$37.40	\$37.40	\$38.22	\$38.22	\$38.22	\$39.08	\$39.08	\$39.08	\$39.96	\$39.96	\$39.96	\$40.85	\$40.85	\$40.85	\$41.78	\$41.78	\$41.78	\$42.73	\$42.73	\$42.73	\$43.68	\$43.68	\$43.68	\$44.66	\$44.66	\$44.66
13 BUILDING COMMISSIONER ASSISTANT ASSESSOR FLSA EXEMPT	\$34.47	\$34.47	\$34.47	\$35.29	\$35.29	\$35.29	\$36.07	\$36.07	\$36.07	\$36.88	\$36.88	\$36.88	\$37.69	\$37.69	\$37.69	\$38.56	\$38.56	\$38.56	\$39.43	\$39.43	\$39.43	\$40.30	\$40.30	\$40.30	\$41.24	\$41.24	\$41.24	\$42.15	\$42.15	\$42.15
12 DIR. OF PUBLIC HEALTH FLSA EXEMPT	\$31.64	\$31.64	\$31.64	\$32.36	\$32.36	\$32.36	\$33.07	\$33.07	\$33.07	\$33.85	\$33.85	\$33.85	\$34.56	\$34.56	\$34.56	\$35.35	\$35.35	\$35.35	\$36.16	\$36.16	\$36.16	\$36.96	\$36.96	\$36.96	\$37.79	\$37.79	\$37.79	\$38.64	\$38.64	\$38.64
10A* RECREATION DIRECTOR FLSA EXEMPT	\$27.14	\$27.14	\$27.14	\$27.74	\$27.74	\$27.74	\$28.37	\$28.37	\$28.37	\$29.01	\$29.01	\$29.01	\$29.65	\$29.65	\$29.65	\$30.33	\$30.33	\$30.33	\$31.02	\$31.02	\$31.02	\$31.68	\$31.68	\$31.68	\$32.42	\$32.42	\$32.42	\$33.13	\$33.13	\$33.13
9B* CHILD/YOUTH SERV. LIBRARIAN	\$25.36	\$25.36	\$25.36	\$25.92	\$25.92	\$25.92	\$26.51	\$26.51	\$26.51	\$27.15	\$27.15	\$27.15	\$27.71	\$27.71	\$27.71	\$28.32	\$28.32	\$28.32	\$28.99	\$28.99	\$28.99	\$29.64	\$29.64	\$29.64	\$30.29	\$30.29	\$30.29	\$30.98	\$30.98	\$30.98

*non standard expected hours

HOURLY

GRADE	1	2	3	4	5	6	7	8	9	10
9 PUBLIC HEALTH NURSE	\$25.36	\$25.92	\$26.51	\$27.15	\$27.71	\$28.32	\$29.00	\$29.64	\$30.29	\$30.98
8 ASST TOWN CLERK	\$24.29	\$24.83	\$25.39	\$25.96	\$26.53	\$27.14	\$27.77	\$28.44	\$29.01	\$29.67
7 LIBRARY CATALOGUER DEPARTMENT ASST	\$22.15	\$22.64	\$23.15	\$23.67	\$24.19	\$24.76	\$25.37	\$26.01	\$26.66	\$27.05
6 OUTREACH WORKER DEPARTMENT ASST II SR BLDG MAINT WORKER	\$20.52	\$20.98	\$21.45	\$21.92	\$22.42	\$22.94	\$23.43	\$23.95	\$24.50	\$25.05
5 SR LIBRARY ASSISTANT	\$18.98	\$19.41	\$19.84	\$20.28	\$20.76	\$21.21	\$21.70	\$22.16	\$22.67	\$23.19
4 DEPARTMENT ASST I	\$17.56	\$17.97	\$18.38	\$18.81	\$19.21	\$19.66	\$20.09	\$20.54	\$21.02	\$21.48
2 LIBRARY ASSISTANT BLDG MAINTNCE WORKER	\$14.79	\$15.11	\$15.46	\$15.85	\$16.15	\$16.53	\$16.92	\$17.31	\$17.87	\$18.06
PS4 REGIONAL ANIMAL CONTROL OFFICER	\$22.66	\$23.18	\$23.69	\$24.23	\$24.78	\$25.33	\$25.91	\$26.49	\$27.08	\$27.70

