

Finance Committee Meeting

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

In Attendance:

Finance Committee Members:

Peter Jurmain, Chair
Susan Vecchi, Vice Chair
Rich Molloy, Clerk
Tayana Antin
Peter Berube
Jodie Garzon
Jerry Nunnaley
Doug Riley
Craig Schultze

Jennifer Smith McCarthy – Assistant

Invited Guests:

Suzanne Kennedy – Interim Town Administrator
Jim McCaffrey – Board of Selectmen

Call to Order:

Peter Jurmain called the meeting to order at 7:30 PM

Elections:

Susan Vecchi made a motion to recommend Peter Jurmain as Chair. Rich Molloy seconded. Motion carries unanimously.

Peter Jurmain made a motion to recommend Susan Vecchi as Vice Chair. Jodie Garzon seconded. Motion carries unanimously.

Peter Jurmain made a motion to recommend Craig Schultze as Clerk. Rich Molloy seconded. Motion carries unanimously.

Police/Fire Station Update:

Craig Schultze said the new police station is on track to open on September 15th while the fire station renovation is currently on budget. Jim McCaffrey said there is a plan for an open house for the new police station after it has been up and running for 30 days.

Reserve Fund Transfers:

Suzanne Kennedy presented to the Finance Committee the need for two reserve fund transfers. The first was for police chief recruitment services at \$10,850.00, and the second was for town administrator recruitment services at \$12,600.00. It was the

Finance Committee's decision to wait until the respective budgets were depleted to replenish the funds.

Review of Town Finances:

Selectmen McCaffrey said the BOS has identified a need to develop a more robust budget document, one that can be communicated more effectively to the residents of Millis. Millis was awarded a \$20,000.00 grant through Community Compact. The BOS has hired Paradigm Consultants to help develop a comprehensive budget document that will eliminate process issues, engage more people in the budget process and will aid in fiscal forecasts and trend analysis.

Fall Timeline:

The Finance Committee discussed the fall schedule. The dates are listed below:

Open Fall Town Meeting Warrant – August 22, 2016
Close Fall Town Meeting Warrant – September 12, 2016
Board of Selectmen Warrant Review – September 19-30, 2016
BOS Adopts Warrant – October 3, 2016
BOS Transmit Warrant to Town Counsel and Finance Committee – October 4, 2016
Postage for Warrant, Ad to Wickedlocal for Hearing – October 5, 2016
Finance Committee Warrant Review – October 5-17, 2016
Articles and Final Recommendations – October 19, 2016
Finance Committee Transmits Warrant to Printer – October 24, 2016
Post Fall Town Meeting Warrant – October 23, 2016
Mail Fall Town Meeting Warrant – October 28, 2016
Pre Town Meeting Hearing – November 2, 2016
Fall Town Meeting – November 7, 2016

Members of the Finance Committee expressed concern over the lateness of receiving the Warrant. They requested to have it concurrently with the BOS. Selectmen McCaffrey and Interim Town Administrator Kennedy said that could be problematic. It was decided that the Finance Committee would receive the Warrant in draft form as early as is possible.

Millis Forum:

It was requested that residents of Millis do not use the Millis Forum as a substitute for attending Finance Committee meetings.

Open Meeting Laws:

Peter Jurmain discussed the need for specifics with regards to the agenda so as to be in compliance with open meeting laws.

Finance Committee Fall Schedule:

It was decided that the Finance Committee shall meet every Wednesday until the November 7th Town Meeting.

Bills to be Paid:

Susan made a motion to recommend payment of \$196.55 of which \$20.55 will be paid to WB Mason for nameplates and \$176.00 will be paid to the Association of Town Finance Committees for dues. Craig Schultze seconded. Motion carries unanimously.

Minutes Approval:

Rich Molloy made a motion to accept the minutes from June 8, 2016 as written. Susan Vecchi seconded. Motion carries unanimously with Tayana Antin, Jerry Nunnaley, Doug Riley, and Craig Schultze abstaining.

Adjourn:

Susan Vecchi made a motion to adjourn at 9:20 PM. Jerry Nunnaley seconded. Motion carries unanimously.

Submitted by:

Jennifer Smith McCarthy