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MILLBURY, MASS.
Date: March 11, 2017

FINANCE COMMITTEE

Minutes

Time: 10:00 a.m.

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

Absent: None

Meeting called to order at 10:13 a.m.

Motioned by Khalife, seconded by Cofske to accept the minutes of February 22, 2017 as written.
Unanimous.

Dave Marciello, Town Manager and Katie McKenna, Finance Director were in to discuss budgets at 10:00 a.m.

Donald Desourcy, Police Chief and Sgt. McFaul were in to discuss the Police Department budget at 10:00 a.m.

Jen O'Connell: Your budget is pretty straightforward.

Donald Desourcy: We have had a number of officers out this year. There were 6 people out. Five were for an extended amount of time. Three of these people were from the same shift. We have one out now on sick leave because of a sick child and we are hoping to get three back soon. Our Lieutenant has left. She was supposed to be taking a position in Florida, but that did not pan out. I offered to have her come back to Millbury, but she declined. I am hoping to promote from within, but if I do that I would have to fill the open position that it would leave. I have a lateral transfer starting April 1st at a Step 4. I am hoping for another lateral transfer. I will not have to pay for the academy if I get people to transfer from other towns. I save time and money with lateral transfers. I had to give up the spots at the academy for the end of March, due to lack of funds. I understand that with new hires, it also raises the health care cost, but I have to think of the safety of the people in town along with my officers' safety. I did use a lot of overtime this year because of the officers that have been out. There are contractual increases in salaries. Other than that, my budget is about the same as last year. I do have a couple of warrant articles. One is to have some changes made in the lobby downstairs. The cost is \$25,000. This is for ballistics glass and replacement of the counter. Right now we have safety glass down there. This is not very safe for the dispatchers and other officers that may be in the office. The reason I am looking at replacing the glass is because I have tried for several years to get a new Police Station, but that has not come to fruition.

Albert Kupcinkas: Have you checked into quartz for the countertop? What is the live expectancy of acrylic?

Donald Desourcy: I am not sure on that. We are still working on it. We would like to tint the glass but it is extra money for the tint. I am looking at durability. I am not sure how durable quartz is, that is why we are looking at granite.

Christopher Kennedy: The Town needs to know that this is for safety, not aesthetics.

Katie McKenna: The cost is now at \$30,000, not \$25,000.

Donald Desourcy: We currently have 6 tasers. Each taser costs \$1100 plus \$70 for batteries. We also need to replace the rifles.

Dave Marciello: What is the difference in cost between purchasing new and purchasing used?

Steve McFaul: It is between \$300-\$400.

Donald Desourcy: We went out of state to get quotes. The cost for the new rifles is \$8392. We are also looking at purchasing a ballistic shield at a cost of \$1800.

Dave Marciello: I would like to commend the Chief on his work on the budget and his looking forward to future years.

Donald Desourcy: I just wanted to let you know that the Ambulance contract is at -0- for the next 5 years. We contract with Sutton and Grafton to share the Ambulance cost. Grafton has been paying -0-, so in actuality it was being paid by us and Sutton, with us paying the higher amount. When we had a discussion about this, Sutton agreed to pay the bill. They are footing the entire bill for the next five years. It is cheaper for them than going out on their own for the service.

Christopher Kennedy: Are we, at some point, going to have all of the supplies in one budget?

Dave Marciello: Once we get our HR person, there will be one line item for supplies and phones. Anything we can consolidate will be consolidated.

Richard Hamilton, Fire Chief, was in to discuss his budget at 11:30 a.m.

Richard Hamilton: I made a couple of changes. I asked for 2% increases this year. We asked for that last year and got 1.5%. Truck repair is now under Contractual Services. Turnout gear is being replaced. We are purchasing 6 a year until they are all up to date. They should be replaced every 10 years. The Lions Club is getting us new boots and saving the Town. If anyone needs to see, we have a spreadsheet on the age of all of our equipment. Our radios cannot be fixed anymore. There are no parts available.

Dave Marciello: I just wanted to let you know that the Schools will not be getting as much as they normally get, next year. It is the Town's turn. The Town has been running on a non-sustainable budget long enough.

Warrant Articles

Fire Station Updates-\$63,000

Headquarters was covered under a grant

Purchase of new generators (1 is 42 years old and the other is over 70 years old)

Fire Alarm Systems (2 stations do not have them)

Jen O'Connell: How often do we use the generators?