Salary Survey - 2018

Director	Community	Population	FY 19 Salary	Hours/week	Hours Open	Funding Source (General/Revolving/Enterprise)	Areas of Responsibility (ie: Parks, Recreation, etc.)	Union	Revolving Fund	Who does this position report to (town manager, commission, etc)
Director of Recreation	Millis	8,000	\$60,296.60	35	M-T: 8:00-2:30 F: 8:00-12:30	General/Revolving	Recreation	Yes	Special	Town Administrator
Admin Assist	Millis		\$10,352.20	10						
Director of Recreation	Southborough	9,767	\$65,124.80	35	M-T: 9:00-4:00 F: 9:00-12:30	General	Recreation (shared park with DPW)	No	53E 1/2	Commission
Assistant Director	Southborough		\$54,641.60	35						
Director Recreation	Wrentham	11,500	\$67,727.00	35	M-W-Th 8:00 -4:00 Tu 8:00 -7:00 Fri 8:00 -12:00	General	Recreation	No	53D	Town Administrator
Assistant Director	Wrentham		\$9,500.00	10						
Secretary	Wrentham		\$6,500.00	stipend						
Director of Recreation	Littleton	10,000	\$68,215.00	40	M-Th: 9:00 - 4:00 Fri: 9:00-2:00	General	Parks, Recreation, Community Ed	no	Enterprise	Park Commission
Assistant Director	Littleton		\$51,699.00	40						
Recreation	Brewster	9,000	\$69,000.00	35	M-F: 8:30-4:00	General	Recreation	No	53E 1/2	Town Administrator
Recreation	Holliston	14,000	\$69,600.00	30	M-T: 9:00-3:00 F: 9:00-1:00	General	Recreation and pond		53D	Commission
Assistant Director	Holliston									
Director of Recreation	Kingston	12,000	\$71,344.00	35		General	Parks, Recreation and Celebrations	No	53D & 53E 1/2	Commission & T
Director	Cohasset	8,000	\$75,367.00			General	Recreation	No		Town Manager/

Salary Survey - 2018

Director of Parks and Recreation	Manchester by the Sea	5,500	\$78,000.00	35		General	Parks, Recreation and Beaches	No		Town Manager/Committee
Director	Dover	5,500	\$80,000.00	40	Monday-Friday 9-11 am – open to public 11-1 pm – closed to public 1-5 pm – open to public	General	Parks and Recreation	No	54D	Commission
Assistant Director	Dover		\$52,000.00	40						
Secretary	Dover		\$6,279.00	10						
Director	Medfield	12,000	\$84,561.00	40	M-T: 9:00-3:00 F: 9:00-1:00	General	All	No	53D	Commission
Director	Norfolk	12,000	\$85,000.00	40	M-T: 8:30-3:00	General	Recreation Programs and Facilities	no	53D	Town Manager & Commission
Assistant Director	Norfolk		\$38,220.00	35						
Director	Hamilton	12,000	\$87,008.00	40	Monday: 8 am - 4:30 pm Tuesday: 8am-6:30pm Wednesday & Thursday 8 am-4:30pm Friday 8am -12:30pm	General	Recreation, Recreation Building	No	53E 1/2	Hamilton Town
Director	Lincoln	6,000	\$94,000.00	40		General	Parks, Recreation and Celebrations	No	53D	Town Administrator
Assistant Director	Lincoln		\$34,000.00	25						
Director	Chatham	6,125	\$104,784.00	40	M-F: 7:30-4:00	General	Parks & Rec & waterfront	Yes	Revolving	Town Manager & Commission
Assistant Director	Chatham		\$72,987.00	40						

Salary Survey - 2018

Seasonal	Chatham									
Director	Sturbridge	9,000	\$30,472.00	25	<i>M-Th: 9:00-2:00</i>	General	Recreation programs	No	Revolving	

Massachusetts Recreation and Park Survey
2016

Director	Community	Population	FY 19 Salary	Hours/week	Funding Source (General/Revolving/Enterprise)	Areas of Responsibility (ie: Parks, Recreation, etc.)
Director of Recreation	Millis	8,000	\$60,296.60	35	General/Rever	Recreation Recreation (shared park with DPW)
Recreation Director Recreation	Southborough Wrentham	9,767 11,500	\$65,124.80 \$67,727.00	35 35	General General	Recreation Recreation
Park, Recreation Community Ed Recreation	Littleton Brewster	10,000 9,000	\$68,215.00 \$69,000.00	40 35	General General	Parks, Recreation, Community Ed Recreation Recreation and pond
Recreation	Holliston	14,000	\$69,600.00	30	General	Parks, Recreation and Celebrations Recreation Parks, Recreation and Beaches Parks and Recreation All Recreation Programs and Facilities Recreation, Recreation Building
Director of Recreation Director	Kingston Cohasset	12,000 8,000	\$71,344.00 \$75,367.00	35	General General	
Director of Parks and Recreation	Manchester by the S	5,500	\$78,000.00	35	General	
Parks and Recreation Parks & Recreation	Dover Medfield	5,500 12,000	\$80,000.00 \$84,561.00	40 40	General General	
Recreation	Norfolk	12,000	\$85,000.00	40	General	
Director	Hamilton	12,000	\$87,008.00	40	General	

**Massachusetts Recreation and Park Survey
2016**

Parks, Recreation and Celebrations	Lincoln	6,000	\$94,000.00	40	General	Parks, Recreation and Celebrations
Parks & Recreation & Community Center	Chatham	6,125	\$104,784.00	40.00	General	Parks & Rec & waterfront Recreation programs
Director	Sturbridge	9,000	\$25.63 / hr	25	General	

