

FINANCE COMMITTEE
Minutes

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MILLBURY, MASS.
Time: 7:00 p.m.

Date: March 26, 2018

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

Absent: None

Meeting called to order at 7:00 p.m.

Dave Marciello, Town Manager, John Adams, Board of Selectmen and Kaye Peltier, Council on Aging were in at 7:00 p.m.

John McElroy, Asa Waters Mansion, was in at 7:00 p.m.

Motioned by Kupcinkas, seconded by O'Connell to accept the minutes of March 24, 2018 as written. Unanimous.

Motioned by Kupcinkas, seconded by Noonan to pay The Holden Landmark in the amount of \$42.00 for the posting of the April 2, 2018 Public Hearing from account 01.131.5780.00000.0000.500, Finance Committee General Expenses. Unanimous.

John McElroy: I brought the first draft of my budget. Historically, the only budget item was my salary. I would like to do some upgrades at the Mansion and add some items to my budget. I had discussed with David about adding portable restrooms, but we will put that off for this summer. The thought is to do something with the current garage to transform it. I have been doing a lot of advertising. There are lots of bookings into 2019 with inquiries for 2020. I am in the process of updating the Asa Waters web page.

Jen O'Connell: What is the cost to book the Mansion for a wedding?

John McElroy: When I started, the charge was \$1200. I am now charging \$2500.

Jen O'Connell: What is the charge for a shower?

John McElroy: That is charged by the hour.

Tony Khalife: When you rent out the Mansion, does this include the tables and chairs?

John McElroy: This is included in the rental. Most places charge an additional fee for tables and chairs.

Dave Marciello: I reduced the Animal Control budget by \$14,500. I could reduce the amount of Free Cash to the School by \$14,500. I could give some of the Free Cash to this budget. I can do whatever you need me to do. The parking lot at the Council on Aging will be coming out of the BAN. I also checked on the oil spill at the Mansion. Our file states that as long as the plume hasn't moved, then there is no obligation to do anything. If it moves, then we have to correct it. I have a \$25,000 figure in for testing. If I don't need to do any testing, then I will have an additional \$25,000. From what I can see, the file was never closed with DEP. I have a call into them and if they say the file is closed, then it is a done deal.

Tony Khalife: I would like to have a better understanding on what the Town pays for with this budget.

John McElroy: The Town pays for my salary. The Highway plows and sands for the Mansion and the custodian are paid for out of the Town Hall. The DPW also does the landscaping.

Dave Marciello: I also handle the insurance.

John McElroy: The electricity is paid out of the revolving fund. The "Friends" pay for any restoration and preservation of the Mansion.

Steve Noonan: If the "Friends" book the Mansion, do they pay a fee?

John McElroy: No, they do not.

Jen O'Connell: What is the priority on the list you gave us?

John McElroy: I would say that the Rental needs would be first, then the advertising and the technology.

Dave Marciello: I would like to see the Mansion become self-sustaining. I am hoping that this will happen within the next 5 years.

Dave Cofske: Is there a revolving account now?

John McElroy: Yes, there is. That is where the rental fees go.

Dave Cofske: Do the "Friends" contribute to this fund?

John McElroy: No, they do not. There will be some changes in the makeup of the "Friends".

John McElroy left at 7:40 p.m.

Jen O'Connell: I am handing out what I found in ways that we can save money within the School Department budget. I did an analysis over the past few years and found that there many of these accounts were either inactive or there was a significant increase in accounts that do not appear to be used. There are a few accounts that are new to this year. I do not know if some of these accounts were moved from other accounts. I do not see where they could have come from. There are no decreases that indicate where they would have been transferred from.

Steve Noonan: I found that 17% of their budget is spent in the month of June. That accounts for a lot of supplies.

John Adams: Some teachers opt to receiving a lump sum in June rather than receive their pays throughout the summer.

Steve Noonan: It is not just salaries.

Jen O'Connell: They did say that they pre-pay some of the tuition.

Steve Noonan: Even with that, the percentage seems really high.

Jen O'Connell went over her list of questions for the School Department. Jen to send out a letter to the School with questions and concerns about the School Budget.

Budget Recommendations

Town Moderator:

Motioned by Cofske, seconded by Kupcinkas to recommend to raise and appropriate for Salaries and Wages (all) \$200 for a total of \$200 for the purpose of funding this budget. Unanimous.

Board of Selectmen:

Motioned by Cofske, seconded by Kupcinkas to recommend to raise and appropriate for Salaries and Wages (all) \$16,800, General Expenses \$3,750 for a total of \$20,550 for the purpose of funding this budget. Unanimous.

Town Manager:

Motioned by Cofske, seconded by Kupcinkas to recommend to raise and appropriate for Salaries and Wages (all) \$234,100, General Expenses \$19,100 for a total of \$253,200 for the purpose of funding this budget.

