

FINANCE COMMITTEE
Agenda

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MILLBURY, MASS.

Date: April 3, 2017

Time: 7:00 p.m.

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

Absent: Kennedy

Meeting called to order at 7:02 p.m.

Motioned by Noonan, seconded by Kupcinkas to accept the minutes of March 27, 2017 as written.
Unanimous.

Scott Despres, Board of Selectmen Member, was present at the meeting.

Kaye Peltier, Council on Aging Member, was present at the meeting.

WARRANT RECOMMENDATIONS

Article 5-Medicaid Reimbursement

Motioned by O'Connell, seconded by Kupcinkas to recommend that \$106,511 be raised and appropriated for the purposes of Article 5. Unanimous.

Article 6.1-Chapter 90 Supplements

Motioned by O'Connell, seconded by Kupcinkas to recommend that \$268,000 be raised and appropriated for the purposes of Article 6.1.

Dave Cofske: There was money put in for road repairs last year. What happened to that money?

Jen O'Connell: Warrant articles are good for two years. Rob had wanted to accumulate for two years to have enough money to do some of the roads.

Vote on Motion: Unanimous.

Article 6.2-Windle Field Field House and Bathroom Renovation

Motioned by O'Connell, seconded by Kupcinkas to recommend that \$30,000 be raised and appropriated for the purposes of Article 6.2. Unanimous.

Article 6.3-Lawn Tractor-School Department

Motioned by O'Connell, seconded by Kupcinkas to recommend that \$52,900 be raised and appropriated for the purposes of Article 6.3. Unanimous.

Tony Khalife: Will we have to re-vote the Snow and Ice deficit after this last storm?

Jen O'Connell: No, we will not. The Health Insurance came in much lower than we anticipated, so we should be good.

Article 6.4-Rifles and Tasers-Police Department

Motioned by O'Connell, seconded by Kupcinkas to recommend that \$20,000 be raised and appropriated for the purposes of Article 6.4. Unanimous.

Article 6.5-Police Department Improvements

Motioned by O'Connell, seconded by Kupcinkas to recommend that \$30,000 be raised and appropriated for the purposes of Article 6.5. Unanimous.

Article 6.6-Building Department Software

Motioned by O'Connell, seconded by Kupcinkas to recommend that \$29,000 be raised and appropriated for the purposes of Article 6.6.

Jen O'Connell: There is potential for a grant for part of this. It may take time to get the grant.

Vote on the Motion: Unanimous.

Scott Despres: If these articles are really transfers, why are you voting to raise and appropriate them?

Jen O'Connell: The lawyers have gone over all the articles and they said that these have to be voted this way.

Article 6.7-Overhead Doors at DPW Garage

Motioned by O'Connell, seconded by Kupcinkas to recommend that \$25,000 be raised and appropriated for the purposes of Article 6.7. Unanimous.

Article 6.8-Replace Roll up Doors at Recycling Center

Motioned by O'Connell, seconded by Kupcinkas to recommend that \$20,000 be raised and appropriated for the purposes of Article 6.8. Unanimous.

Article 6.9-Parking Lot Improvements at East Millbury Park

Motioned by O'Connell, seconded by Kupcinkas to recommend that \$20,000 be raised and appropriated for the purposes of Article 6.9. Unanimous.

Article 6.10-Improvements to Washington Street Park

Motioned by O'Connell, seconded by Kupcinkas to recommend that \$10,000 be raised and appropriated for the purposes of Article 6.10. Unanimous.

Article 6.11-Master Plan

Motioned by O'Connell, seconded by Kupcinkas to recommend that \$50,000 be raised and appropriated for the purposes of Article 6.11.

Jen O'Connell: This is the last phase of the Master Plan.

Steve Noonan: What do we do with the Master Plan?

Jen O'Connell: It is a requirement when doing grant writing.

Vote on the motion: Unanimous.