Massachusetts Recreation and Park Survey
2016

No 53D Town Administrator/Commission

Yes Revolving Town Manager & Commission

No Revolving

kfogarty

From: Charles Aspinwall <caspinwall@millis.net>
Sent: Tuesday, April 05, 2016 1:13 PM
To: 'kfogarty'
Subject: RE: Recreation Meeting
Attachments: OPERATING BUDGET 2017.xlsx



I increased the tax subsidy to \$30,202 and plan to recommend that the position be paid for by taxation in three more years, gradually increasing the subsidy. However, there may be opposition to this by some members of the Board of Selectmen. If the Recreation Committee favors having the position funded by taxation I suggest that they make an overture to the Selectmen to discuss this.

Charles J. Aspinwall
Town Administrator
Town of Millis
900 Main St.
Millis, MA 02054
508 376 7040 Phone
508 376-7053 Fax

From: kfogarty [mailto:kfogarty@millis.net]
Sent: Monday, April 04, 2016 10:55 AM
To: 'Charles Aspinwall'
Subject: Recreation Meeting

Good Morning,
The Recreation Committee has a meeting tomorrow night and they would like to have an update on the status of the Budget. Do you have any information to provide?
Thanks,

Kris Fogarty
Recreation Director
508-376-7050

**BOARD OF SELECTMEN
REGULAR SESSION MEETING MINUTES
Thursday, January 29, 2015 7:30 PM
Veterans Memorial Bldg. Room 229
900 Main Street, Millis, MA 02054**

CALL TO ORDER: Sel. Wagner called the meeting to order at 7:35 pm. The following persons were present: Chair Andrea Wagner, Vice-Chair Christopher Smith, Clerk James Neville, Operations Support Manager Karen Bouret, and Town Administrator Charles Aspinwall.

ANNOUNCEMENTS

Sel. Wagner said thank you to the DPW and staff for working tirelessly through Storm Juno and for keeping the roads clear. Sel. Wagner then thanked the Police and Fire Departments for their efforts. Mr. Aspinwall added that Herman Downing and Dave Byrne, both with Emergency Management, also put a lot of effort in to keeping Millis safe.

Mr. Aspinwall said there have been questions about the Town's mailbox replacement policy. Mr. Aspinwall read from the policy and explained that if a mailbox was physically hit by a Town vehicle the Town may reimburse a resident for up to \$75.00, but if the damage was due to snow or flying debris hitting the mailbox the Town is not responsible. All requests must be submitted in writing with a photo of the damage.

PUBLIC HEARINGS/SCHEDULED APPOINTMENTS

15-013 Recreation Department Budget Presentation

Kristen Fogarty, Recreation Director, presented the FY16 budget proposal for Recreation. Ms. Fogarty said the Recreation Department provides a wide variety of programs and activities for residents of all ages. Ms. Fogarty said the department receives about 20% of fees which fund supplies, the brochure, and partial salary for the Director. She asked the BOS to consider fully funding the Director's salary since costs are continuing to increase and since basketball, a major funding source has had a steady decline in enrollment due to travel basketball participation. Sel. Wagner recognized Ms. Fogarty's dedication and enthusiasm and said the Board will consider her request.

12 min CS Support.
↑

15-014 Conservation Department Budget Presentation

Mr. Aspinwall reviewed the Conservation Commission's budget. Mr. Aspinwall explained that the ConCom is responsible for enforcing regulations associated with the Massachusetts Wetlands Protection Act as well as Open Space in the Town. The ConCom is looking to level fund their budget for FY16.

15-015 Board of Health Department Budget Presentation

Sel. Wagner said the Board of Health budget presentation has been moved to the 2/9/15 Board of Selectmen's meeting.

OLD BUSINESS

15-023 SWAP Collaborative Update

Sel. Smith said he was appointed by the Selectmen as a participant in a Municipal Sharing Committee which has taken on the name of the SWAP Collaborative. Sel. Smith said in addition to Millis, representatives from Walpole, Medfield, Medway, Sherborn, and Norfolk get together to work on developing collective procurement proposals based on capital needs and facilities management services. Sel. Smith said the idea behind the initiative is to try and harness the buying power of a group of towns

Finance Committee Meeting

February 25, 2015 7:30 PM EST
Veterans Memorial Building, Room 229
900 Main Street
Millis, MA 02054

In Attendance:

Finance Committee Members:

Susan Vecchi, Chair
Peter Jurmain Vice Chair
Rich Molloy, Clerk
Jodie Garzon
Tom Krimmel
Jerry Nunnaley
Doug Riley

Jennifer Smith McCarthy

Invited Guests :

Recreation- Kris Fogarty
Treasurer/Collector- Jennifer Scannell
Town Administrator- Charles Aspinwall

Susan Vecchi called the meeting to order at 7:30 PM

Recreation Budget:

Kris Fogarty presented the Recreation Department budget. She is requesting the Director's salary in the amount of \$57,913.00 be funded by taxation and no longer from the Special Revenue Fund.

