

Finance Committee Meeting

October 6, 2010 7:30 PM
Veterans Memorial Building, Room 229
900 Main Street
Millis, MA 02054

In Attendance:

Chris Smith, Chairman
Craig Schultze, Vice Chairman
John Burns
Peter Jurmain
Rick Manburg
Richard Molloy
Jim Smith
Susan Vecchi
Charles Aspinwall, Town Administrator
David Baker, School Committee

Chris Smith called the meeting to order at 7:30 PM

Old Business/New Business – Review Certified Free Cash:

Charles Aspinwall:

The Department of Revenue certifies Free Cash and Enterprise Funds (Water and Sewer).
The available funds as of July 1, 2010 are as follows:

General Fund	\$619,738.00
Water Enterprise Fund	\$145,484.00
Sewer Enterprise Fund	\$ 40,576.00

Chris Smith:

The following are recurring items at the Spring Town Meeting (approximate dollar amounts):

Bus Lease:	\$70,000.00
Computer Lease:	\$60,000.00
Medicaid:	\$ 2,500.00
Annual Audit:	\$32,000.00
Assessor's Valuation Survey:	\$15,000.00
Unemployment:	\$30,000.00

It was agreed to round up the total amount of recurring items and reserve \$300,000.00 of free cash.

Warrant Item Recommendations:

Article #14 – English Language Arts: \$45,000.00

Craig Schultze made a motion to recommend Article #14 in the amount of \$45,000.00, John Burns seconded, Vote: 8/0, motion carries unanimously.

Article #15 – Space Needs/Renovation Study: \$15,000.00

Craig Schultze made a motion to recommend Article #15 in the amount of \$15,000.00, Susan Vecchi seconded, Vote: 8/0, motion carries unanimously.

Article #16 – Wheel Chair Van: \$35,000.00

David Baker did not have further information on the condition of the van.
Craig Schultze made a motion to postpone Article #16 until further information was obtained.

Article #17 – Clyde Brown School Carpet/Paint: \$50,000.00

David Baker: Although the carpet replacement is considered an encapsulation of the asbestos tile, the school should not have asbestos in the building. The removal of asbestos is getting more expensive. The cost is an estimate, not contracted prices. If the article is postponed until the Spring Town Meeting the work could be completed (approximately one month to complete) during the summer. Bid packages could be sent out before article approval at the Spring Town Meeting. An engineering firm would be consulted for the scope of asbestos removal.
Craig Schultze made a motion to postpone Article #17 until next week's meeting.

Article #10 – Police Cruisers: \$64,110.00

The consensus was to fund one police cruiser and defer the second to the Spring Town Meeting.
Craig Schultze made a motion to recommend one police cruiser in Article #10 in the amount of \$32,055.00, Peter Jurmain seconded, Vote: 8/0, motion carries unanimously.

Article # 11 – Dispatch Console Replacement: \$20,670.00

Peter Jurmain made a motion to recommend Article #11 in the amount of \$20,670.00, Rick Manburg seconded, Vote: 8/0, motion carries unanimously.

Article #21 – Veteran's Memorial Building Repairs:

Charles Aspinwall:

\$92,000.00 was appropriated for repairs at the June Town Meeting. The architect assessed the damage for more than \$92,000.000. More information will be provided next week.

Article #20 – Personnel Plan Study:

\$5,000.00

Charles Aspinwall:

The study would review the following:

Schedule A: Classifications

Schedule B: Pay rates

Schedule C: Benefits

Schedule D: Policies and Procedures

A review has not been done in over twenty years.

Craig Schultze made a motion to recommend Article #20 in the amount of \$5,000.00, Rich Molloy seconded, Vote: 8/0, motion carries unanimously.

Article #3 and #4 – Acceptance of Pinehouse Road and Applerock Road: \$1.00/each

Craig Schultze made a motion to recommend Article #3 and Article #4 as a public way in the amount of \$1.00 each, Peter Jurmain seconded, Vote: 8/0, motion carries unanimously.

Article #5 and #6 – Acceptance of Crestview Drive and Klifford Circle: \$1.00/each

Craig Schultze made a motion to recommend Article #5 and Article #6 as a public way in the amount of \$1.00 each, Susan Vecchi seconded, Vote: 8/0, motion carries unanimously.

Article #7 – Crestview Drive and Klifford Circle Improvements: \$21,000.00

Charles Aspinwall:

Requesting \$21,000.00 for the design and permitting of the improvements. The work would be put out to bid in the spring. The Department of Revenue examined the borrowing terms but the results have not been published yet. Right now borrowing is limited to ten years but could change to fifteen years. Cell tower revenues are expected to increase between now and April offsetting some of the cost. Firm borrowing numbers will be available in May and the borrowing would not occur until July 2011. Free Cash will not be used for this article.

Craig Schultze made a motion to recommend Article #7 in the amount of \$21,000.00, Susan Vecchi seconded, Vote: 8/0, motion carries unanimously.

Article #9 – Sewer Improvements I/I (Infiltration and Inflow):

\$116,000.00

Charles Aspinwall:

This is the second phase of a three phase project. The work would be done in the spring. The sewer surplus of \$40,576.00 would be used to absorb some of the cost and the remaining \$75,424.00 would be borrowed. The Town is required by the EPA to conduct an I/I program.

Peter Jurmain made a motion to recommend Article #9 in the amount of \$116,000.00, Rich Molloy seconded, Vote: 8/0, motion carries unanimously.

Article #8 – Water System Improvements:

Charles Aspinwall:

Due to the weather the test pit work was not performed.
The article was postponed until next week.

Warrant Updates:

Article #1: Operational Budget

The School Department's operating budget would be reopened to transfer \$108,000.00 into the Stabilization Fund.

Upcoming Meeting Schedule

October 13, 2010, 7:30 PM
Veteran's Memorial Building, Room 229

October 20, 2010, 7:30 PM
Veteran's Memorial Building, Room 229

October 27, 2010, 7:30 PM Pre-Town Meeting – Public Hearing
Veteran's Memorial Building, Room 229

November 1, 2010 6:30 PM
Location: TBD

November 1, 2010 7:30 PM – Town Meeting
Middle/High School
245 Plain Street

Minutes Review and Approval:

Craig Schultze made a motion to approve the September 29, 2010 minutes as written, Rich Molloy seconded, Vote: 7/0, motion carries unanimously.

Announcements:

A Strategic Budget Planning Committee has been formed consisting of the following members:

School Committee – David Baker and Marc Conroy
School Superintendent – Nancy Gustafson
Finance Committee – Chris Smith and Craig Schultze
Board of Selectmen – Andrea Wagner
Town Administrator – Charles Aspinwall

The first meeting will be held on October 18, 2010; it is a public meeting but will not be televised.

Adjourn:

Craig Schultze made a motion to adjourn at 8:38 PM, Jim Smith seconded, Vote: 8/0, motion carries unanimously.

Respectfully submitted,
Deirdre Gilmore