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TOWN CLERK FINANCE COMMITTEE

16 SEP 21 AM 8:26

Minutes

Date: June 27, 2016 MILLBURY, MASS

Time: 6:00 p.m.

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

Absent: Hebert, Khalife

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

Bob Spain and Katie McKenna were in to discuss Reserve Fund Transfers and 33B Transfers

Reorganization of the Committee

Motioned by Kupcinkas, seconded by Noonan to nominate Jen O'Connell as Chairman. Unanimous.

Motioned by Kupcinkas, seconded by Kennedy to nominate Steve Hebert as Vice-Chairman.
Unanimous.

Motioned by Noonan, seconded by O'Connell to nominate Albert Kupcinkas as Clerk. Unanimous.

Motioned by Kupcinkas, seconded by Kennedy to allow Jen O'Connell to sign pay vouchers for the Fiscal Year 2017. Unanimous.

Motioned by Kupcinkas, seconded by Kennedy to accept the minutes of May 3, 2016 as written.
Unanimous.

Bob Spain: We are here to discuss the 33B Transfers. We are allowed to transfer 3% of a budget or \$5,000 between budgets. We tried to clean up most of these at Town Meeting, but we could not get all of them. I tried to estimate what we would need.

Jen O'Connell: I spoke to Katie and we were unsure if the 3% came from the transferred account or the account it was getting transferred to.

Bob Spain: It would be from the transferred account.

Chris Kennedy: Do we expect the legal services to continue to go up?

Bob Spain: I believe that most of the cases are finalized.

Chris Kennedy: Would next year's amount be a good figure?

Jen O'Connell: Once the HR Manager is hired, this should come down considerably.

Steve Noonan: Are any of the accounts overspent as of today?

Katie McKenna: Just the Medicaid because it is an automatic withdrawal.

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Motioned by O'Connell, seconded by Kupcinkas to transfer \$25,000 from Health Insurance and HMO-School to Town Counsel-General Expenses. Unanimous.

Motioned by O'Connell, seconded by Kupcinkas to transfer \$5,000 from Gas/Dsl General Expenses- to Solid Waste-General Expenses. Unanimous.

Motioned by O'Connell, seconded by Kupcinkas to transfer \$6,500 from Workers Compensation to Medicaid. Unanimous.

Motioned by O'Connell, seconded by Kupcinkas to transfer \$7,000 from Long Term Debt and \$3,700 from Public Works Administration-General Expenses to Highway General Expenses. Unanimous.

Motioned by O'Connell, seconded by Kupcinkas to transfer \$3,500 from Town Hall General Expenses to Animal Control General Expenses. Unanimous.

RESERVE FUND TRANSFERS

Motioned by O'Connell, seconded by Kupcinkas to transfer \$4,000 from the Reserve Fund to Town Planner Salaries Administrative Account #01.177.5112.00000.0000.500. Unanimous.

Motioned by O'Connell, seconded by Kupcinkas to transfer \$2,145.87 from the Reserve Fund to HVAC Capital Project Account #37.123.4970.37009.0000.422. Unanimous.

Jennifer O'Connell: We probably won't meet over the summer unless Katie or Bob has something that needs our attention. I also want to let everyone know that the sewer rates are going up significantly. Rob would like the Finance Committee to help with some input for his explanation for the increase. The EPA keeps changing the infrastructure upgrades.

Motioned by Kupcinkas, seconded by Noonan to adjourn at 8:00 p.m. Unanimous.