



TOWN OF MILLIS

TO: Finance Committee
FROM: Town Administrator 
DATE: April 10, 2019
RE: Annual Town Meeting Warrant and FY20 Budget Recommendations

Greetings,

Today you have received the final approved Annual Town Meeting Warrant for your review and recommendations.

I will outline the changes to the warrant since you received the last draft.

Article 1. We've added the details of the unpaid bills from the previous fiscal year.

Article 11. This article has been removed at the request of the Board of Health (please note that the remainder of the articles have been renumbered)

Article 12. We've added the Capital items as recommended by the Capital Planning Committee. These items will be funded from Free Cash, Overlay Reserve (Released), Water Enterprise Fund, and unexpended balances from prior capital projects.

Article 13. We've added the language from Bond Counsel for the \$3.9 Million DPW Building Project. Funding is 33.4% General Fund, 33.3% Water Enterprise Fund, and 33.3% Sewer Enterprise Fund.

Article 14. This article has been added to address regulatory (OSHA) concerns related to the office conditions for the DPW workers should Article 13 not pass.

Article 19. The language of this article has changed with the addition of the words "new and", which reflects the fact that this article includes a new computer lease for teacher laptops.

Article 25. The Zoning language has been added by Town Counsel.

Article 27. This article has been removed since the addition of the Capital Report to the Finance Committee Flyer (by the CPC) eliminates the need for this article.

Please let me know if you have any questions in regards to the final ATM Warrant.

Fiscal Year 2020 Draft Budget Recommendation

I have worked extensively with the Finance Director and the department heads to be able to prepare and present a balanced draft budget for the Board of Selectmen's review. The spreadsheets outlining the budget show the FY20 Departmental Requests along with my draft Recommended Budget. Although this is a balanced budget I consider it still a work in progress.

This is a level service budget with the following exception:

- I have recommended the funding of the position of Town Accountant (elevation of Assistant Town Accountant's position {\$19,007}). After discussions with the School Administration we've decided that this item would be exempt from the 65/35 split since this is part of the broader financial team project that benefits both the school and municipal departments.

This draft budget recommendation does not currently fund the Economic Development Director/Planner position, or any other above level service requested by the Municipal Department Heads. Please note that the request for 10 hours for an IT Director has been removed, and the expenses have been increased in the IT budget to address new costs associated with moving the municipal computer system to the "Cloud". However, the Board of Selectmen are still discussing this item.

After reviewing all of the departmental requests, it was necessary to reduce some of the large budgetary increases requested by the Police Chief, Fire Chief and DPW Director. Although I was able to accommodate some level of increase, the sheer size of the requested increases was beyond what was feasible with our limited new revenues. One of the primary drivers of these increases is overtime. I continue to work closely with the Fire and Police Chiefs to address these concerns moving forward. Carol and I have met with the Fire Chief, Police Chief, and DPW Director in regards to these recommendations, and all three department heads are understanding of these limitations and comfortable with these numbers.

Carol and I will continue to work on the budget over the next several weeks and I anticipate that my final recommendations will be presented to the Board of Selectmen at their meeting of April 22nd. However, I do anticipate that I will be able to provide additional budgetary information to the Finance Committee at your meeting of April 17th.

I wish to make it clear that this is my draft FY20 Budget Recommendation which is still under discussion by the Board of Selectmen and does not have their approval/endorsement at this time.

Please let me know if you have any questions in regards to these important matters.

Thank you.