

## FINANCE COMMITTEE

## Minutes

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

Date: March 19, 2019

Present: Noonan, Kupcinskis, Kuphal, Cofske, Cooney, Kennedy

Absent: O'Connell

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

Motioned by Noonan, seconded by Kennedy to accept the minutes of 3/18/19 as written. Unanimous.

Council on Aging in to discuss their budget at 6:30 p.m.

Judy O'Connor: There are a couple of changes in my budget for the coming year. The Town Manager saw a need for a part time Administrative Assistant. I would like that item considered for me. The Town Manager has taken the custodial staff taken out of my budget. He is working on a full custodial staff to fall under his budget. The Senior Center is 23 years old. Some of the equipment is very old, so we have had to decide whether to fix it or replace it. I am happy that we have an article on the Warrant for some equipment.

Steve Noonan: Tell me about the stipends.

Judy O'Connor: The stipend is given for running the SNAP Program. I thought that would have an intern to it, but there is too much work involved. The State gives us money to do this. This is a reimbursement for our work on SNAP.

Dave Marciello: Our HR Department made some changes. He said that we cannot have them wait for their money. They need to be paid and not have them wait for the State to pay them. When the money comes in from the State, it gets put back into the General Fund.

Steve Noonan: I have made some comparisons for COA Directors. We are on the low side of the Towns that I have looked at. I would like to add something to her salary.

Chris Kennedy: Before we talk about that I have some other questions on the budget. The Purchases of Services had a bump up and now it has leveled off. Why is this level?

Dave Cofske: I remember that they had a problem with the gas. What is the reason for them not being able to get gas from the Town? How do other departments handle the gas through the Town?

Dave Marciello: They all have key fobs. The vans at the COA charge to pick up people. They originally had their own gas cards.

Judy O'Connor: The Friends of the Senior Center pay for the upkeep of the vans. I only charge \$.25 for the rides. We are supposed to charge \$1.00. The WRTA questioned why we weren't getting the gas through the Town. We are now saving a lot of money.

Chris Kennedy: There was a bump up in Other Charges and Services.

Judy O'Connor: This is because of the free rides. Some of the \$20,000 is in anticipation of equipment breakdowns. If something breaks down, we would need to replace it immediately. I wouldn't be able to wait for a Warrant Article. Whatever we don't use, we give back.

Chris Kennedy: Back to the Salaries and the additional Administrative Assistant. Do you really need an Administrative Assistant?

Judy O'Connor: I have two junior clerks and a head clerk. I had an Administrative Assistant 5 years ago. When that person passed away, we didn't get another one. I don't need two junior clerks. I need an Administrative Assistant. I do have a lot of volunteers.

Dave Cofske: Could one of your junior clerks be put in the Administrative Assistant position?

Judy O'Connor: I could use my head clerk. The junior clerks may not want to come out of the union. I have all part time people.

Dave Marciello: Judy plans to leave us. We would need this position to be able to move them into her position. They would be getting money from another source also.

Chris Kennedy: I didn't hear that Judy was leaving in the near future. Succession planning is usually a year. I will vote against an Administrative Assistant at this time since it will be about four to five years before Judy retires.

Kevin Kuphal: Is this position just for succession or do you need someone now?

Dave Marciello: She needs someone to be able to take care of business when she is away. I have been told that neither of the present people would be a good fit for that position.

Judy O'Connor: I have great staff. I end up not using my vacation, because I do not have anyone that can take over if I go away. I haven't taken my personal days in five years. I can only do so much. Starting someone as my Administrative Assistant would enable them to learn my job and eventually they could go full time. I could go part time. I had to teach myself when I was hired. I had to learn how to write grants. I took courses to advance myself. I need the help right now.

Steve Noonan: How many hours is this Administrative Assistant going to work?

Judy O'Connor: They would work 20 hours a week.

Steve Noonan: I would like to add an additional \$3,500 to Judy's salary.

Chris Kennedy: This would still be on the low side.

Judy O'Connor and the Council on Aging left at 7:20 p.m.

Rich Hamilton, Fire Chief, was in to discuss his budget at 7:20 p.m.

Rich Hamilton: I would like to discuss the Fire Chief's position. In fiscal year 2022, this would become a full time position. We bumped up the salary by 20%. We are trying to get ready for this to become full time. There is a lot to the job that people don't understand. I don't plan to be the full time chief.

Kevin Kuphal: How much is the norm for a full time chief?

Rich Hamilton: It is around \$90,000.

Dave Marciello: The low would be \$91,000 and the high would be \$175,000.

Rich Hamilton: There is a 1 ½% increase across the board. The Town Manager wants to bump that to 2 ½%. We no longer use the town mechanic. We have to send out our vehicles to be fixed. The town mechanic does not have the time to work on our vehicles.

