

Finance Committee Meeting

March 9, 2011 7:30 PM
Veterans Memorial Building, Room 229
900 Main Street
Millis, MA 02054

In Attendance:

Chris Smith, Chairman
Craig Schultze, Vice Chairman
Jennifer Soule, Clerk
Peter Jurmain
Rick Manburg
Richard Molloy
Jim Smith
Susan Vecchi
Charles Aspinwall, Town Administrator
Charles Vecchi, Board of Selectmen
John Wypyszinski, Veterans
Alan Burch, Memorial Day
Jenn Cederberg, Selectmen, Town Buildings, General Insurance
Peter Koufopoulos, Zoning Board of Appeals
Lisa Hardin, Town Clerk, Elections, Registrars

Chris Smith called the meeting to order at 7:31 PM

Budget Review: Veterans:

John Wypyszinski:

The FY12 budget:

Salaries: \$ 3,344.04
Expenses: \$ 8,520.00
Total budget: \$11,864.04

There is one person on the caseload. The State increased the monthly benefit from \$675.00 to \$710.00.

Budget Review: Planning Board:

Chris Smith:

The FY12 budget:

Salaries: \$15,258.88
Expenses: \$ 5,675.00
Total budget: \$20,933.88

Salaries have been increased due to the secretary's step raise. Expenses are level funded. The Board does not have a lot of items on the Town Meeting Warrant.

Charles Aspinwall:

There will be one Zoning Article to correct the May 2010 and November 2010 Village Business District zoning by-law with changes in wording to the agriculture and childcare portion of the by-law.

Budget Review: Memorial Day:

Alan Burch: He is the Commander of Legion Post 208. The total budget for the Memorial Day Services is \$1,340.40. The total budget includes the following:

	<u>Total:</u>
(12) 2" Wreaths used at the Memorial Monuments:	\$280.50
(20) Grave Markers – WWII, Korea and Vietnam:	\$100.00
(2) POW/MIA Flags:	\$ 79.90
(500) Cemetery Flags:	\$520.00
(500) Programs:	\$210.00
Food and Refreshments:	\$150.00

The price of the wreaths is the same as 2010. Plastic grave markers are used to reduce theft potential. Two POW/MIA flags need to be replaced. Many of the cemetery flags were damaged due to the winter storms. Colored programs are distributed to participants and the general public. The food and refreshments include breakfast and water for participants and ice cream cups for the children. The food and refreshments line item does not include coffee, plates, food preparation and clean-up. Most of the refreshments are donated. If donations are not made, receipts can be submitted to the Town and paid directly to the vendor.

Budget Review: Legion:

Chris Smith: Total budget is \$1,435.00 which offsets fuel costs.

Budget Review: Selectmen/Town Administration:

Jenn Cederberg:

The Millis Board of Selectmen and Town Administrator's office function as the central office for the Town Hall. We issue and renew licenses, collect permitting and other fees, put goods and services out to bid, handle recruitments and personnel related issues, manage the Town's general insurance as well as workers compensation, provide support to the Board of Selectmen and manage the Town's website. We also prepare the Annual Town Report and the Annual Town Budget. We develop policies and procedures for the Town. We further participate in the health insurance process by working as a contact with the Town's health insurer, the GIC. Staff is continuing to seek ongoing training opportunities through our municipal insurance carrier, MIIA, which in turn translates into a refund to the Town based on the number of courses taken and category of insurance they fall under (workers compensation, general liability, property, etc.)

The FY12 budget:

Salaries: \$197,177.36
Expenses: \$ 46,199.81
Total budget: \$243,377.17

The increase in expenses is as follow:

Maintenance contract for the finance office:	\$ 400.00
Advertising:	<u>\$1,000.00</u>
Total Increase in Expenses:	<u>\$1,400.00</u>

A step raise is included in the budget for the part-time Department Assistant II. The Administrative Assistant has reached a Step 10 as of November 2010. There is a reduction in the salary line item (\$2,350.04) because the Department Assistant II position was downgraded from a Department Assistant III prior to hiring and this person entered the position at a Step 1. The number of hours was reduced to 19 to save the cost of providing benefits.