Article 6.12-Fire Department-Chief's Vehicle

Motioned by O'Connell, seconded by Kupcinkas to recommend that \$43,350 be raised and appropriated for the purposes of Article 6.12. Unanimous.

Article 6.13-Fire Department Repairs

Motioned by O'Connell, seconded by Kupcinkas to recommend that \$63,000 be raised and appropriated for the purposes of Article 6.13. Unanimous.

Article 6.14-Council on Aging-Painting

Motioned by O'Connell, seconded by Kupcinkas to recommend that \$14,000 be raised and appropriated for the purposes of Article 6.14.

Jen O'Connell: When was the last time the building was painted?

Kaye Peltier: It has been painted twice since it was built. The Friends sided half of the building due to fading by the sun. This money would paint and replace any wood that needs to be replaced. We may have the Sheriff's inmate program paint the building.

Vote on the motion: Unanimous.

Article 6.15-King's Systems Records Retention Vault Project

Motioned by O'Connell, seconded by Kupcinkas to recommend that \$20,000 be raised and appropriated for the purposes of Article 6.15.

Jen O'Connell: This is because of the Freedom of Information Act. The company will take the Town's records and re-organize them. Everything will be uniform in the Town. This is a one-time cost. Jayne will have money in her budget for yearly maintenance.

Vote on the motion: Unanimous.

Article 7-Transfer of Available Funds

Motioned by O'Connell, seconded by Kupcinkas to recommend the amounts listed in the Transfer From lines be transferred for the purposes of Article 7. Unanimous.

Article 8-Stabilization Fund

Motioned by O'Connell, seconded by Kupcinkas to recommend that \$200,000 be raised and appropriated for the purposes of Article 8. Unanimous.

Article 9-Free Cash

Motioned by O'Connell, seconded by Kupcinkas to recommend to transfer the sum of \$1,026,561 from available Free Cash to reduce or stabilize the Fiscal Year 2018 Tax Rate for the purposes of Article 9. Unanimous.

Article 10-Personal Property Damage

Motioned by O'Connell, seconded by Kupcinkas to recommend that \$500 be transferred from account #02.945.5200.02062.2016.560 for the purposes of Article 10. Unanimous.

Article 11-Disposal of Abandoned Property

Motioned by O'Connell, seconded by Kupcinkas to recommend that \$5,000 be transferred from account #02.945.5200.02068.2016.560 for the purposes of Article 11. Unanimous.

Article 12-Prior Year Bill-A & D Pizza

Motioned by O'Connell, seconded by Kupcinkas to recommend that \$605.20 be transferred from Snow and Ice General Expenses for the purposes of Article 12. Unanimous.

Article 13-Prior Year Bill-Burke

Motioned by O'Connell, seconded by Kupcinkas to recommend that \$1,440 be transferred from the Gasoline and Diesel Account for the purposes of Article 13.

Jen O'Connell: This is for excise tax that was not paid. We are paying the bill through this person.

Vote on the motion: Unanimous.

Article 14-Sewer Stabilization

Motioned by O'Connell, seconded by Kupcinkas to recommend that \$100,000 be transferred from the Retained Earnings of the Sewer Enterprise Fund to the Sewer Stabilization Fund for the purposes of Article 14. Unanimous.

Article 15-Sewer Transfer In Account

Motioned by O'Connell, seconded by Kupcinkas to recommend that \$74,632.30 be transferred from the Elmwood Pump Station Capital Project Account to the Sewer Transfer In Account for the purposes of Article 15. Unanimous.

Article 16-Replacement and/or repairs to existing Pump Stations

Motioned by O'Connell, seconded by Kupcinkas to recommend that \$500,000 be transferred from the Retained Earnings of the Sewer Enterprise Fund for the purposes of Article 16.

Jen O'Connell: These need to be replaced by August 1st.

Vote on the motion: Unanimous.

Article 17-Elders Community Services Program

Motioned by O'Connell, seconded by Kupcinkas to recommend that \$20,000 be raised and appropriated for the purposes of Article 17. Unanimous.

