

FINANCE COMMITTEE

Minutes

2019 APR 17 AM 8:15

MILBURY, MASS.
Time: 6:30 p.m.

Date: April 11, 2019

Present: Noonan, O'Connell, Noonan, Kuphal, Cooney

Absent: Cofske, Kupcinkas

Meeting called to order at 6:35 p.m.

Jen O'Connell: The Selectmen did not approve the Warrant on Tuesday, so we are not able to vote on this tonight. They are supposed to approve it next Tuesday. We also need the wording for the end of the budget. We need to vote on that.

Andrew Vanni: I won't have that until the budget is voted.

Jen O'Connell: I received an e-mail that the State Aid would be changing.

Dave Marciello: This still has to be voted on by the Governor and the Senate. The House sharpened their pencils but it still needs additional approval.

Motioned by Kennedy, seconded by Noonan to accept the minutes of April 8, 2019 with a change as noted. Unanimous.

Chris Kennedy: When we left the last meeting, you said you would make some changes to the budget.

Dave Marciello: I would like you to approve the budget as I submitted it, but I did make changes as you requested.

Nicole Cooney: Where will you put the money that you cut from the DPW?

Dave Marciello: I will either put it towards debt or put it in the Stabilization Fund.

Nicole Cooney: I you recommend that you put it in the DPW Department as a placeholder.

Andrew Vanni: If we put it in the Stabilization Fund, it will be there if we need it.

Chris Kennedy: If you put it in the DPW budget, I am sure that it will go up again next year.

Jen O'Connell: We have also talked about the Transfer Station. We don't run the salaries through this budget. Staffing is in the DPW budget.

Dave Marciello: The salaries are not what keeps going over. We do get money from Wheelabrator, but it goes into the General Fund. I have recommended raising the stickers, but that won't get approved.

Jen O'Connell: We will start with the budgets that we normally have no problems with.

BUDGET RECOMMENDATIONS

Town Reports:

Motioned by O'Connell, seconded by Noonan to recommend to raise and appropriate for General Expenses \$2,700 for a total of \$2,700 for the purpose of funding this budget. Unanimous.

Sealer of Weights and Measures:

Dave Marciello: The reason that there is money in this account is so that we can pay for his services when he does them.

Jamie Kelly: We were violating the Fair Standards Act.

Nicole Cooney: Why can't you pay this out of the Revolving Fund?

Jamie Kelly: We could do that.

Dave Marciello: You could put it in a Warrant Article at the next Town Meeting to pay from this. We cannot do this at the Annual because there isn't enough time to add it.

Jamie Kelly: My concern is not where it comes from, but that he gets paid in a timely manner. He can be paid out of the Revolving Fund with a payroll check.

Andrew Vanni: If the money is in the Revolving Fund, I can pay him with that until the fund is depleted.

Nicole Cooney: The Revolving Fund should continue to grow with the money received from the vendors that he inspects.

Motioned by O'Connell, seconded by Noonan to recommend to raise and appropriate for General Expenses -0- for a total of -0- for the purpose of funding this budget. Unanimous.

Emergency Management:

Motioned by O'Connell, seconded by Noonan to recommend to raise and appropriate for Salaries and Wages (All) \$3,330, General Expenses \$15,100 for a total of \$18,430 for the purpose of funding this budget. Unanimous.

Animal Control:

Dave Marciello: I cut an additional \$5,000 from this account.

Jen O'Connell: You can probably add that back in. How much is left in this account?

Dave Marciello: We spent a lot on the nuisance dog.

Jen O'Connell: How does he bill us?

Dave Marciello: He is an employee of the Town. He gets a monthly check.

Jen O'Connell: How can he receive a salary if there is nothing in the salary line?

Dave Marciello: He is paid about \$20,000 a year and the rest of the budget is for medical care of the animals.

Motioned by O'Connell, seconded by Noonan to recommend to raise and appropriate for Salaries and Wages (All) \$20,000, General Expenses \$10,000 for a total of \$30,000 for the purpose of funding this budget. Unanimous.

Tree Warden:

Dave Marciello: He is looking for about \$40,000 more to get rid of diseased trees from the gypsy moth infestation a few years ago.