Salaries - \$57,913.00
Expenses - \$1.00
Total - \$57,914.00

Treasurer/Collector Budget:

Jennifer Scannell presented the Treasurer/Collector budget. In addition to the budgeted salaries and expenses, she is requesting an unspecified amount to change the layout of the office to add a security payment window. Jennifer also mentioned that the office has collected \$215,000 in back taxes so far in fiscal year 2015.

Salaries- \$189,450.00
Expenses- \$28,325.00
Total- \$217,775.00

Snow and Ice:

Charles Aspinwall discussed snow and ice expenses for FY15 as they currently stand.

Total Budgeted: \$162,968.00

YTD: \$342,653.97

Deficit: (\$179,685.97)

Peter Jurmain made a motion to authorize the Town to reimburse vendors for wages and expenses in excess of the budgeted amount. Tom Krimmel seconded. Motion carries unanimously.

Bills to be Paid:

Peter Jurmain made a motion to authorize payment to WB Mason in the amount of \$39.93 for office supplies. Jodie Garzon seconded. Motion carries unanimously.

Minutes Approval:

Rich Molloy made a motion to approve the minutes from February 4, 2015 as written. Doug Riley seconded. Motion carries unanimously 4-0 by vote of necessity with Tom Krimmel, Jodie Garzon, Craig Schultze, and Peter Jurmain abstaining.

Adjourn:

Rich Molloy made a motion to adjourn at 8:10 PM. Peter Jurmain seconded. Motion carries unanimously.

Submitted by:

Jennifer Smith McCarthy

**BOARD OF SELECTMEN
REGULAR SESSION MEETING MINUTES
Monday, February 29, 2016 at 6:15 PM
Veterans Memorial Bldg. Room 229
900 Main Street, Millis, MA 02054**

CALL TO ORDER: Sel. Smith called the meeting to order at 6:17pm. The following persons were present: Chair Christopher Smith, Vice-Chair James Neville, Clerk James McCaffrey, Operations Support Manager Karen Bouret, and Town Administrator Charles Aspinwall.

EXECUTIVE SESSION: 6:18 PM

Motion by Sel. Smith to enter in to Executive Session to discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the government's bargaining or litigating position. Also, to conduct strategy sessions in preparation for negotiations with non-union personnel; to actually conduct collective bargaining and contract negotiations with non-union personnel, and the Chair does so declare. (DPW Grievance).

By Roll Call Vote: Sel. Smith—aye, Sel. Neville—aye, Sel. McCaffrey—aye.

Motion to emerge from executive session by Sel. Neville 6:50pm. The motion was seconded by Sel. McCaffrey.

By Roll Call Vote: Sel. Smith—aye, Sel. McCaffrey—aye, Sel. Neville – aye

Catherine MacInnes announced that Millis will hold its 12th Annual Beautification Day on Saturday, April 9, 2016 and invited all residents to volunteer to help out. An informational flyer as well as volunteer forms will be posted on the main page of the Town of Millis website.

Sel. McCaffrey reminded everyone that the Presidential Primary will be held on Tuesday March 1st at the Veterans Memorial Building with polls open from 7:00am-8:00pm. Sel. McCaffrey urged people to exercise their right to vote.

Sel. Neville said he read an article (see attached) regarding the FAST Act which is a long-term transportation bill through the Federal government which will provide transit funding and federal highway funds. Sel. Neville said he's unsure how the funding will affect municipalities but is something that might be interesting to look into.

SCHEDULED BUSINESS

16-046 Future BOS Meeting Dates

The Board decided on the following dates for their spring meeting schedule:

3/14, 3/28, 4/11, and 4/25 in room 229 at the Veterans Memorial Building at 7:00pm and 5/9 at 6:30pm in the Middle/High School Library at 245 Plain Street, prior to Town Meeting.

16-048 Exchange Street Sidewalk – GCG Contract

Mr. Aspinwall said GCG Associates have submitted a proposal in the amount of \$15,200.00 for surveying services for preparation of existing conditions for design of a sidewalk and intersection improvements at Union and Exchange Street. Mr. Aspinwall said two of the roads that were paved this year came in at a lower cost than anticipated so there is Chapter 90 money remaining to cover the cost.

Sel. Neville made a motion that the Board approves the GCG Associates, Inc. proposal for Engineering Services Exchange Street Sidewalk including data collection, survey, and field design as written with a not to exceed fee of \$15,200.00. The motion was seconded by Sel. McCaffrey and passed unanimously.

