

FINANCE COMMITTEE  
Minutes

Date: March 20, 2017

Time: 7:00 p.m.

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MILLBURY, MASS

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

Absent: None

Meeting called to order at 7:05 p.m.

Motioned by Noonan, seconded by Khalife to accept the minutes of 3/11/17 as written.

Unanimous.

Katie McKenna, Finance Director, was in to discuss budgets at 7:00 p.m.

Kaye Peltier, Council on Aging, was in at 7:00 p.m.

DPW

Jen O'Connell: Is there no Head Clerk at this time?

Katie McKenna: No, there isn't. We have the Sewer Department Clerk and a part time person. Originally we had hired this person to help in the Sewer Department. This is actually a Jr. Clerk position. We are having problems getting the sewer bills out. We need more hours to do this. We had two full time people in this office at one time. One person worked for the Sewer Department and one person worked for the DPW. Through retirements and changes in staff, this office was reduced to one person. The thought was that with a part time person, we might be able to get the bills out and still be able to function with the rest of the work in the office. That is not the case. We would like to start quarterly billing on the sewer bills.

Jen O'Connell: Who sends out the real estate tax bills?

Katie McKenna: That is outsourced.

Jen O'Connell: Can we outsource the sewer bills?

Katie McKenna: Those bills are much more complicated. Some of the people have wells. Some of the people are on a separate meter for sprinkler systems. I just see a need for this position in the office. The position right now is at 15 hours a week. This would bring the position up to full time.

DPW-Maintenance and Operations

Jen O'Connell: I see a \$24,000 increase in salaries.

Katie McKenna: This is for both step increases and contractual increases. There is also an increase for the seasonal workers to get them close to minimum wage. We did this for the Transfer Station also. We met in the middle for the Highway Department.

Jen O'Connell: There is an increase in repairs.

Katie McKenna: There are several increases in that line item. I know the details increased their rate to \$60.00 per hour.

#### Snow and Ice

Jen O'Connell: Dave mentioned that if we used more sand than salt, that this would save money. I don't see any decreases.

Katie McKenna: We cannot reduce the budget. If we do that, we cannot deficit spend. We will see a savings, but this budget is very hard to gage. We thought we were doing well until we got the last couple of storms.

#### Street Lights

Jen O'Connell: If we are converting to LED, why is there no decrease?

Katie McKenna: We want to watch this budget to see how it is affected for this year. We will make changes when we have some data.

#### Solid Waste (Transfer Station)

Katie McKenna: The cost of recycling is up contractually.

Dave Cofske: When are the compactors coming?

Katie McKenna: Unfortunately, they aren't coming. It would not be cost efficient. We would need to upgrade the electricity and put in cement pads.

#### Planning Department

Jen O'Connell: The Energy Manager slot is still there and we don't have one right now. Do we anticipate filling this position?

Katie McKenna: Yes, we are. The person that we had quit. We plan to fill it. Laurie would like to see this position filled.

#### Parks and Recreation

Katie McKenna: We don't have to pave Butler Farm this year.

#### Cemetery

Jen O'Connell: We appropriated \$7,000 for an expansion last year.

Katie McKenna: We didn't use it, so I didn't put it back for next year. We are trying to keep the budget balanced.

### Gasoline/Diesel

Jen O'Connell: Why did we cut this budget by \$40,000?

Katie McKenna: The cost is down and the usage is down. We are more than half way through the year and have only spent around \$40,000. We still have \$88,000 in the budget.

### Board of Health

Jen O'Connell: There is a new line item. It is "boarding up houses".

Katie McKenna: The costs are high on boarding up of houses. The Board of Health Agent didn't realize the high cost to do this. We shifted things around to handle this in the budget.

Chris Kennedy: There is overtime for part timers?

Katie McKenna: If they work over 6 hours a day, they are entitled to overtime. There is a spreadsheet that we have to check against what we get. We dropped the amount to \$1,000 for those circumstances.

### Council on Aging

Katie McKenna: The Town Manager recommended to Judy that we eliminate one of the Jr. Clerk positions and fill it in 2019 as a non-union position. I would like to see Judy get another 1% increase but I am still waiting to see how the Snow and Ice Budget comes out this year.

Jen O'Connell: When do you think you will have your final numbers?

Katie McKenna: I will have them to you before you go to print.

### Veterans Services

Jen O'Connell: I thought this was a full-time position.

Katie McKenna: He has a full-time job and does this part time. He meets with current and potential clients. He is an asset. He knows the ins and outs of that position. I don't know if anyone else knows that job as well as he does.

Kaye Peltier: I know that other towns have part time Agents.

Chris Kennedy: The Town actually pays the benefits?