Motioned by O'Connell, seconded by Noonan to recommend to raise and appropriate for Salaries and Wages (All) \$5,685, General Expenses \$39,400 for a total of \$45,085 for the purpose of funding this budget. Unanimous.

School Department:

Dave Marciello: I received an e-mail from Rick Bedard with new numbers. He eliminated the Medicaid article.

Chris Kennedy: The Tuitions with Other Services went up a lot.

Steve Noonan: The out-of-district placements and transportation went up.

Motioned by O'Connell, seconded by Noonan to recommend to raise and appropriate a total of \$22,720,731 for the purpose of funding this budget. Unanimous.

Dave Marciello: I am looking at the bottom line of their request and my recommendation. There is a \$10,000 difference.

Jen O'Connell: You reduced the budget. They asked for \$22,720,731 and we gave it to them.

Blackstone Valley Tech:

Dave Marciello: The number is not correct.

Andrew Vanni: He came in after we printed our proforma. He changed the numbers.

Motioned by O'Connell, seconded by Noonan to recommend to raise and appropriate for Annual Operating Assessment \$1,020,484, Debt Excluded Capital Expenses \$36,700, Salaries (Elected) \$1,958, General Expenses \$500, Agriculture School \$50,000 for a total of \$1,109,642 for the purpose of funding this budget. Unanimous.

Motioned by O'Connell, seconded by Noonan to recommend a total for Public Education of \$23,830,373. Unanimous.

Snow and Ice Removal

Jen O'Connell: This is the only budget that we can deficit spend. If we increase this budget, it can never be reduced. What did we spend this year?

Dave Marciello: We used what was budgeted. I planned on \$395,000 through the levy limit. I have about \$85,000 left.

Chris Kennedy: Based on a 5-year analysis, shouldn't we be incrementally increasing this budget?

Dave Marciello: Originally I had increased this by \$25,000, but through the budget process, I took it out.

Andrew Vanni: I would leave it as it is.

Motioned by O'Connell, seconded by Noonan to recommend to raise and appropriate for Salaries and Wages (All) \$65,000, General Expenses \$110,000 for a total of \$175,000 for the purpose of funding this budget. Unanimous.

Street Lights:

Motioned by O'Connell, seconded by Noonan to recommend to raise and appropriate for General expenses \$110,000 for a total of \$110,000 for the purpose of funding this budget. Unanimous.

Municipal Gasoline and Diesel Fuel:

Motioned by O'Connell, seconded by Noonan to recommend to raise and appropriate for General Expenses \$95,000 for a total of \$95,000 for the purpose of funding this budget. Unanimous.

Board of Health:

Motioned by O'Connell, seconded by Noonan to recommend to raise and appropriate for Salaries and Wages (All) \$45,892, General Expenses \$92,550 for a total of \$138,442 for the purpose of funding this budget. Unanimous.

Veterans' Services:

Motioned by O'Connell, seconded by Noonan to recommend to raise and appropriate for Salaries and Wages (All) \$21,756, General Expenses \$183,008 for a total of \$204,764 for the purpose of funding this budget. Unanimous.

Disability Commission:

Motioned by O'Connell, seconded by Noonan to recommend to raise and appropriate for General Expenses \$500 for a total of \$500 for the purpose of funding this budget. Unanimous.

Park Commission:

Motioned by O'Connell to recommend to raise and appropriate for Salaries and Wages (All) \$1,015, General Expenses \$700 for a total of \$1,715 for the purpose of funding this budget. There was no second.

Nicole Cooney: They haven't met in years. I do not think we should fund anything for this budget.

Motioned by Cooney, seconded by Kuphal to recommend a total of -0- for this budget. Unanimous.

Historical Commission:

Motioned by O'Connell, seconded by Noonan to recommend to raise and appropriate for General Expenses \$250 for a total of \$250 for the purpose of funding this budget. Unanimous.

Memorial Day and Veterans Day Observances:

Motioned by O'Connell, seconded by Noonan to recommend to raise and appropriate for General Expenses \$3,000 for a total of \$3,000 for the purpose of funding this budget. Unanimous.

Motioned by O'Connell, seconded by Noonan to recommend a total for Cultural and Recreation of \$534,221. Unanimous.