Article 18-School Department-High School Gymnasium

Motioned by O'Connell, seconded by Kupcinkas to recommend that \$26,815 be transferred from Account #02.300.5800.02085.2017.530 for the purposes of Article 18. Unanimous.

Article 19-Feasibility Study for Raymond E Shaw Elementary School

Motioned by O'Connell, seconded by Kupcinkas to recommend that the Town vote to appropriate, borrow or transfer from available funds, an amount of money to be expended under the direction of the School Building Committee for a Feasibility Study for the Raymond E. Shaw Elementary School for the purposes of Article 19.

Steve Noonan: I don't like that there is not an amount of money on this article.

Jen O'Connell: We cannot have a dollar amount put in this article. This is a 2-part process. This needs to be voted on at the election and at Town Meeting. If it doesn't pass the election, we still have to vote it at Town Meeting. If Town Meeting passes it, then we have to have a Special Election.

Scott Despres: If it passes at Town Meeting, then it passes completely. I don't think we have to have another election. If it doesn't pass, then I think we will be putting it back on at the fall Special Town Meeting.

Jen O'Connell: I rescind my motion.

Jen O'Connell: We will hold on voting this until we get some additional information.

Article 20-Mass General Law, Chapter 41 Section 100G1/4

Motioned by O'Connell, seconded by Kupcinkas to defer action on Article 20 to the Chief of Police.

Jen O'Connell: This just updates the law that was approved in 1975.

Article 21-Mass General Law Chapter 40U

Jen O'Connell: We will hold on this article until we get some additional information.

Article 22-Revolving Funds

Motioned by O'Connell, seconded by Kupcinkas to recommend that Article 22 be accepted as written. Unanimous.

Article 23-General Bylaws-Chapter 2, Division 3. Department of Financial Management, Section 2-69

Motioned by O'Connell, seconded by Kupcinkas to recommend that Article 23 be accepted as written. Unanimous.

Article 24-PEG Access and Cable Related Fund

Motioned by O'Connell, seconded by Kupcinkas to recommend that Article 24 be accepted as written. Unanimous.

Article 25-PEG Access and Cable Related Fund-Expenses

Motioned by O'Connell, seconded by Kupcinkas to recommend that \$237,942 be transferred from the PEG Access and Cable Related Fund for the purposes of Article 25. Unanimous.

Article 26-Other Post-Employment Benefits Liability Trust Fund

Motioned by O'Connell, seconded by Kupcinkas to recommend that Article 26 be accepted as written.
Unanimous.

Article 27-Zoning Bylaws-Article 2. District Regulations, Section 22.2 Residential Districts

Motioned by O'Connell, seconded by Kupcinkas to recommend that action on Article 27 be deferred to the Building Commissioner. Unanimous.

Article 28-Zoning Bylaws-Article 3. General Regulations, Section 34-Signs, Subsection 34.3 Exempt Signs

Motioned by O'Connell, seconded by Kupcinkas to recommend that action on Article 28 be deferred to the Building Commissioner. Unanimous.

Article 29-Zoning Bylaws-Article 3-General Regulations, Section 34-Signs, Subsection 34.4 Prohibited Signs

Motioned by O'Connell, seconded by Kupcinkas to recommend that action on Article 29 be deferred to the Building Commissioner. Unanimous.

Article 30-Zoning Bylaws, Article 1, Administration and Procedure, Section 14. Special Permits

Motioned by O'Connell, seconded by Kupcinkas to recommend that action on Article 30 be deferred to the Planning Board. Unanimous.

Article 31-General Bylaws, Chapter 4, Article II-Dogs, Sections 4-16 to 4-24

Motioned by O'Connell, seconded by Kupcinkas to recommend that action on Article 31 be deferred to the Town Clerk. Unanimous.