PUBLIC HEARINGS AND SCHEDULED APPOINTMENTS

16-037 Farm Street Sewer Extension Project

Dan Merrikin of Merrikin Engineering spoke about an application for a sewer extension permit for a low-pressure sewer main on Farm Street. Mr. Merrikin said the extension has been proposed by the owner of Map 31, Parcel 5 on Farm Street. Stubs will be provided for the existing homes at 64 and 70 Farm Street, the proposed home at Parcel 5 and a potential future home at 71 Farm Street. Mr. Merrikin said the cost of the extension will be paid by the owner of Parcel 5 so no betterment fees will be assessed to the other owners, they would only need to pay the Town's entry fee and a contractor to connect.

Sel. Neville made a motion to accept the Sewer Main Extension for Farm Street, Map 31 Parcel 5 by Roche's Building Company, Inc., as specified in the application dated 2/22/16. Sel. McCaffrey seconded the motion and it passed unanimously.

SCHEDULED BUSINESS

16-049 Award of Gasoline/Diesel Contract for FY17

Mr. Aspinwall said he is awaiting an email with pricing from Norfolk County Cooperative Purchasing Services, but has not yet received it. The item will need to be moved to the next Board meeting.

16-050 Dover Road/West Street Bridge Repair

Mr. Aspinwall said the Dover Road/West Street bridge that spans the Charles River and is shared by Millis and Medfield is in need of repairs. Mr. Aspinwall said the bridge handles a significant amount of commuter traffic. Mr. Aspinwall said a letter has been written asking Senator Ross, Representative Linsky, and Representative Dooley to request for assistance through state funding to rehabilitate the bridge which could cost up to \$2,500,000.00 to be split between the two towns.

Sel. Smith made a motion to have the Board sign the letter requesting state funding assistance for rehabilitation of the Dover Road/West Street Bridge. The motion was seconded by Sel. Neville and passed unanimously.

CONSENT ITEMS

Sel. Smith made a motion to approve the regular session 2/10/16 and 2/11/16 minutes as written. The motion was seconded by Sel. Neville and passed unanimously.

SCHEDULED BUSINESS

16-043 Park Expenses FY15

Mr. Aspinwall reviewed a spreadsheet (see attached) showing park expenses including field applications, repairs, plantings, lights, etc. Mr. Aspinwall pointed out that the biggest expense is watering. Mr. Aspinwall said the municipal departments and buildings have always paid for the water otherwise the water rate will see overall increases to absorb the cost. Mr. Aspinwall said either all taxpayers pay a share or it all falls on the water users. Sel. Smith said he'd like to continue the discussion at a later date.

PUBLIC HEARINGS AND SCHEDULED APPOINTMENTS

16-038 Request for Sewer Extension at Heritage Path & Village Street

Sel. Smith thanked the residents in attendance for the big turnout. Sel. Smith explained that this agenda item was added because residents at Heritage Path and Village Street expressed interest in possibly moving forward with a sewer extension. Sel. Smith reviewed the process including betterment assessments and connection fees, and stated tonight is just to assess the amount of interest in doing a sewer extension at this area. Bill Lawson, a resident at Heritage Path, said Heritage has a sewer pumping station that's over 20 years old that the homeowner's association maintains. Mr. Lawson said they'd like to connect directly to the sewer. Sel. Smith said this is a unique situation and is unsure of how betterments would be assessed in that area. After further discussion, Sel. Smith said there seems to be enough interest to refer this to the Sewer Study Committee.

Sel. Neville made a motion to refer the Heritage Path/Village Street request for a sewer extension to the Sewer Study Committee. The motion was seconded by Sel. McCaffrey and passed unanimously.

16-039 Right of First Refusal Island Road

Mr. Aspinwall said the Town received a bona fide offer in the form of a purchase and sale agreement between Maureen Hughes and Stephen and Catherine MacInnes for a portion of the lot located at 0 Island Road. Mr. Aspinwall said the Town has the right of first refusal on the property because it is Chapter 61B land. Mr. Aspinwall said the parcel is 38,000 sf of a 33 acre piece of land. The Board discussed the possible merits of purchasing the land and determined it has little value to the Town due to location and the fact that it's non-buildable. Catherine MacInnes said they are looking to purchase the property to add to their current lot and give them frontage to the Bogastow Brook.

Sel. Neville made a motion to waive the right of first refusal on the property located at zero Island Road and to authorize Town counsel to send a letter to both parties stating that and to record the decision with the Registry of Deeds. The motion was seconded by Sel. McCaffrey and passed unanimously.

SCHEDULED BUSINESS

16-040 FY17 Budget Presentation - Recreation

Kris Fogarty, Recreation Director, gave a PowerPoint presentation reviewing the Recreation Departments programs, community enrichment, park management, budget, and operations. (See attached) Ms. Fogarty said private sports programs have caused a drop in enrollment in the recreation sports, especially basketball. Ms. Fogarty said she is working to develop new programming to try boost decreasing revenue. Ms. Fogarty said her salary is partially funded by the Town and asked that the Town fully support it through the general fund so that program revenue can be put back into the programs. A member of the Recreation Committee spoke on Kris' behalf saying an increase in her hours should be seriously considered since she often is required to work weekends and after hours for evening events. Sel. Smith said he understands the request to fund the Director's salary in full and agreed with trying to get money back into the program to help develop new programs or put surplus towards equipment or fields.