Debt Service:

Dave Marciello: Concerning the Debt account, there is an additional amount of \$268,000 coming from Free Cash to pay some of the BANS. The intent of the BANS was to start paying when we got the Medical Marijuana income. By 2025, most of the debt will be paid.

Motioned by O'Connell, seconded by Noonan to raise and appropriate for Long Term Debt-Principle \$1,720,291, Long Term Debt Interest \$383,750, Short Term Debt Interest \$124,500 for a total of \$2,228,541 for the purpose of funding this budget. Unanimous.

Motioned by O'Connell, seconded by Noonan to recommend a total for Debt Service of \$2,228,541. Unanimous.

Employee Benefits:

Motioned by O'Connell, seconded by Noonan to recommend to raise and appropriate for Worcester Regional Retirement System Assessment \$1,827,524, Workers' Compensation Insurance Expenses \$215,832, Unemployment Insurance Compensation Expenses \$30,000, Group Health and HMO Plan Administration Expenses \$10,000, Health Insurance and HMO Expenses Town \$1,240,482, Health Insurance and HMO Expenses School \$4,231,919, Group Life Insurance Expenses Town \$1,800, Group Life Insurance Expenses School \$3,800, Medicare Expenses \$320,000, Inpatient Trust Fund \$30,000 for a total of \$7,911,357 for the purpose of funding this budget. Unanimous.

Motioned by O'Connell, seconded by Noonan to recommend a total for Employee Benefits of \$7,911,357. Unanimous.

General and Liability Insurance Expense:

Motioned by O'Connell, seconded by Noonan to recommend to raise and appropriate for General and Liability Insurance Expenses \$297,200 for a total of \$297,200 for the purpose of funding this budget. Unanimous.

Motioned by O'Connell, seconded by Noonan to recommend a total for General Insurance of \$297,200. Unanimous.

Sewer Systems Operations & Maintenance:

Motioned by O'Connell, seconded by Noonan to recommend to raise and appropriate for Salaries and Wages (All) \$328,738, General Expenses \$340,000, UBWPAD Assessment \$1,012,000, Sewer Expansion Project Debt Service Assessment \$50,000, Capital Outlay \$250,000 for a total of \$1,980,738 for the purpose of funding this budget. Unanimous.

Reserve Fund:

Motioned by O'Connell, seconded by Kuphal to recommend to raise and appropriate for Reserve Fund \$75,000 for a total of \$75,000 for the purpose of funding this budget. Unanimous.

Town Manager:

Jen O'Connell: I e-mailed Rick and Greg and they have no problem having the HR Assistant in the Personnel Budget, knowing that they have no jurisdiction over this position.

Dave Marciello: It is my decision to have this in my budget.

Jen O'Connell: Having this position in a separate budget is not being transparent to the townspeople. I feel that it belongs in the correct budget.

Steve Noonan: From an accounting perspective, it is the right thing to do.

Dave Marciello: I have complete control of this position.

Jamie Kelly: The HR Assistant is a town position.

Chris Kennedy: We should know that this is part of the Personnel budget.

Dave Marciello: The School doesn't show the HR Director as a separate line in their budget.

Jen O'Connell: It is specified in their budget.

Dave Marciello: Ninety percent of her job is to work for the HR Director. Ten percent of the time, I need to be able dictate what she does.

Chris Kennedy: Regardless of this position being in the HR budget, you will still be getting the respect you deserve.

Steve Noonan: This salary should be in the Personnel budget. If it is in there, I will support it. If it stays in your budget, I will not support it.

Dave Marciello: I have compromised with you on the numbers. It is my job to do the budget. It is not your job to micromanage what I do.

Jen O'Connell: This is not meant to micromanage. It is to put the money where it belongs.

Dave Marciello: I withdraw my objection to the change.

Chris Kennedy: I thought we reduced the increase in this position.

Jamie Kelly: It is a contractual agreement.

Dave Marciello: It is a contract for this year.

Chris Kennedy: If someone receives a 19% this year, they should know that it may be a flattened rate next year.

Jen O'Connell: I had a note that we wanted to remove the intern from this department.

Nicole Cooney: I had the same note.

Dave Marciello: I really need the intern to complete some of the media duties. I also need to take some of the mundane tasks away from my Administrative Assistant.