Richard Hamilton: We only use them when we lose power. We did have to use them recently when we lost power for several hours. We would also like to update all the stations with LED lighting. Whatever we get for funding, we will use.

New Vehicle for Fire Chief-\$43,350

Richard Hamilton: This will be replacing a 19 year old Explorer. This is a state quote. We are also looking to replace the Fire Truck at Engine 3. We applied for a grant which would pay for 85% of the cost of the truck.

Dave Marciello: Do we finance our part or pay it in full?

Katie McKenna: That depends on how much it is.

Hydrant Service

Richard Hamilton: This is a contracted amount for the rental of the hydrants.

Dave Marciello and Katie McKenna discussed the remainder of the budgets

Town Manager

Jen O'Connell: What is the union floater?

Dave Marciello: That is when we are cross-training the employees. I will keep this in my budget for next year also. This person will eventually be the assistant to the HR Director.

Jen O'Connell: You haven't hired an HR Director yet?

Dave Marciello: I haven't yet. I am working on it. The School is going to pay their portion of this position. I plan to cover the administrative person in my budget.

Finance Director

Jen O'Connell: Your Purchase of Services has dropped.

Katie McKenna: That is because we complete the update of OPEB. I increased ^{my} assistant to bring her within the limits of her professional status. I wanted to get her close to what the unions were getting, too.

Town Audit

Jen O'Connell: This went up?

Katie McKenna: It went up for this year also. I will have a warrant article in to transfer to this budget.

Antony Khalife: Is there a plan for technology updates with the website for the Town?

Katie McKenna: I don't get involved with that. You could check with the Cable Access people. They handle that.

Treasurer/Collector

Jen O'Connell: There is a \$12,000 increase in salaries?

Katie McKenna: A couple of years ago, when we went to a bi-weekly payroll, she cut the number of hours in that position. She never re-couped from that cut. This puts the hours back in and it increases Denise's rate to a more reasonable amount.

Dave Marciello: I want to make sure that everyone is at least at the 50th percentile in relation to other towns.

Jen O'Connell: What is the lock box for?

Katie McKenna: This is for the payroll service. This increased because not everyone is on a bi-weekly payroll.

Town Counsel

Dave Marciello: The cost of this service is outrageous. I am in the process of changing the way we are going to be billed. I am asking the Selectmen to consider changing counsel. I think that \$219,000 is an outrageous amount of money for one year. I am asking for \$150,000 but hope that we only spend \$130,000 and use the extra \$20,000 for filings.

Katie McKenna: We are within the budget this year. I do not foresee going over. I do not foresee a 33B transfer at the end of the fiscal year.

Computer Operations

Katie McKenna: Some of these increases are contractual.

Chris Kennedy: Are we up to date on protection on our computers?

Katie McKenna: We are protected through our sonic wall as long as someone does not click on the wrong item.

Elections and Registrars

Dave Marciello: There is no presidential election this year. This is why it is lower.

Dave Marciello: I am a fan of Special Town Meetings. If there is money left on the levy limit, I want to use it to fix our roads.

Planning and Development

Dave Marciello: The salary is up. I had a few applicants but if I hired someone other than Laurie, it would have been more money. I want her to focus on economic development and grant writing.

Jen O'Connell: Do we have to have an Energy Manager to continue as a green community?

Katie McKenna: I would have to check on that.

DPW

Dave Marciello: We are putting in a new position. This would be for a Head Clerk. It would be a full time position. I would have liked to have more seasonal helpers, but I didn't want to make waves with the union.

Council on Aging

Jen O'Connell: The only increases are in wages and transportation. I think we are going to have issues with the transportation.

Kaye Peltier: It could be an issue. Our program is the best in New England. We don't want to deny anyone transportation.

Katie McKenna: Does this budget allow you to handle everyone?

Kaye Peltier: This budget is not the only source of income for us. Fundraising is done. The Friends of the Senior Center can no longer be the higher of the sources of income for the Center. The budget, itself, is not a sustainable budget to keep us going.

Jen O'Connell: Before we leave, we need to nominate a new Vice-Chairman to the Committee. Motioned by Steve Noonan, seconded by Chris Kennedy to nominate David Cofske as Vice-Chairman. Unanimous.

Next meeting to be on Monday, March 20, 2017 at 7:00p.m.

Motioned by Khalife, seconded by Cofske to adjourn at 2:30 p.m. Unanimous.

Jen O'Connell

David Cofske

Anthony Khalife

Chris Kennedy

Steve Noonan