

FINANCE COMMITTEE  
Minutes

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18 JAN 23 AM 8:58  
MILLBURY, MASS.  
Time: 7:00 p.m.

Date: January 9, 2018

Present: Kupcinskis, Cofske, Khalife, O'Connell

Absent: Kennedy, Kuphal, Noonan

Meeting called to order at 7:07 p.m.

Motioned by Kupcinskis, seconded by Cofske to accept the minutes of December 12, 2017 as written. Unanimous.

Elizabeth Valero, Library Director, was in to talk about a Reserve Fund Transfer for the HVAC computer at 7:05p.m.

Jen O'Connell: I sent an e-mail to the Finance Director to get his opinion on how to handle this.  
Elizabeth Valero: My thought is to pay for it now and ask for the money at the end of the year. If we need a transfer at that time, then I will ask for one.

The Library Budget was handed out to the Committee

Elizabeth Valero: I have not heard what the Town Manager is going to recommend. I have asked that the Children's Librarian's hours to be increased to 40 hours. The total budget went up about \$10,000. Most of the increases are percentage increases in salaries. Capital Outlay is up 16%. The budget for materials must remain in order for us to continue to be an accredited institution. We do get some State Aid.

Jen O'Connell: Do you get direct State Aid into your budget?

Elizabeth Valero: Yes, I do. With this amount, I make up the percentage needed in materials.

Dave Cofske: About how much do you get in State Aid?

Elizabeth Valero: We get approximately \$15,000.

Dave Cofske: Do you charge fees?

Elizabeth Valero: We are not allowed to.

Tony Khalife: Do you have any big expenditures coming up?

Elizabeth Valero: We have the computer system. The gutters need to be fixed. The stairs and the roof need repairs. We have leaks, but we are not sure where they are coming from.

Tony Khalife: Would these be potential Warrant Articles?

Elizabeth Valero: I would like someone to explain what the requirements are for a Warrant Article.

Tony Khalife: The budget is for recurring costs. Warrant Articles are for larger, non-recurring costs.

Jen O'Connell: Some Warrant Articles have been to repair/replace stairs for the gazebo at the Asa Waters Mansion. Sometimes it isn't about the dollar amount as long as it is not a recurring expense.

Jen O'Connell: We should discuss what we want to do about the computer problem.

Tony Khalife: Can you wait until the end of the fiscal year, or is this something that we have to transfer tonight?

Jen O'Connell: We could wait until the end of the year.

The consensus of the committee is to wait until the end of the year when we have a better idea on what is going to be needed to get through.

Elizabeth Valero left at 7:40 p.m.

Judy O'Connor, Council on Aging, was in at 7:40 p.m.

Kaye Peltier, Council on Aging, was in at 7:40 p.m.

Judy O'Connor: We have just started with the SNAP program. We can get reimbursed for ½ of the person that is needed for this program. We have had a lot of people applying for this. We have also been able to help people get more money. It takes between 1/2 – 3/4 of an hour for each application. Towns around Millbury don't have individuals that can help with this program. People can go to Worcester or Southbridge or come in to Millbury. Every application counts in this program. Even those that do not live in Millbury. We are not informed when someone is approved unless the person, themselves, lets us know. We also help with RMV renewals. We help with the paperwork and call to see how long a wait there is. My budget really hasn't changed much. It is the smallest budget for the biggest buck. A lot of our helpers are volunteers. I don't know how we could survive without our helpers. Originally, I asked for an Administrative Assistant. Dave told me I could either have an Administrative Assistant or an increase for my transportation.

Kaye Peltier: With the Administrative Assistant, we would lose one of our junior clerks.

Albert Kupcinkas: How much does the Town fund for the Elder Bus?

Judy O'Connor: All of the transportation is paid by "The Friends". It is reimbursed by the WRTA. "The Friends" insures the buses. The Town contributes nothing towards the transportation. They did give us \$5,000 for gasoline this past year. This is the first time that the Town has given anything.

Dave Cofske: The COA should have access to the gas pumps at the Highway Department. This is supposed to be for Town Vehicles.

Judy O'Connor: We do get our gas there, but we are only allotted \$5,000.

Kaye Peltier: If we get an Administrative Assistant, we lose a 15 hour junior clerk and only get 19 hours for the assistant. Sixty percent of our budget goes to keeping the Center open. We give between 1200-1500 rides per month. We had an Administrative Assistant in the past and it was taken away. What we need is a full time person.

Jen O'Connell: We need to have a plan for when Judy is no longer there.

Kaye Peltier: We need another outreach person.

Jen O'Connell: What is the cost for that person?

Judy O'Connor: It would be about \$35,000.

Kaye Peltier: A higher level should be around \$40,000.

Jen O'Connell: What is the total of your budget?

Judy O'Connor: It is \$172,582.

Jen O'Connell: You asked for \$191,000.

Judy O'Connor: The Town Manager dropped it to \$172,582.

Judy O'Connor and Kaye Peltier left at 8:40 p.m.

Motioned by Kupcinskis, seconded by Cofske to adjourn at 8:50 p.m. Unanimous.

*Jen O'Connell*

*Albert P. Kupcinskis*

*Dave Cofske*

*Antony Khalif*