Jen O'Connell: I would like to pole the Committee to see who is in favor of moving the HR Assistant from this budget to the Personnel budget.

Everyone was in favor of moving the position to the Personnel budget.

Motioned by O'Connell, seconded by Kuphal to recommend to raise and appropriate for Salaries and Wages (All) \$213,225, General Expenses \$30,508 for a total of \$243,733 for the purpose of funding this budget. Noonan opposed, rest for.

Finance Director:

Motioned by O'Connell, seconded by Noonan to recommend to raise and appropriate for Salaries and Wages (All) \$158,477, General Expenses \$17,890 for a total of \$176,367 for the purpose of funding this budget. Kennedy opposed, rest for.

Chris Kennedy: The Assistant Accountant is getting an 8% raise? I thought we had agreed to a lower increase of 5%.

Jen O'Connell: If you would like to reopen the Finance Director's budget, we can do that. Chris' recommendation to bring it to 5% instead of the 8% would still be above the market rate.

Dave Marciello: The average median wage is \$55,014.

Jamie Kelly: At least two of the Towns had new hires in that position.

Chris Kennedy: That information would have been helpful. I don't see a problem with the increase.

Jen O'Connell: Do we want to re-open the budget or leave it alone?

Everyone agreed to leave the budget as voted.

Personnel:

Motioned by O'Connell, seconded by Noonan to recommend to raise and appropriate for Salaries and Wages (All) 103,382, General Expenses \$11,733 for a total of \$115,115 for the purpose of funding this budget. Unanimous.

Town Hall Computer Operations:

Dave Marciello: I also have money for this in the Warrant. Articles stay open for 2 years. There is a \$300,000 upgrade coming up.

Chris Kennedy: I have a note to remove the IT stipends.

Motioned by O'Connell, seconded by Noonan to recommend to raise and appropriate for General Expenses \$165,946, Capital Outlay \$23,000 for a total of \$188,946 for the purpose of funding this budget. Unanimous.

Town Clerk:

Motioned by O'Connell, seconded by Noonan to reconsider the previous vote on this budget.

Unanimous.

Motioned by O'Connell, seconded by Noonan to recommend to raise and appropriate for Salaries and Wages (All) 178,917, General Expenses \$56,718 for a total of \$235,635 for the purpose of funding this budget. Unanimous.

Elections and Registrars:

Motioned by O'Connell, seconded by Noonan to recommend to raise and appropriate for Salaries and Wages (All) \$18,240, General Expenses \$34,475 for a total of \$52,715 for the purpose of funding this budget. Unanimous.

Planning and Development:

Steve Noonan: Is Laurie on a contract?

Dave Marciello: Yes, she is.

Steve Noonan: What does the contract say that her rate will be?

Dave Marciello: I would have to look at it.

Chris Kennedy: Is this increase by the contract?

Dave Marciello: Her contract expires soon and I would like to re-open it. It expires in either February or March of 2020. Laurie does far more than a Town Planner does. The most recent market rate is much higher.

Jen O'Connell: Who put in the number for the requested amount in the budget?

Dave Marciello: I worked with her on this budget. She gave everyone a 1-1/2% increase including her own position.

Kevin Kuphal: The \$89,000 is only a partial year raise?

Dave Marciello: No, I will be re-negotiating about half way through the year. There is a new position in this budget. From July 1 through January 1, we have an Energy Manager. Starting in January I would like to put an assistant in the department. I am only putting in for \$30,000 because it is only for half a year. This is a \$60,000 a year position.

Jen O'Connell: When we've lost a Planner, it wasn't easy to get someone to come in to complete the projects. The last time Laurie left, we missed a bond date. This is the one department that really needs an assistant.

Chris Kennedy: What is the average for an Assistant Planner?

Dave Marciello: I would have to look it up.

Jamie Kelly: We were not asked to look at Assistant Planners for market rates.

Kevin Kuphal: Most other budget supervisors can tell us what will happen if we want to cut a position. This budget increase is more of an investment.

Dave Marciello: I am trying to give her the tools needed to accomplish her economic development goals.

Steve Noonan: Why did the Head Clerk's dollar amount go up so much?

Dave Marciello: The salary didn't increase much. Some of her salary is paid from the Conservation Enterprise Fund.

