

# TOWN OF MILLBURY MINUTES

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## Bicentennial Committee – Executive Committee

**Date:** Wednesday, December 7, 2011

**Time:** 6:15 p.m.

**Location:** Asa Water Mansion, 123 Elm Street, Millbury

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### Attendees

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#### Executive Committee Members Present

Carole Chiras

Ronald Marlborough

Paul Raffa

Roger Desrosiers

Robert Morton

Christopher Sinacola

William Kane, Sr.

Joyce Ostrowski

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### Minutes

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Meeting called to order at 6:17 p.m. Motion by Roger Desrosiers, seconded by Ron Marlborough, to suspend rules in order to hear from town's Finance Director Brian Turbitt regarding MBC contracts and procedures. Unanimous approval.

Brian reviewed the terms of the contract with Pepper's Fine Foods Catering, and noted some terms were not acceptable to the town. Discussion among town officials determined MBC is subject to Chapter 30B Uniform Procurement laws, but MBC will be exempted from some aspects of the procurement law; for any contract above \$25,000, three bids should be solicited.

With regard to Pepper's contract, Brian had extensive contact with caterer and new contract is in the works, under which town will prepay one-third of the total balance in February, one-third in March, and balance following the event. New contract includes more favorable refund provisions for the town in case event is canceled.

Millbury never signs another company's contracts, because terms are normally written to favor that company, but always drafts its own, with town's legal review; in this case, the Pepper's contract will be included in the town's contract.

In general, Brian said that Town Manager Robert Spain must sign any and all contracts with a value of \$5,000 or more that MBC enters into.

There followed a discussion of the details of contracts, insurance riders and procedures to share information, copies of contracts, etc.

Roger said the executive committee normally votes on contracts. Brian said MBC can continue to do so, and should then simply forward copies of everything to Town Hall.

Rob reviewed changes to accounting procedures. It was determined after a discussion with Bob Spain and Brian Turbit that the various accounts that MBC had established as independent accounts, did not meet technical requirements. These accounts will be closed and reopened under the aegis of the town, with the exception of the memorabilia sales operation at Ray's True Value hardware store, which is clearly an independent entity.

Brian explained that state law requires that any monies being held on behalf of the town must be held by the town itself, and cannot be held by other individuals on behalf of the town. The changeover for those accounts will be completed by January 15, 2012.\

Brian departed at 6:45 p.m.

### **Minutes**

Joyce suggested adding Ron Marlboro, Bill Kane and Joyce Ostrowski's names to the list of those executive committee members absent from the Nov. 2 meeting. Minutes were so amended and accepted unanimously.

### **Treasurer's Report**

Postponed to regular meeting.

### **Finance and Fundraising Report**

Rob requested motions for approval of up to \$500 for bead purchase, and \$300 for additional wooden silhouette buildings of Millbury for sale at Ray's. Both were approved unanimously.

Rob reviewed the fundraising budget and four-year cash flow analysis.

### **Media Committee Report**

Postponed to regular meeting.

### **Events Committee Report**

Ron reviewed status of committee, including past and upcoming meetings.

### **History Committee Report**

Postponed to regular meeting.

Discussion of other old and new business items was postponed until the subsequent full committee meeting.

Roger said he discussed a military flyover with Sen. Moore's office, and was told that there must be some involvement with local veterans in order to have this take place.

Bill noted there are some additional names of volunteers that have been received; no further discussions yet on ecumenical service; Chain of Lights event attended by Bill, Carole and Peg Spang, a light showing, with a few clothing orders and donations.

Next meeting Wednesday, January 4, 2011, 6:15 p.m. at Asa Waters Mansion.

Meeting was adjourned at 7:04 p.m. Motion by Joyce, seconded by Rob, unanimously approved.

Submitted by  
Chris Sinicola  
December 7, 2011