# Finance Committee Meeting

February 16, 2011 7:30 PM Veterans Memorial Building, Room 229 900 Main Street Millis, MA 02054

### In Attendance:

Chris Smith, Chairman
Jennifer Soule, Clerk
Peter Jurmain
Rick Manburg
Rich Molloy
Susan Vecchi
Charles Aspinwall, Town Administrator
Kris Fogarty, Recreation Department
Mike Giampietro, Building Department
Chief Champagne, Fire Department
Scott Moles, Health Department

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

**Budget Review: Recreation Department:** 

Kris Fogarty:

The FY12 budget is level funded:

Salaries: \$18,999.00 Expenses: \$ 1.00 Total budget: \$19,000.00

Financially the department is doing well. They have had very successful programs; the Nashoba Valley program has doubled to 70 participants. A list serve program has been implemented and monthly emails are sent out. The summer 2010 profit was \$11,458.89. Cash wise the department is in good shape. Total hours paid are thirty hours per week.

Budget Review: John Wypyszinski - Postponed:

**Budget Review: Board of Health:** 

#### Scott Moles:

(1) Public Health Nursing Hours: The Health Department conducted 5 Seasonal flu clinics with 458 doses given and another 113 doses that were provided in the office for a total of 571 people vaccinated for the seasonal flu thus far. We are requesting an additional 75 hours for this position primarily during flu season.

- (2) Clerical Hours: We are requesting an additional 5 hours per week for the clerical staff due to the town wide implementation of the MUNIS Permitting Tracking System as well as the state regulation to computerize communicable diseases in one database.
- (3) Sewer Expansion Regulations: The Board of Health will need to provide guidance to the Sewer Study Committee and develop Sewer Connection Regulations in order to best serve the Town. Board of Health Regulations and Hearings will need to be held with a goal of getting existing cesspools that are deemed not providing adequate separation to groundwater as a priority. Massachusetts State law requires advertising for hearings and regulation publishing with cost estimated at \$800.00 in addition to director and clerical time.
- (4) Transfer Station: The DEP now requires local Board of Health Departments to oversee the solid waste Transfer Stations. Millis regulations will need to be written, advertised and published with fees for permitting and oversight set, similar to the above costs are estimated at \$1,200.00 plus additional clerical time.
- (5) Potential New Revenue: The CDC (Center for Disease Control) has issued a Public Health District Incentive Grant program. The program is to provide planning support for groups of municipalities to plan for Regionalization of Public Health Services. Additional director time will be needed if we commit to and attend planning meetings, collect information about the program, etc, without additional clerical time the office will be closed to pursue potential revenue

## The FY12 budget:

Salaries: \$104,157.64 \*\*includes the additional hours for the nurse and clerical position

Expenses: \$ 9,720.00 Total budget: \$113,877.64

The Board of Health staff is at Step 10 and no cost of living increase has been included. Additional costs are due the advertising the Sewer and Transfer Station regulations.

#### Budget Review: Building Department:

Mike Giampietro:

Staff:

Building Inspector: 40 hours per week
Department Assistant I: 5 hours per week

Plumbing & Gas Inspector: Stipend
Electrical Inspector: Stipend
Deputy Plumbing & Gas Inspector: Stipend
Deputy Wire Inspectors: Stipend

2010 was the 3<sup>rd</sup> highest revenue year in the past ten years for this department.

Salaries: \$119,436.00 \*\*includes the additional hours for the Department Assistant position

Expenses: \$ 9,720.00 Total budget: \$129,156.00 We are requesting an additional eleven hours per weeks for the Department Assistant for a total of 16 hours (4 hours a day, 4 days a week).

There is a slight increase in expenses due to the following:

- (1) Additional mileage due to overages an increase of \$300.00.
- (2) A cell phone for the Department Assistant. The cell phone could be used to "direct connect" the other staff approximately \$480.00
- (3) Purchase new ICC code books \$350.00

If the additional hours were funded this would put the current Department Assistant over forty hours per week so staffing changes would have to be considered.

### Budget Review: Fire/Rescue Department:

Chief Champagne:

The FY12 budget:

Salaries: \$694,789.84 Expenses: \$105,050.00 Total budget: \$799,839.84

The salaries include step raises and longevity. Expenses have been level funded.

The department is requesting the following:

- (1) Weekday callback: This would call back two firefighters to cover if the ambulance is out of town. Estimating \$32.00 per hour times 4 man hours times 200 calls per year the total cost would be \$25,600.00. This is the department's highest priority.
- (2) Replace the 2002 Ford Explorer with an Expedition. The explorer has over 50,000 miles and a lot of idling hours. The total is \$39,000.00. Replacing with a pickup truck is not an option; the vehicle carries a lot of equipment and is the main command center at a scene.
- (3) Replace Ladder I (28 years old) and Engine I (25 years old) with one vehicle a "Quint" The cost to would be approximately \$800,000.00.

The FY11 budget looks good the only line item underfunded is Rescue Wages. There is one firefighter out injured which results in using a lot of overtime. If the full-time firefighter position was funded the weekday callback would not be necessary. The station would not require any modifications to accommodate the "Quint"

# Revenue and Expenditures:

## Charles Aspinwall:

(1) Revenue Summary: Assumptions: The levy includes a 2.5% allowed increase plus \$100,000.00 in growth. In FY10 there was good growth due to commercial development.

(2) Expenditure Summary: Budgets can be: \$21,200,694.00

Budgets are: \$21,899,079.00 Deficit: (\$698,385.00)

- (3) Capital Summary: Includes the replacement of the "Holder" which is used to plow the sidewalks.
- (4) Other: The Town is working on a plan to address road repair. The Board of Selectmen has had requests to pave gravel roads. The Town responds to potholes within 24 hours.

# **Upcoming Meeting Schedule**

March 2, 2011 7:30 PM Veterans Memorial Building, Room 229

March 9, 2011 7:30 PM Veterans Memorial Building, Room 229

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

## Minutes Approval:

Susan Vecchi made a motion to accept the February 9, 2011 meeting minutes as written, Peter Jurmain seconded. Vote: 5/0 motion carries.

#### Review Budget Presentation Schedule:

Chris Smith:

The following departments are scheduled to present their FY12 budgets on March 2, 2011:

Brenda Hamelin: Animal Control
Bob Finnegan: Assessors
Nate Maltinsky: Historical

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

The following departments are scheduled to present their FY12 budgets on March 9, 2011:

Jenn Cederberg: Selectmen, Town Buildings, General Insurance

Peter Koufopoulos: Board of Appeal

Lisa Hardin: Elections, Registrars and Town Clerk

# Adjourn:

Rich Molloy made a motion to adjourn the meeting at 9:15pm; Susan Vecchi seconded, Vote 6/0.

Respectfully submitted, Deirdre Gilmore