Article 32-Accept Jessica J Drive

Motioned by O'Connell, seconded by Kupcinkas to recommend that action on Article 32 be deferred to the Planning Board. Unanimous.

Article 33-All Alcohol License-Village Knoll

Motioned by O'Connell, seconded by Kupcinkas to recommend that action on Article 33 be deferred to the Board of Selectmen. Unanimous.

Article 34-Street Light-Howe Lane

Motioned by O'Connell, seconded by Kupcinkas to recommend that action on Article 34 be indefinitely postponed.

Jen O'Connell: We do not have a dollar amount attached. There is not enough information on this article.

Vote on the motion: Unanimous.

BUDGET RECOMMENDATIONS**Moderator**

Motioned by Cofske, seconded by Kupcinkas to recommend to raise and appropriate for Salaries and Wages (All) \$200 for a total of \$200 for the purpose of funding this budget. Unanimous.

Board of Selectmen

Motioned by Cofske, seconded by Kupcinkas to recommend to raise and appropriate for Salaries and Wages (All) \$16,800, General Expenses \$1,750 for a total of \$18,550 for the purposes of funding this budget. Unanimous.

Town Manager

Motioned by Cofske, seconded by Kupcinkas to recommend to raise and appropriate for Salaries and Wages (All) \$254,300, General Expenses \$14,100 for a total of \$268,400 for the purposes of funding this budget. Unanimous.

Finance Committee

Motioned by Cofske, seconded by Kupcinkas to recommend to raise and appropriate for Salaries and Wages (All) \$900, General Expenses \$300 for a total of \$1,200 for the purposes of funding this budget. Unanimous.

Reserve Fund

Motioned by Cofske, seconded by Kupcinkas to recommend to raise and appropriate for Reserve Fund \$75,000 for a total of \$75,000 for the purposes of funding this budget. Unanimous.

Finance Director

Motioned by Cofske, seconded by Kupcinkas to recommend to raise and appropriate for Salaries and Wages (All) \$132,414, General Expenses \$4,950 for a total of \$137,364 for the purposes of funding this budget. Unanimous.

Town Audit

Motioned by Cofske, seconded by Kupcinkas to recommend to raise and appropriate for General Expenses \$35,000 for a total of \$35,000 for the purposes of funding this budget. Unanimous.

Board of Assessors

Motioned by Cofske, seconded by Kupcinkas to recommend to raise and appropriate for Salaries and Wages (All) \$118,458, General Expenses \$16,047 for a total of \$134,505 for the purposes of funding this budget. Unanimous.

Treasurer/Tax Collector

Motioned by Cofske, seconded by Kupcinkas to recommend to raise and appropriate for Salaries and Wages (All) \$177,790, General Expenses \$62,325 for a total of \$240,115 for the purposes of funding this budget. O'Connell opposed, rest for.

Jen O'Connell: I think the salary is too high.

Town Counsel

Motioned by Cofske, second by Kupcinkas to recommend to raise and appropriate for General Expenses \$150,000 for a total of \$150,000 for the purposes of funding this budget. Unanimous.

Town Hall Computer Operations

Motioned by Cofske, seconded by Kupcinkas to recommend to raise and appropriate for General Expenses \$120,879, Capital Outlay \$23,000 for a total of \$143,879 for the purposes of funding this budget. Unanimous.

Town Clerk

Motioned by Cofske, seconded by Kupcinkas to recommend to raise and appropriate for Salaries and Wages (All) \$134,833, General Expenses \$46,709 for a total of \$180,912 for the purposes of funding this budget. Unanimous.

Elections and Registrars

Motioned by Cofske, seconded by Kupcinkas to recommend to raise and appropriate for Salaries and Wages (All) \$9,850, General Expenses \$17,570 for a total of \$27,420 for the purposes of funding this budget. Unanimous.

Planning and Development

Motioned by Cofske, seconded by Kupcinkas to recommend to raise and appropriated for Salaries and Wages (All) \$183,504, General Expenses \$9,800 for a total of \$193,304 for the purposes of funding this budget. Unanimous.