16-041 FY17 Budget Presentation -DPW

Jim McKay, Deputy Director of the DPW/Chief of Operations, presented his FY17 budget. (See attached) Mr. McKay detailed his duties, a COOP plan, staffing, department highlights, and budget requests for highway, transfer station, sewer and water. Mr. McKay said he is requesting additional staffing in the form of a full time Water/Sewer/General Heavy Equipment Operator/Laborer to assist in all phases of DPW work. Mr. McKay also asked for two full time summer help workers for water and sewer to cut

grass, paint hydrants and clean facilities. Mr. McKay said the existing street sweeper is 18 years old and in poor condition and is requesting a new one at an estimated \$216,800.00 for an estimated life of 20 years. Mr. McKay said upcoming changes to stormwater regulations will likely require more frequent sweeping and reliable equipment is necessary. Additionally, Mr. McKay requested a new one-ton dump truck for plowing, road repairs, etc. for approximately \$46,720.00 and a cargo trailer for \$7,495.00.

Sel. Smith said due to the time, he will move items 16-044 and 16-045 to the 3/14/16 agenda.

16-047 Police/Fire Project Bond Discussion

Mr. Aspinwall said he spoke with Maureen Pacella of Eastern Bank regarding refunding bonds. (See attached) Mr. Aspinwall said the "2003 issue percentage savings of refunded bonds is 7.787737% and the 2006 is 6.292128% which added together would be an annual savings of about \$14,000.00." Mr. Aspinwall said the projects were sewers and surface drains and wells. Mr. Aspinwall said the approximate savings could be \$140,000.00 over ten years.

Sel. Smith said the next Regular Session meeting will be held on March 14, 2016 at 7:00pm in Room 229.

EXECUTIVE SESSION: 10:40 PM

Motion by Sel. Smith to enter in to Executive Session to discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the government's bargaining or litigating position. Also, to conduct strategy sessions in preparation for negotiations with non-union personnel; to actually conduct collective bargaining and contract negotiations with non-union personnel, and the Chair does so declare. (Police, Dispatch, SEIU Contracts)

By Roll Call Vote: Sel. Smith—aye, Sel. Neville—aye, Sel. McCaffrey—aye.

ADJOURNMENT

Sel. Smith made a motion to emerge from Executive Session at 10:50pm. The motion was seconded by Sel. Neville.

By Roll Call Vote: Sel. Smith—aye, Sel. Neville—aye, Sel. McCaffrey—aye.

Sel. Smith made a motion to adjourn at 10:51pm. The motion was seconded by Sel. Neville and passed unanimously.

Respectfully submitted: Karen M. Bouret



TOWN OF MILLIS

Finance Committee
900 Main Street • Millis, MA 02054

Peter Jurmain, Chair
Susan Vecchi, Vice Chair
Richard Molloy, Clerk
Jodie Garzon
Thomas Krimmel
Jerry Nunnaley
Doug Riley
Craig Schultze

Meeting Agenda

Date: Wednesday, February 24, 2016
Time: 7:30 PM
Location: Veterans Memorial Building; Room 229

Jennifer Smith-McCarthy,
Administrative Assistant

Committee Attendees:

Peter Jurmain (Chair) ; Susan Vecchi (Vice Chair) ; Richard Molloy (Clerk) ; Jodie Garzon; Tom Krimmel ; Jerry Nunnaley ; Doug Riley ; Craig Schultze

Non-Committee Attendees: Jennifer Smith McCarthy

Invited Guests:

Charles Aspinwall – Town Administrator
Kris Fogarty – Recreation Department
Jennifer Scannell – Treasurer/Collector
Paula Dumont – Assessors
Mike Giampietro – Building Department

Current Reserve Fund Balance: \$66,700.00

Time	Topic	Speaker
7:30	Call Meeting to Order	Craig Schultze
~ 7:35	Recreation Department Budget	Kris Fogarty
~ 8:05	Treasurer/Collector Budget	Jennifer Scannell
~ 8:20	Assessors Budget	Paula Dumont
~ 8:35	Building Department Budget	Mike Giampietro
~ 8:50	Road Presentation/Receipts	Charles Aspinwall
~ 9:15	Minutes Approval 1/27/2016	Committee
~ 9:20	Old Business/New Business	Committee
~ 9:25	Adjourn	Committee

Town Meeting: Annual Spring Town Meeting: May 9, 2016

Important Dates:

April 6th-Postage for warrant, ad to Wickedlocal for hearing
April 20th-Articles and final recommendations due
April 25th-Warrant to the printer
April 29th-Warrant to the post office
May 4th-Pre town meeting hearing
May 9th-Town meeting

2008

16 CS
in support.

The Town of Millis is an equal opportunity employer.