Jamie Kelly: This is a union position.

Jen O'Connell: How many hours a week for this position?

Jamie Kelly: It is a 30 hour a week position.

Motioned by O'Connell, seconded by Kuphal to recommend to raise and appropriate for Salaries and Wages (All) \$203,939, General Expenses \$15,300 for a total of \$219,149 for the purpose of funding this budget. Unanimous.

Redevelopment Authority:

Motioned by O'Connell, seconded by Kennedy to recommend a total of -0- for the purpose of this budget. Unanimous.

Town Hall:

Dave Marciello: All of the custodians have been moved to this budget. We are also added an evening position.

Jen O'Connell: How many hours do each of these custodians work?

Jamie Kelly: They work 19 hours a week.

Dave Marciello: We had a pipe break in the bathroom and had to have a plumber come in to fix it. We need to be able to do some of the maintenance on our own.

Jen O'Connell: What is the update on the McGrath School?

Dave Marciello: We are only keeping the heat and electric at a low. If it is not occupied, the insurance would be cancelled.

Jen O'Connell: It is not showing in last year's budget.

Dave Marciello: Last year I had YOU Inc. money to pay for it.

Chris Kennedy: Is the night position a new position?

Dave Marciello: Yes, it is.

Chris Kennedy: Will you be keeping track of where the night person is assigned to. We still want to see the true picture of what the cost is for each of the buildings.

Jamie Kelly: We will keep track of it.

Motioned by O'Connell, seconded by Noonan to recommend to raise and appropriate for Salaries and Wages (All) \$103,430, General Expenses \$78,740 for a total of \$182,170 for the purpose of funding this budget. Unanimous.

Police Department:

Motioned by O'Connell, seconded by Noonan to recommend to raise and appropriate for Salaries and Wages (All) \$2,444,292, General Expenses \$96,806 for a total of \$2,541,098 for the purpose of funding this budget. Unanimous.

Fire Department:

Motioned by O'Connell, seconded by Noonan to recommend to raise and appropriate for Salaries and Wages (All) \$386,759, General Expenses \$142,550, Capital Outlay \$16,000, Fire Hydrant Expenses \$204,000 for a total of \$749,309 for the purpose of funding this budget. Unanimous.

Ambulance Services:

Motioned by O'Connell, seconded by Noonan to recommend a total of -0- for this budget. Unanimous.

Building Department:

Motioned by O'Connell, seconded by Noonan to reconsider the previous vote on this budget. Unanimous.

Dave Marciello: I reduced the Assistant Building Inspector by \$10,000.

Chris Kennedy: How did you come up with the \$10,000?

Dave Marciello: I had added \$10,000 in the line. The new development shouldn't be on line right away.

Motioned by O'Connell, seconded by Noonan to recommend to raise and appropriate for Salaries and Wages (All) \$128,270, General Expenses \$6,660 for a total of \$134,930 for the purpose of funding this budget. Unanimous.

Motioned by O'Connell, seconded by Noonan to recommend a total for Public Safety of \$3,528,352. Unanimous.

Solid Waste Management:

Motioned by O'Connell, seconded by Noonan to recommend to raise and appropriate for General Expenses \$162,500 for a total of \$162,500 for the purpose of funding this budget. Unanimous.

Parks and Fields Maintenance:

Jen O'Connell: The big increase is for seasonal employees.

Steve Noonan: The new person won't be hired until January?

Keith Caruso: That is correct.

Motioned by O'Connell, seconded by Noonan to recommend to raise and appropriate for Salaries and Wages (All) \$45,000, General Expenses \$50,000 for a total of \$95,000 for the purpose of funding this budget. Unanimous.

Cemeteries:

Motioned by O'Connell, seconded by Noonan to recommend to raise and appropriate for Salaries and Wages (All) \$16,500, General Expenses \$19,050 for a total of \$35,550 for the purpose of funding this budget. Unanimous.

Jen O'Connell: We are stopping for the night. The rest will be voted on Tuesday.

Chris Kennedy: We have gone through a lot of things this year. The Town Manager did make some cuts that were talked about at our last meeting. Everything is pretty clear now.

Motioned by Noonan, seconded by Cooney to adjourn at 10:10 p.m. Unanimous.