Redevelopment Authority

Motioned by Cofske, seconded by Kupcinkas to recommend to raise and appropriate a total of -0- for this budget. Unanimous.

Town Hall

Motioned by Cofske, seconded by Kupcinkas to recommend to raise and appropriate for Salaries and Wages (All) \$49,126, General Expenses \$59,340 for a total of \$108,466 for the purposes of funding this budget. Unanimous.

Town Report

Motioned by Cofske, seconded by Kupcinkas to recommend to raise and appropriate for General Expenses \$2,700 for a total of \$2,700 for the purposes of funding this budget. Unanimous.

Motioned by Cofske, seconded by Kupcinkas to recommend a total for General Government of \$1,717,015. O'Connell opposed, rest for.

Police Department

Motioned by Cofske, seconded by Kupcinkas to recommend to raise and appropriate for Salaries and Wages (All) \$2,328,440, General Expenses \$95,068, Capital Outlay \$81,499 for a total of \$2,505,016 for the purposes of funding this budget. Unanimous.

Fire Department

Motioned by Cofske, seconded by Kupcinkas to recommend to raise and appropriate for Salaries and Wages (All) \$361,573, General Expenses \$127,050, Capital Outlay \$18,200, Fire Hydrant Expenses \$191,600 for a total of \$698,423 for the purposes of funding this budget. Unanimous.

Ambulance Services

Motioned by Cofske, seconded by Kupcinkas to recommend a total of -0- for this budget.
Scott Despres: This budget will be zero for the next three years.

Vote on the motion: Unanimous.

Building Commissioner

Motioned by Cofske, seconded by Kupcinkas to recommend to raise and appropriate for Salaries and Wages (All) \$104,788, General Expenses \$4,000 for a total of \$108,788 for the purposes of funding this budget. Unanimous.

Emergency Management

Motioned by Cofske, seconded by Kupcinkas to recommend to raise and appropriate for Salaries and Wages (All) \$3,231, General Expenses \$15,100 for a total of \$18,331 for the purposes of funding this budget. Unanimous.

Animal Control Officer

Motioned by Cofske, seconded by Kupcinkas to recommend to raise and appropriate for General Expenses \$33,500 for a total of \$33,500 for the purposes of funding this budget. Unanimous.
Jen O'Connell: I think we should be getting some more information from them from now on.

Vote on the motion: Unanimous.

Tree Warden

Motioned by Cofske, seconded by Kupcinkas to recommend to raise and appropriate for Salaries and Wages (All) \$5,610, General Expenses \$29,400 for a total of \$35,010 for the purposes of funding this budget. Unanimous.

Motioned by Cofske, seconded by Kupcinkas to recommend a total for Public Safety of \$3,399,068.
Unanimous.

Public Works Administration

Motioned by Cofske, seconded by Kupcinkas to recommend to raise and appropriate for Salaries and Wages (All) \$142,557, General Expenses \$14,000 for a total of \$156,557 for the purposes of funding this budget. Unanimous.

Public Works Maintenance and Operations

Motioned by Cofske, seconded by Kupcinkas to recommend to raise and appropriate for Salaries and Wages (All) \$676,437, General Expenses \$40,500 for a total of \$716,937 for the purposes of funding this budget. Unanimous.

Highway

Motioned by Cofske, seconded by Kupcinkas to recommend to raise and appropriate for General Expenses \$230,000, Capital Outlay \$126,000 for a total of \$356,000 for the purposes of funding this budget. Unanimous.

Street Lighting

Motioned by Cofske, seconded by Kupcinkas to recommend to raise and appropriate for General Expenses \$92,000 for a total of \$92,000 for the purposes of funding this budget. Unanimous.

Solid Waste Management

Motioned by Cofske, seconded by Kupcinkas to recommend to raise and appropriate for General Expenses \$115,000 for a total of \$115,000 for the purposes of funding this budget. Unanimous.