20 in ...

24 in - 2 year plan?

Finance Committee Meeting

February 24, 2016 7:30 PM EST
Veterans Memorial Building, Room 229
900 Main Street
Millis, MA 02054

In Attendance:

Finance Committee Members:

Craig Schultze, Chair (interim)

Rich Molloy, Clerk

Jodie Garzon

Tom Kimmel

Jerry Nunnaley

Doug Riley

Jennifer Smith McCarthy-Assistant

Invited Guests:

Charles Aspinwall - Town Administrator

Kris Fogarty – Recreation Department

Paula Dumont – Assessors

Jennifer Scannell – Treasurer/Collector

Mike Giampietro – Building Department

Call to Order:

Craig Schultze called the meeting to order at 7:32 PM

Recreation Department Budget:

Kris Fogarty presented the Recreation Department budget. In addition to salaries and expenses, she has requested the Director's salary be fully funded and no longer paid from the Special Reserve Fund. Kris has also requested the Director's position be restored to 40 hours and reclassified to a Grade 12, Step 4 at \$66,335.36.

Salaries - \$56,814.00

Expenses - \$1

Total - \$56,815.00

Assessors Budget:

Paula Dumont presented the Assessor's budget. Paula also presented 4 warrant articles which included money for revaluing Fiscal year 2018 property values, money for revaluing Fiscal year 2017 property values, changing the minimum and maximum amount qualifications for 41C elderly senior citizens on both Single and Married couples, and money for the purchase of Personal Property software in the Assessor's office with a cost of \$1000.00.

Salary – \$117,312.62

Expenses – \$6,396.00

Total – \$123,708.62

Treasurer/Collector:

Jennifer Scannell presented the Treasurer/Collector budget.

Salary – \$179,466.00
Expenses – \$26,845.00
Total – \$206,311.00

Building Department Budget:

Mike Giampietro presented the Building Department budget. In addition to salaries and expenses, Mike has requested an additional 24 hours per week be added to the Department Assistant's position. The cost for this would be \$23,112.96 for salary with a potential for additional costs should the position pay benefits.

Salary – \$137,473.96
Expenses – \$8,740.00
Total – \$146,213.96

Minutes Approval:

Rich Molloy made a motion to approve the minutes from January 27, 2016 as written. Tom Krimmel seconded. Motion carries unanimously with Jerry Nunnaley abstaining.

Adjourn:

Rich Molloy made a motion to adjourn at 9:07 PM. Tom Krimmel seconded. Motion carries unanimously.

Submitted by:
Jennifer Smith McCarthy

Finance Committee Meeting

March 22, 2017 7:30 PM EST
Veterans Memorial Building, Room 229
900 Main Street
Millis, MA 02054

In Attendance:

Peter Jurmain, Chairman
Susan Vecchi, Vice Chairman
Tayana Antin
Peter Berube
Jodie Garzon
Jerry Nunnaley
Doug Riley
Suzanne Kennedy, Town Administrator
Kris Fogarty, Recreation Department
James McKay, Department of Public Works

Peter Jurmain called the meeting to order at 7:32 PM

*Susan Vecchi 14:40 recommended
incr. support*

FY18 Budget Presentation: Recreation Department:

Kris Fogarty:

The Director was nominated for the Community Branch Professional of the Year Award and received recommendations from the Fire Chief, Deputy Director of the DPW, former Town Administrator and Board of Selectmen. It was an honor to be nominated but unfortunately she did not win the award.

For FY18 the department is requesting an increase in the salary line item to \$60,296.60 from \$30,202.00 in order to fully fund the Director's salary. The department has a Special Revenue account which funds the part time 10 hour per week Department Assistant I position and annual longevity. By fully funding the Director's salary the department will be able to add much needed program staffing, specifically for the new summer program and allow flexibility for the Director to attend state conferences. During these conferences the Director will gain knowledge of other recreation programs and trends.

The department typically receives 20% of the fees collected. This revenue is used to purchase trophies, candy for the Easter Egg Hunt, soccer balls and nets as well as t-shirts and other program supplies. The department's core programs are: Basketball, Pre-K Soccer, Youth Soccer and Swim Team. With the increase in the Metrowest Basketball Program the department has seen a decline in registrations. The School Department has added a 7th and 8th grade basketball program that has had an impact on registrations as well. The programs are geared towards younger children although they do offer programs for teenagers and adults. To boost registrations the department has increased advertising but typically it is word of mouth about the programs that interests residents.

The Recreation Department's funding by the town has varied in the past and the committee suggested possibly incremental funding would help. Jodie Garzon noted that there is no Operating Budget for the Cultural Council and the Recreation Department is strained with funding those programs such as the Summer Concert in the Park.

The Director provided a graph with revenues collected but there were some discrepancies with the figures; the Director will provide an updated graph.