Dave Marciello: I am not opposed to an assistant mechanic, but right now we need to get more personnel on the street.

Rich Hamilton: I have put in for two gear dryers. We have one right now and we use it often. It was used quite often with the fires this past week.

Albert Kupcinskis: Did you receive a lot of hose that was donated?

Rich Hamilton: We did. It came from Springfield. They were going to get rid of it, so we took it.

Dave Marciello: We also anticipate spending \$64,000 per year for 10 years for a new fire truck.

Chris Kennedy: I see a very large jump in the Hydrant budget.

Rich Hamilton: We usually get a heads up when the rates are going up. This year we didn't anticipate an increase. We found out when we received the bill. You also have to understand that when the Town accepts a road from a development, we own the hydrants.

Rich Hamilton left at 7:30 p.m.

Jayne Davolio, Town Clerk, was in to discuss her budget at 7:30 p.m.

Dave Marciello: The lowest pay for a Town Clerk is \$65,000. The highest is \$85,000, with a median of \$75,000. Our Town Clerk is not paid the lowest. She does much more than a typical Town Clerk.

Jayne Davolio: My Assistant Town Clerk left and the Head Clerk stepped in as my assistant. The contractual obligations are the only other increase.

Dave Cofske: When do we have to submit our recommendations to you?

Jayne Davolio: I need to post them by the 23<sup>rd</sup> of April. If we can print in house, we will do that.

Chris Kennedy: How much do we need to increase your salary?

Dave Marciello: It should be increased to \$75,600.

Chris Kennedy: What about the Assistant? What is the average?

Dave Marciello: The assistant in Swampscott is \$51,000.

Chris Kennedy: This is in line with what your requests are.

Jayne Davolio: I will be sending my assistant to Professional Development. Things have changed and she needs to be educated on the changes.

Dave Cofske: Is the head clerk full time or part time?

Jayne Davolio: All of my staff are part time and in the union.

Dave Marciello: Ten hours a week is all they need to work to be in the union.

Chris Kennedy: Does the increase have to occur in 1 year or could it be done gradually?

Jayne Davolio: I would like it in one year, but I could shave a little bit off.

Dave Marciello: If the HR Director were here, he would rather you do it all at once. We also have 18 months to complete a survey for the Pay Equity Act. We need to do the assessment and activate plan within 18 months. Salaries need to be in line.

Chris Kennedy: I propose we give the Town Clerk \$70,000 and reduce the Assistant to around \$52,000.

Dave Marciello: Jayne has taken a lot of duties out of my office. She is taking on a lot more than the job description. She is capable of being the Assistant Town Manager.

Chris Kennedy left at 8:00 p.m.

Laurie Connors, Town Planner, was in to discuss her budget at 8:00 p.m.

Dave Marciello: The lowest pay for a Town Planner is \$81,450 and the highest is \$91,450.

Laurie Connors: The majority of the increases are in salaries. There is a significant change to the budget. I am hoping to grow the Energy Manager position. I would like to grow it into a full time Planning Assistant. There is a significant amount of work on the Master Plan. There is a lot of work to be done on Economic Development. I am currently working on a \$400,000 Grant for Complete Streets and a \$1,000,000 one for Municipal Preparedness. There is a lot of ground work that needs to be done along with fundraising. I anticipate getting additional grants to offset the full time position. It would start in January. It is anticipated that the new Planner will do the energy tasks.

Building Inspector: The Assistant Building Inspector gets paid for hours worked only. We were going to cut part of this position until I realized that with the 140 units at Clearview coming up, we needed to keep this position. I am on call 24 hours a day for inspections. If there is a fire and the property needs an inspection either my assistant or I will have to respond. If economic development continues, it increases the work load of the Building Department.

Laurie Connors: I am interested in creating a line item to include payment to the inspectors to go out after hours or on weekends for emergency inspections. Right now the Inspector does not get compensated and the assistants only get paid their regular hourly rate. There are no extras.

Dave Cofske: How are our fees in comparison to other Towns?

Dave Marciello: We are in line with where we need to be. Our Building Inspector is also our Zoning Agent. I hired him more because of his zoning experience.

Laurie Connors and the Building Inspector left at 8:25 p.m.

Dave Marciello: Mr. Vanni is here to discuss the Treasurer/Collector budget.

Steve Noonan: I want to have her in to discuss her budget.

Next meeting dates: Monday, March 25, 2019 at 6:30 p.m.

Treasurer/Collector  
DPW Director

Monday, April 1, 2019 at 6:30 p.m.

School Committee

Motioned by Noonan, seconded by Kupcinskis to adjourn at 8:30 p.m. Unanimous.

*Albert R. Kupcinskis*  
*[Signature]*  
*[Signature]*  
*Stephen Noonan*

*[Signature]*  
*Nicol L. Cooney*