Parks & Fields Maintenance

Motioned by Cofske, seconded by Kupcinkas to recommend to raise and appropriate for Salaries and Wages (All) \$21,600, General Expenses \$45,000 for a total of \$66,600 for the purposes of funding this budget. Unanimous.

Cemeteries

Motioned by Cofske, seconded by Kupcinkas to recommend to raise and appropriate for Salaries and Wages (All) \$15,840, General Expenses \$15,100 for a total of \$30,940 for the purposes of funding this budget. Unanimous.

Municipal Gasoline and Diesel Fuel

Motioned by Cofske, seconded by Kupcinkas to recommend to raise and appropriate for General Expenses \$97,000 for a total of \$97,000 for the purposes of funding this budget. Unanimous.

Board of Health

Motioned by Cofske, seconded by Kupcinkas to recommend to raise and appropriate for Salaries and Wages (All) \$44,258, General Expenses \$86,390 for a total of \$130,648 for the purposes of funding this budget. Unanimous.

Veterans' Services

Motioned by Cofske, seconded by Kupcinkas to recommend to raise and appropriate for Salaries and Wages (All) \$16,836, General Expenses \$166,535 for a total of \$183,371 for the purposes of funding this budget. Unanimous.

Disability Commission

Motioned by Cofske, seconded by Kupcinkas to recommend to raise and appropriate for General Expenses \$500 for a total of \$500 for the purposes of funding this budget. Unanimous.

Public Library

Motioned by Cofske, seconded by Kupcinkas to recommend to raise and appropriate for Salaries and Wages (All) \$270,961, General Expenses \$103,097, Capital Outlay \$65,000 for a total of \$439,058 for the purposes of funding this budget. Unanimous.

Park Commission

Motioned by Cofske, seconded by Kupcinkas to recommend to raise and appropriate for Salaries and Wages (All) \$1,000, General Expenses \$700 for a total of \$1,700 for the purposes of funding this budget. Unanimous.

Asa Waters Mansion

Motioned by Cofske, seconded by Kupcinkas to recommend to raise and appropriate for Salaries and Wages (All) \$50,500 for a total of \$50,500 for the purposes of funding this budget. Unanimous.

Historical Commission

Motioned by Cofske, seconded by Kupcinkas to recommend to raise and appropriate for General Expenses \$250 for a total of \$250 for the purposes of funding this budget. Unanimous.

Memorial Day & Veterans Day Observances

Motioned by Cofske, seconded by Kupcinkas to recommend to raise and appropriate for General Expenses \$1,000 for a total of \$1,000 for the purposes of funding this budget. Unanimous.

Motioned by Cofske, seconded by Kupcinkas to recommend a total for Cultural and Recreation of \$492,508. Unanimous.

General and Liability Insurance Expenses

Motioned by Cofske, seconded by Kupcinkas to recommend to raise and appropriate for General and Liability Insurance Expenses \$460,000 for a total of \$460,000 for the purposes of funding this budget. Unanimous.

Motioned by Cofske, seconded by Kupcinkas to recommend a total for General Insurances of \$460,000. Unanimous.

Sewer Systems Operations & Maintenance

Motioned by Cofske, seconded by Kupcinkas to recommend to raise and appropriate for Salaries and Wages (All) \$265,896, General Expenses \$343,189, UBWPAD Assessment \$951,878, Sewer Expansion Project Debt Service Assessment \$50,000, Capital Outlay \$265,000 for a total of \$1,875,963 for the purposes of funding this budget. Unanimous.

Jen O'Connell: We will finish voting the few warrant articles and budgets next week. Katie is supposed to have the final numbers on Monday and I will forward them to you.

Next Meeting: Tuesday, April 11, 2017 at 7:00 p.m.

Motioned by Kupcinkas, seconded by Cofske to adjourn at 9:20 p.m. Unanimous.

