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MILLBURY, MASS

FINANCE COMMITTEE  
Minutes

Date: February 16, 2016

Time: 6:30 p.m.

Present: O'Connell, Kupcinkas, Noonan, Kennedy, Khalife, Cofske

Absent: Hebert

Meeting called to order at 6:30 p.m.

Motioned by Kupcinkas, seconded by Noonan to accept the minutes of November 17, 2015 as written. Unanimous.

Jen O'Connell: Bob will not be coming in this evening. He has another meeting scheduled. He does not have a Reserve Fund Transfer for us tonight.

Jen O'Connell: I went to the Board of Selectmen's meeting and requested the items that we discussed. I had given Bob the list prior to the meeting. Bob felt that we were being demanding. He did say that although he is obligated to provide us with data, that the charter did not dictate from what it was in. I met with him that Friday in private and went through the list of items. He was fine about what we wanted, and I agreed to rewrite the note.

Jen O'Connell: There was a lot of discussion at the Board of Selectmen's meeting. I think it would be beneficial for us to attend their meetings more often. I had a discussion with Sandy Cristo prior to the meeting and assured her that there was no "agenda" regarding the mansion and that we just wanted to know if they were covering their expenses. I was later told by Bob Spain that they were not covering their expenses. I was told that we would not get a profit and loss statement.

Jen O'Connell: When we have our Saturday meeting with the department heads, I would like to see if we can have the Fire Chief come first, since there are no significant changes in his budget. I know that he is asking for new fire hoses in a Warrant Article. I feel that we can probably get him out quickly, since there probably won't be too much to ask him. I would like to have the Police Chief come in second because his budget is self explanatory. Then the DPW Director and Bob Spain to finish it out.

Jen O'Connell: There was some discussion of the Bark Park. They are currently working off a grant and private funding. I would like to see what revenue they are generating. I told Bob that we just want to be pro-active with the data on this before he retires. I told him that we are a new Finance Committee. Bert and Steve Hebert are the only experienced people on the board. We just want to be prepared. We also discussed the Transfer Station. They are not an Enterprise Fund. They would like to be one. They just need the data to support this. The fee for the stickers would go directly into their account instead of the General Fund. We just need this data. Rob McNeil is in favor of this. There are a lot of benefits to having this be an Enterprise Fund.

We discussed the Medical Insurance. They do use a consultant firm. I asked him if he had a report from them. He said that he believes he does. He is not sure if we will go out to bid this year. The last report compared the GIC to our current insurance. He said that it would save us some money, but not what he had expected. My thought was if it is going to save us any money, we should look into. I realize that it is difficult to get out of the GIC once you are in it, unless it is written in the contract. Legal fees were also discussed. Bob is going to give us a report that breaks down the legal fees into different categories. He did indicate that he is looking at hiring a Human Resource person. He does need to have data that would support this new position. Greg Myers, Business Manager for the School Department, agreed to fund ½ the cost of a Human Resource person.

#### Capital Items

Jen O'Connell: There is an article for \$50,000 to bring the Gazebo up to ADA Code. A ramp has to be put in. The State says that this needs to be ADA compliant. The Town Meeting may say that they do not want to pay for this since it is not being used. The gazebo was not compliant when it was put in. The Disability Commission requested that this be put on the Warrant. Bob did say that he has someone that will donate his time doing the work.

#### Budget Timeline:

Jen O'Connell: We are keeping the schedule the way it was. We will see if we need the additional Saturday meeting. The Police Chief indicated to me that he was not going to fill the 2<sup>nd</sup> Lieutenant's position.

Chris Kennedy: Is the budget based on population estimates and forecasts?

Jen O'Connell: The budget is not population based. When they figure in the School forecast, the State only looks at the census every 10 years or so. Our population has basically remained

constant. There is a long range plan for staffing and capital items, but no long range plan on revenue.

Jen O'Connell: I met with Greg Myers and went through his budget. He will be looking at new bleachers, new computers and 2 new boilers for Elmwood Street School. He is also looking for additional staff. We are not compliant with the State English as a Second Language requirements. I think we should invite him to one of our March meetings. He is also looking to have his supervisor for Maintenance go back to full time. This position was cut to part time. He is also looking for an Early Childhood teacher.

Jen O'Connell: We also need to look at vacation and sick time for some departments. These days are accumulated and can be used at any time. The problem lies when someone is going to retire. The carryover has been changed with the new contracts, but there are many employees that fall under the grandfather clause. Right now the liability to the Town is astronomical. Bob has a lot of days accumulated and he asked if he should budget for them in the next budget. I told him that if his retirement is within the next budget year, then, yes, he should budget for them.

#### FY2017 Budget Books

Jen O'Connell: Bob said that we cannot put the % in the book. Katie said that she can put it in her reports.

Jen O'Connell: The Board of Selectmen had a very long discussion about the roads in Millbury. We have to look at the cost. For every Million Dollars, the cost to the average homeowner is \$155 per year.

Jen O'Connell: I did find some of the revenue figures from the Asa Waters Mansion from Bob. In FY2015, we had \$26,000 in revenue. In the first 6 months of FY2016 we have had \$8,000 in revenue. I do not know the reason for this.

Next meeting scheduled for March 5, 2016 at 8:00 a.m.

Motioned by Kupcinskis, seconded by Cofske to adjourn at 7:45p.m. Unanimous.

*Jen O'Connell*  
*Albert P. Kupcinskis*  
*Stephen Moore*

*Robert Cofske*