Budget Review: Town Building:

Jenn Cederberg:

The Town Building account covers maintenance and contractual related items for the Veterans Memorial Building, the Police and Fire station and the Library. Included in this account are building repairs and supplies, contractual obligations such as trash removal, generator maintenance and HVAC maintenance. It also covers the cost of repairs for the above listed buildings in the areas of plumbing, electrical, roofing, telephone, security and HVAC. In addition, the Town Building account pays for fixed costs for the above listed buildings including heat, fuel, electricity, water and sewer.

The FY12 budget:

Salaries: \$ 35,985.60
Expenses: \$194,380.00
Total budget: \$230,365.60

The increase in the salary line item reflects a step raise for the one staff member and also includes an additional \$1,000.00 for snow related overtime costs.

The increase in expenses is as follows:

Maintenance contract for generator inspections: \$1,674.00
VMB maintenance contracts: \$ 813.00
VMB supplies and expenses: \$ 500.00
VMB water and sewer: \$ 500.00
Total Increase in Expenses: \$3,487.00

Oil and fuel pricing will go out to bid, rates lock in at fixed or fluctuating rates.

Budget Review: General Insurance:

Jenn Cederberg:

The general insurance budget covers the Town's automobile fleet, property, police accidents, fire accidents, workers compensation and school board liability insurance policies.

The FY12 budget:

Expenses: \$240,900.00
Total budget: \$240,900.00

This budget estimates an increase of approximately 10% for FY12. This is a best guess estimate. The actual premium will be determined by MIIA sometime during the month of April. A prepayment discount of 5% is taken advantage of and it is anticipated that this opportunity will be available in FY12. There is an annual audit of the workers compensation insurance in which case that premium could be adjusted. The audit is of actual payroll.

General Insurance consists of the following:	Estimated FY12 Cost	Increase over FY11
Insurance Auto:	\$ 46,273.20	\$ 2,311.20
Insurance Property:	\$ 25,379.20	\$ 2,307.20
Insurance General Liability:	\$ 14,803.80	\$ 1,345.80
Insurance Boiler:	\$ 2,600.40	\$ 236.40
Bond Public Employees:	\$ 3,283.50	\$ 298.50
Police Accidents:	\$ 14,750.00	\$ 2,200.00
Fire Accidents:	\$ 14,750.00	\$ 2,200.00
Insurance Umbrella:	\$ 3,953.40	\$ 359.40
Insurance Workers Compensation:	\$ 70,537.50	\$ 6,412.50
Public Official Liability:	\$ 10,133.20	\$ 921.20
Liability Sports:	\$ 2,285.00	\$ 285.00
School Board Insurance:	\$ 4,420.90	\$ 401.90
Law Enforcement Insurance:	\$ 5,737.60	\$ 521.60
Inland Marine (goods in transit):	\$ 14,292.30	\$ 1,299.30
Deductibles Miscellaneous:	\$ 3,300.00	\$ 300.00
Volunteer Firefighter Death Benefit:	\$ 4,400.00	\$ 400.00
Total	<u>\$240,900.00</u>	<u>\$21,900.00</u>

Budget Review: Town Clerk:

Lisa Hardin:

The work of the Town Clerk's office, Elections and Board of Registrars is all done out of the Town clerk's office and therefore some budget expenses such as office supplies and postage are intermingled. I am looking into the possibility of making the Town Clerk position a 10 – 20 hours per week (elected) position. There are no warrant articles this year or requests for equipment or capital budget items. I will be looking for an increase in expenses for shelving, file cabinets as well as additional space to store all records now required under the Open Meeting Law but I will not be making this request in FY12.