Kaye Peltier: The State reimburses a percentage of it.

### Library

Jen O'Connell: They are looking for a full time Children's Librarian. They are open 41 hours a week. Will the Children's Librarian be working 40 hours?

Katie McKenna: They are not open on Mondays, but the employees are working that day. Bob Spain had presented to the Library that this be a full time position.

Jen O'Connell: There seems to be a lot of people in the building working for the small amount of foot traffic that appear to go to the Library. The library is open 41 hours a week. Using the budget, they have over 5.0 people working for every hour the library is open. I wish there was a way to track how many people use the Library, like a door counter.

Chris Kennedy: Is there any cooperation between the Council on Aging and the Library to use the space to have someone come in to read to the elderly? My guess is that the majority of the people needing the children's librarian would be those younger than school age. I would like to see more information on this before I make any decisions on this budget.

Jen O'Connell: There are a lot of comments on social media asking why we need a full time Children's Librarian.

Dave Cofske: I question the repair items for HVAC and cleaning the gutters. Can't we have covers put on the gutters or can our DPW or the custodian handle that?

Katie McKenna: I am not sure about that. I can look into it. It would probably be a good idea to have the Library Director come in to discuss her budget next year, at your Saturday meeting.

Jen O'Connell: I will send you an e-mail on the questions that we have on this budget.

Asa Waters Mansion

Steve Noonan: Do we have a director?

Jen O'Connell: No, we do not. They are working on it. This budget pays only for the salary of the Director.

Steve Noonan: We pay for the insurance on this property, the cleanup and the cutting of the grass.

Katie McKenna: No, that is not included in the expenses that are listed. Other Town properties are cared for and those expenses are not included in their individual budgets.

Jen O'Connell: Dave's feeling on this is that it is "The Jewel of Downtown".

Katie McKenna: It is not cost efficient to use the mansion for just the events that they have now.

Jen O'Connell: Dave feels that it needs to be utilized more. He would like to see the Director showcase it and drum up business. The last time we received data on the mansion, it was only generating enough revenue to cover between 25% and 30% of its expenses-inclusive of the manager's salary.

Steve Noonan: We have been scrutinizing everyone's budget and we should do the same with this budget.

Jen O'Connell: There is no question about that. We have asked for data in the past and have only been given one set of numbers. I will send out an e-mail with some questions for the Task Force.

Employee Benefits

Jen O'Connell: What is the update on the Health Insurance?

Katie McKenna: I am waiting for the Town Manager's direction after he speaks to the unions. We are looking at MIAA.

Dave Cofske: He mentioned waiting for MIAA and that maybe we could use it as leverage with Fallon.

Katie McKenna: There are not many changes to the plans. I think any excess money being saved is going to have to go into the Snow & Ice.

Jen O'Connell: What is the amount for the Health Insurance?

Katie McKenna: There is about a \$225,000 savings. I am not sure how we are going to determine who gets what dollar amount. It will probably be paid out to the employees in their payroll. In order to forego collective bargaining, according to the law, we have to give them 25% of the savings that we get.

Jen O'Connell: We need to look at a lot of things. There are the Retiree Benefits, Full Time people and part timers that get insurance. At what amount of hours do benefits start?

Katie McKenna: On the Town's side, they need to work 20 hours to get insurance. We usually keep the part time positions to 19 hours. I think the School is a higher amount of hours.

Jen O'Connell: What about board members who receive health insurance but are not employees of the town. How many of those are there?

Katie McKenna: I believe that there are 3 of them.

Jen O'Connell: Workers' Comp is up?

Katie McKenna: I am not really sure about that line. Bob Spain was the one that handled that.

Katie McKenna: Will you be getting the Warrant soon?

Jen O'Connell: We need to have it 30 days before the Town Meeting.

Katie McKenna: Jayne has been working on it.

Jen O'Connell: What is the Free Cash amount?

Katie McKenna: It is \$1,026,561.

Jen O'Connell: I will be sending our recommendations to Jayne by April 13<sup>th</sup>. It will be available to the Public around April 25<sup>th</sup>.

Next meeting scheduled for Monday, March 27, 2017. The Public Hearing is scheduled for 7:00 p.m.

Motioned by Noonan, seconded by Kupcinskis to adjourn at 9:15 p.m. Unanimous.

The block contains five handwritten signatures in blue ink. From left to right, the signatures are:
 

- A large, stylized signature that appears to be "Dennis Donnell".
- A signature that appears to be "Anthony Khalp".
- A signature that appears to be "Albert P. Kupcinskis".
- A signature that appears to be "Stephen Noonan".
- A signature that appears to be "Dave Cofske".