FY18 Budget Presentation: Board of Selectmen/Town Administrator:

Suzanne Kennedy:

Salaries:	\$238,829.00
Expenses:	\$ 63,915.00
Total:	<u>\$302,744.00</u>

Salaries overall are decreased due to the new Town Administrator's contract agreement and include a step raise for the Department Head and a contractual 2.5% increase for the Department Assistant II position as well as a step raise. There is an increase in Sick Leave Buy Back in the amount of \$1,400.00.

Expenses include increases in Physical Exams, \$400.00, Dues and Subscriptions, \$400.00, and Automobile/Mileage, \$4,800.00. A Police Detail line item was added in the amount of \$2,450.00.

Physical Exams cover all town employees' pre-employment exams. The requirement is not mandated by the state. Committee members felt pre-employment physicals should be limited to public safety employees. In the event a problem is detected during the physical, the town would have to provide reasonable accommodations for the employee. Town Counsel will advise on the subject.

The increase in Automobile/Mileage is part of the incoming Town Administrator's contract.

Police Details for Town Meetings had previously been paid from another expense line item.

FY18 Budget Presentation: Town Buildings:

Suzanne Kennedy:

Salaries:	\$ 88,168.40
Expenses:	\$176,651.00
Total:	\$264,819.40

Salaries include step raises and contractual increases, an increase in overtime, \$500.00 and the addition of longevity.

Expenses for Fire, Library and Police have been moved from the Town Building's budget into the respective department's budgets. Eventually more items from the Town Building's Budget will be allocated to other town departments.

An increase in VMB repairs, \$11,500.00 will cover the replacement of the Council on Aging refrigerator and the increased cost for boiler repairs.

The salary for the Energy Manager is included in the Town Building's Expense Budget, \$36,974.00. This was previously funded by a grant. The committee requested a recap from the Energy Manager on the programs and savings the town has seen with funding this position. To date, a \$13,000.00 reduction in the street lighting contract has been recognized.

Two separate Supplies and Expense Budget line items have been combined into one. VMB Electricity Distribution costs are expected to increase by 7% in FY18. The School Department has separate electricity supplier contracts.

There is a request for carpet replacement for the VMB in the amount of \$11,827.20 and shade replacements in the amount of \$32,829.00

FY18 Budget Presentation: General Insurance:

Suzanne Kennedy:

Total General Insurance Expense: \$417,330.00

The overall increase to the FY18 Budget is \$20,172.00. Increases are reflected in Police Accidents and Fire Accidents. The General Insurance line item has been increased by 10%. This budget covers some of the School Department's Insurance but not all. The former Town Administrator used a formula to calculate a portion of the insurance costs back to the school.

The committee inquired about the \$14,400.00 item for Inland Marine Insurance; this line item covers the water apparatus the Fire Department is equipped with. The town abuts many water ways: Charles River, Black Swamp, Bogastow Brook and Richardson's Pond.

Snow & Ice Deficit Update:

James McKay:

Snow & Ice Expense Budget:	\$123,001.00
Snow & Ice Expense Costs to Date:	\$291,761.17
Deficit:	(\$168,760.17)

**0163051 - RECREATION
FORM 6
FY2020 Payroll Budget Calculation Worksheet**

	<u>Current Grade</u>	<u>Step At S.O.Y.</u>	<u>Weekly Hours</u>	<u>Step Date</u>	<u>Weeks At 1st Rate</u>	<u>Weeks At 2nd Rate</u>	<u>June 28-30</u>	<u>1st Rate</u>	<u>2nd Rate</u>	<u>6/30/2019 Hours</u>	<u>Wages 1st Rate</u>	<u>Wages 2nd Rate</u>	<u>Wages June 28-30</u>	<u>Base Dollars For FY2020</u>	<u>Longevity</u>	<u>Total Dollars For FY2020</u>	<u>Round Up</u>
Fogarty 11/21/11	10a	TOP	35.00	at max	52	0		\$ 1,159.42	\$ -		\$ 60,289.84	\$ -		\$ 60,289.84	\$ 850.00	\$ 61,139.84	61,140
Vara 12/03/12	4	7	10.00	12/3	22	30		\$ 20.09	\$ 20.54		\$ 4,419.80	\$ 6,162.00		\$ 10,581.80	\$ -	\$ 10,581.80	10,582
														\$ 70,871.64	\$ 850.00	\$ 71,721.64	71,722

8/6/2002 Original date of hire for longevity

		<u>FY20 Budget</u>
0163051-510200	Salary Dept Head	\$ 31,267.00
2100051-510000	Salary	\$ 29,022.84
2100051-510300	Wages Clerical	\$ 10,581.80
2100051-510600	Longevity	\$ 850.00

\$ 71,721.64

To be funded by General Fund	\$ 31,267.00	Dept Head Salary-Level funded
To be funded by Recreation Fund	\$ 40,454.64	
	\$ 71,721.64	

DEPARTMENT HEAD/DATE