The Town Clerk's office has many functions:

Register voters, maintain voting lists, issue dog licenses, maintain list of dog owners, issue business certificates, maintain list of business certificates, perform and input data for the Annual Town Census, preserve vital records: births, marriages, deaths and historical Town records, issue marriage licenses in accordance with State law, run all elections, state and local, and Town Meetings, take Town Meeting minutes, provide certified copies of vital records and issue fishing and hunting licenses. The office is also an information resource for other communities and the general public. Our staff is very efficient but we are dependent on volunteers in order to function during certain periods of the year, particularly January through April, around elections and Town Meeting.

The FY12 budget:

Salaries: \$66,553.00
 Expenses: \$ 4,300.00
 Total budget: \$70,853.00

The FY budget has an increase in salaries of \$2,154.00 which includes step raises and an amount of overtime (first time) of \$1,000.00 which is 15 hours OT for each clerical position.

The increase in expenses is as follows:

Supplies and Expenses	:	\$100.00
Postage	:	\$ 25.00
Equipment Repairs and Supplies:		<u>\$100.00</u>
Total Increase in Expenses:		<u>\$225.00</u>

Budget Review: Elections:

Lisa Hardin:

The FY12 budget:

Salaries:	\$ 7,139.00
Expenses:	<u>\$ 8,650.00</u>
Total budget:	<u>\$15,789.00</u>

This budget is based on the number of elections and Town Meetings scheduled for the fiscal year. For FY12, the budget is for two elections and two Town Meetings as follows: State Presidential Primary, Town Election, Fall Town Meeting and May Town Meeting. We passed a warrant article for new voting machines last year. The state is still working on some issues so the machines have not been purchased yet. We will continue to use our current machines for the upcoming Town election but should have the new machines in time for the Presidential Primary next spring. A special election or Special Town Meeting has not been budgeted. Each State election cost approximately \$5,200.00, each Town election costs approximately \$5,900.00 and each Town Meeting costs approximately \$320.00 per night plus additional expenses if there are any Town or Zoning By-Law changes. The salaries line item does not include a cost of living increase.

Budget Review: Board of Registrars:

Lisa Hardin:

This Department is in charge of voter registration, the Annual Town Census and publishing the Street List which is required by State law. Mailing the census and collecting the data and publishing the street list will require a small increase (\$150.00) in expenses due to rising costs in postings, printing and postage.

The FY12 budget:

Salaries:	\$ 574.00
Expenses:	<u>\$3,250.00</u>
Total budget:	<u>\$3,824.00</u>

Budget Review: Zoning Board of Appeals:

Peter Koufopoulos:

The Zoning Board of Appeals is a permit granting authority. Variances, findings, special permits and appeals are some of the cases which must be acted upon. The Zoning Board of Appeals base their decisions on the Town of Millis' Zoning By-Laws as adopted at the Annual Town Meeting. The board meets once a month. The expense budget reflects minimum expenses necessary to manage the department. The majority of the expense budget is for advertising which is mandated by the law. The board charges for the application, abutter listing and special permit fees. These fees are set by the Board of Selectmen and deposited into the Town's General Fund.

The FY12 budget:

Salaries: \$ 9,136.40
Expenses: \$ 5,000.00
Total budget: \$14,136.40

The budget reflects a salary step raise and an increase in stipends.

Old Business/New Business:

Snow & Ice Budget Update:

Charlie Aspinwall:

The deficit has reached \$189,266.02 with small costs to add for shoveling roofs: Library, Schools & DPW, some of that cost may be offset by insurance. The State may be reimbursing for the January 12th storm for expenses incurred in a 48 hour period. The application process for this reimbursement has begun. Reimbursement of 75% of the cost is possible. The FY12 budget for snow & ice remains an "average year" which is based on the amount of snow fall.

