

FINANCE COMMITTEE
Minutes

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

Date: February 25, 2019

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

Absent: Kennedy, Cooney

Meeting called to order at 6:30 p.m.

Motioned by Kupcinkas, seconded by Noonan to accept the minutes of November 20, 2018 as written. Unanimous.

Dave Marciello, Town Manager, Andrew Vanni, Finance Director and Scott Despres, BOS were in at 6:30 p.m.

John McElroy, Director of ASA Waters Mansion, was in to discuss his budget at 6:30 p.m.

Jen O'Connell: There will be two Town Meetings this year. One will be held in May, which will be the regular annual meeting and one will be held in the fall. The fall meeting will focus on the Shaw School.

John McElroy: My budget is pretty cut and dry. It is smaller than last year. I have asked for one person to assist me one day a week. We have tripled the traffic into the Mansion but we have not tripled the staff.

Steve Noonan: Would this person only work one day a week or are you looking at more than that?

John McElroy: We will script is as needed. Some weeks would be more than one day and other weeks we may not need this person. It would depend on what events we have that week.

Jen O'Connell: Have you thought about reaching out to the High School for an intern?

John McElroy: I have. I have also reached out to some colleges. I would ultimately like to get someone from Johnson & Wales.

Jen O'Connell: Do you have a list of events that you have had over the past year?

John McElroy: I have one, but I didn't bring it tonight. I can send you the list. I have been focusing on grant opportunities at this time, to complete some of the necessary repairs needed at the Mansion. I am applying for a Historical Grant for \$30,000.

Dave Marciello: I plan on setting up a seed account to help with some of the repairs. I am waiting for reimbursement from FEMA from a storm a couple of years ago. We will be receiving a 75% reimbursement from that storm, which comes to \$68,000-\$69,000. I plan to use \$34,000 towards the School Van and the remainder \$32,000-\$34,000 to go to the Mansion.

Jen O'Connell: What is the status on the oil spill?

Dave Marciello: This is under the jurisdiction of Parker Remediation. DEP says we need to do more test pits. If the money that was appropriated is not used by June 30, we will need to encumber it. In order to encumber it, we would need to have a contract in hand for the work. I should have an answer in the

next couple of weeks. We need to the contract signed before June 30th. I would not want to do the work until November.

Jen O'Connell: The School Department encumbers large amounts of money each year. Can the Town do the same?

Andrew Vanni: With proper documentation, the money can be encumbered. If there isn't an account set up, then you cannot encumber the money.

Jen O'Connell: Do you have any backup on the \$7,840 for Equipment and Other Expense?

Dave Marciello: It is the same as last year.

John McElroy: We purchase equipment as we can, with what money we have. We are looking at grants to defray the cost to some of the upgrades.

Steve Noonan: How old is the heating system in the Mansion?

John McElroy: It is about 10 years old. It only has one zone on it. The service person told me that we could get at least another 5 years out of it.

John McElroy left at 6:50 p.m.

Jen O'Connell: We need to post a couple more meetings. The consensus of the committee feels that there is no need to have a Saturday meeting this year. We will schedule a meeting for March 5th at 6:30. We will try to get some of the department heads in for this meeting. We need to schedule a meeting for March 18th, also. This will be our public hearing. We will be having two public hearings this year. This way the public will have two evenings to come in to hear and discuss the FY2020 budget.

Don Desourcy, Police Chief, was to discuss his budget at 7:05 p.m.

Don Desourcy: I have 40% left in my balances right now, so I am right on target for the end of the year. There is 36% in the dispatcher line. Grant money should be coming in, which will put an additional \$12,500 in there. We are also going to receive \$37,000 for E911 services. This will allow you to dial 911 from your cell phone and if it is within our area, you will be speaking to our Police Department, not the State Police. The overtime is in good shape. I have 55% left in that line. Professional Development is at zero right now. I normally use this line for my training. I have been using this to train the Sergeants and Lieutenant. My thought is that when I retire in 22 months, Lieutenant Lewos will take over. I may need to hire a couple of officers once this happens. It takes 12-18 months for a new recruit to be road worthy. I would like the next 2-3 officers to come from Civil Service. Lateral moves don't need as much training to become road worthy, but you are also hiring older officers. I would like to have new blood, so that I know they are going to be here a while.

Jen O'Connell: Do you have any plans to add an additional Resource Officer to the School Department?

Don Desourcy: We would only do that if the School agrees to add it to their budget.

Jen O'Connell: When are the contracts up for renewal?

Don Desourcy: They are up at the end of June.

Jen O'Connell: When your officers use their comp time, at what rate are they paid?

Don Desourcy: Whatever rate they are making at the time they take it. The dispatchers have been working without a contract since July 1st. Once the E911 money comes in, it will go into the dispatcher

account. This will cover their retroactive pay as long as they settle their contract by June 30th. I am not sure what the negotiations will bring.

Albert Kupcinkas: I noticed new crosswalk lights. Was that paid for with a grant?

Don Desourcy: The DPW received a grant for this.

Don Desourcy: I hope to get money at Town Meeting to get plans for a new Police Station. We are moving slowly, so that we can get all the information needed to ask the Town for a new station. The Fire Department is also working on their plans. The Fire Department is looking at the McGrath Building and land for their new site. The Police Department is looking to move into the old Dorothy Manor School. We would need to upgrade the building and add an addition.

Jen O'Connell: How much growth in the department would this enable?

Don Desourcy: We have a 21 person department. We would like to add room for a few extras.

Chief Desourcy left at 8:05 p.m.

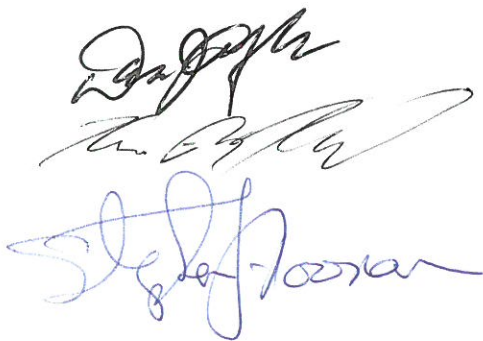
Jen O'Connell: We received copies of letters that went to Senator Moore and Representative Paul Frost from the School Committee concerning the inadequate funding in the Foundation Budget from the State.

Jen O'Connell: The Charter Review Committee is being set up. Steve and Dave have agreed to serve on this. I am not sure how much time is involved in this. I am thinking it will probably be one meeting a month.

Scott Despres: This is probably going to be a year long process.

Next Meeting: Monday, March 4, 2019 at 6:30 p.m.

Motioned by Noonan, seconded by Cofske to adjourn at 8:15 p.m. Unanimous.

Three handwritten signatures in blue ink are visible. The top signature is the most legible, appearing to read 'Don Desourcy'. The middle signature is more stylized and less legible. The bottom signature is also stylized and appears to read 'Stephen Noonan'.