Warrant:

Charlie Aspinwall:

Additional items added by the Board of Selectmen include:

- (1) Oak Grove Farm: painting the building.
- (2) An environmental assessment of property located at the corner of Turner and Pleasant Street pending the owner's permission, approximate cost: \$6,400.00.
- (3) Place holds for Fire, Police, Dispatch and DPW contract settlements.
- (4) School Department articles

Adjustments for fuel prices have been included in the Police Department and DPW's budgets and will be added to the Fire Department's budget.

Strategic Budgeting Committee Update:

Chris Smith:

Approximately 20 residents were present at Monday night's meeting. During the March 14, 2011 Board of Selectmen the topic will be brought forward and a decision for an override and the amount of an override will be made. The next SBC (Strategic Budgeting Committee) meeting will be held March 14, 2011 before the Selectmen's meeting. A notice for the Selectmen's meeting was sent out via email through the Millis School Department and the Recreation Department's list serve.

Charlie Aspinwall:

We are not at a point to discuss reductions. We have to complete the budget process with the Finance Committee and then Charlie and the School Committee will make recommendations and discuss the overall deficit and what needs to be done. The Town is not filling vacant position until the Town Election. The Board of Selectmen will determine the funding models for Town Meeting

The Finance Committee agreed with not filling vacant position until the Town Election.

Upcoming Meeting Schedule

March 16, 2011 7:30 PM
Veterans Memorial Building, Room 229

March 23, 2011 7:30 PM
Veterans Memorial Building, Room 229

March 30, 2011 7:30 PM
Veterans Memorial Building, Room 229

May 9, 2011 7:30 PM – Town Meeting
Millis High School Auditorium

Minutes Approval:

Richard Molloy made a motion to accept the March 2, 2011 meeting minutes as written, Jim Smith seconded. Vote: 7/0 motion carries.

Review Budget Presentation Schedule:

Chris Smith:

The following departments are scheduled to present their FY12 budgets on March 16, 2011:

Nate Maltinsky:	Historical
Jim McKay:	DPW: Water, Sewer, Transfer Station, Highway and Street Lighting

The following department is scheduled to present their FY12 budget on March 23, 2011:

Nancy Gustafson: Millis Schools

Charlie Aspinwall:

Over the last two weeks, the DPW underwent water system challenges. The Farm Street tank had a leak and needed repair. We had a water main break on Middlesex Street and on the north end of Pleasant Street. Our pumping records showed a major leak in the system which was tracked to the Pleasant Street bridge water main under the Charles River. The contractor for the State brought in a bypass line over the river. Houses from the bridge to Dean Street were without water. We worked with the DEP and Mass DOT to fix the problem. Water was restored at 7:00 PM Friday with a boil water alert in effect. The reason for the boil water alert was the contractor conducted bacteria tests on the bypass pipe but did not have it analyzed by a certified lab. Although the tests came back negative for bacteria, under the direction of the DEP a boil water alert was put in place for residents from the Pleasant Street bridge to Dean Street. The water was retested and sent to a certified lab, the results were negative for bacteria on Monday morning. It was challenging refilling the Farm Street tank and working on the water main breaks. Compliments to the DPW staff: Jim McKay, Deirdre Gilmore, Ron McKenney, Alec McColl, David Rachmaciej and Dale Olmsted for handling the situation; staff worked late and on the weekends until the problems were resolved. Some residents may have experienced rusty water; this was due to the opening of a hydrant so no backflow would get into the system. The quality of the water should return to normal. The Scada Systems detected the increase in water pumping into the system. There is a temporary water main at the Pleasant Street bridge; a new one will be installed by next November. Any increase in chlorine taste in the water was due to the increase in chemical level which was instructed by the DEP to prevent bacteria. Most water main breaks are weather related; deep frost coming out of the ground could shift the ground and cause a break.

Adjourn:

Craig Schultze made a motion to adjourn the meeting at 8:42 PM; Jim Smith seconded, Vote 8/0.

Respectfully submitted,
Deirdre Gilmore