Steve Noonan: Does this include the HR Administrative Asst?

Dave Marciello: Yes, it does. This person will do more than just HR Administration. This also includes interns.

John Adams: Will the HR Admin cross train with Tish?

Dave Marciello: I didn't think of that, but that can be done.

Vote on the budget: Unanimous.

Finance Committee:

Motioned by Cofske, seconded by Kupcinkas to recommend to raise and appropriate for Salaries and Wages (all) \$900, General Expenses \$300 for a total of \$1,200 for the purpose of funding this budget. Unanimous.

Reserve Fund:

Motioned by Cofske, seconded by Kupcinkas 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.

Finance Director/Town Accountant

Motioned by Cofske, seconded by Kupcinkas to recommend to raise and appropriate for Salaries and Wages (all) \$148,400, General Expenses \$13,490 for a total of \$161,890 for the purposes of funding this budget. Unanimous.

Town Audit:

Motioned by Cofske, seconded by Kupcinkas to recommend to raise and appropriate for General Expenses \$35,000 for a total of \$35,000 for the purpose of funding this budget. Unanimous.

Board of Assessors:

Motioned by Cofske, seconded by Kupcinkas to recommend to raise and appropriate for Salaries and Wages (all) \$192,124, General Expenses \$63,835 for a total of \$255,959 for the purpose of funding this budget. Unanimous.

Town Counsel:

Motioned by Cofske, seconded by Kupcinkas to recommend to raise and appropriate for General Expenses \$165,000 for a total of \$165,000 for the purpose of funding this budget. Unanimous.

Personnel:

Motioned by Cofske, seconded by Kupcinkas to recommend to raise and appropriate for Salaries and Wages (all) \$54,060, General Expenses \$9,948 for a total of \$64,008 for the purpose of funding this budget. Unanimous.

Town Hall Computer Operations:

Motioned by Cofske, seconded by Kupcinkas to recommend to raise and appropriate for General Expenses \$153,625, Capital Outlay \$23,000 for a total of \$176,625 for the purpose of funding this budget. Unanimous.

Town Clerk:

Motioned by Cofske, seconded by Kupcinkas to recommend to raise and appropriate for Salaries and Wages (all) \$137,026, General Expenses \$48,984 for a total of \$186,010 for the purpose of funding this budget. Unanimous.

Elections and Registrars:

Motioned by Cofske, seconded by Kupcinkas to recommend to raise and appropriate for Salaries and Wages (all) \$24,629, General Expenses \$42,974 for a total of \$67,603 for the purpose of funding this budget. Unanimous.

Planning and Development:

Motioned by Cofske, seconded by Kupcinkas to recommend to raise and appropriate for Salaries and Wages (all) \$175,213, General Expenses \$10,200 for a total of \$185,413 for the purpose of funding this budget. Unanimous.

Redevelopment Authority:

Motioned by Cofske, seconded by Kupcinkas to recommend -0- for this budget. Unanimous.

Town Hall:

Motioned by Cofske, seconded by Kupcinkas to recommend to raise and appropriate for Salaries and Wages (all) \$49,829, General Expenses \$61,740 for a total of \$111,569 for the purpose of funding this budget. Unanimous.

Town Report:

Motioned by Cofske, seconded by Kupcinkas 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.

Police Department:

Motioned by Cofske, seconded by Kupcinkas to recommend to raise and appropriate for Salaries and Wages (all) \$2,337,370, General Expenses \$98,715 for a total of \$2,436,085 for the purpose of funding this budget. Unanimous.

Fire Department:

Motioned by Cofske, seconded by Kupcinskaskas to recommend to raise and appropriate for Salaries and Wages (all) \$372,091, General Expenses \$132,550, Capital Outlay \$13,500, Fire Hydrant Expenses \$191,600 for a total of \$709,641 for the purpose of funding this budget. Unanimous.

Ambulance Services:

Motioned by Cofske, seconded by Kupcinskaskas to recommend -0- for this budget. Unanimous.

Building Commissioner:

Motioned by Cofske, seconded by Kupcinskaskas to recommend to raise and appropriate for Salaries and Wages (all) \$139,050, General Expenses \$3,725 for a total of \$142,775 for the purpose of funding this budget. Unanimous.

Emergency Management:

Motioned by Cofske, seconded by Kupcinskaskas to recommend to raise and appropriate for Salaries and Wages (all) \$3,280, General Expenses \$15,100 for a total of \$18,380 for the purpose of funding this budget. Unanimous.

Tree Warden:

Motioned by Cofske, seconded by Kupcinskaskas to recommend to raise and appropriate for Salaries and Wages (all) \$5,685, General Expenses \$29,400 for a total of \$35,085 for the purpose of funding this budget. Unanimous.

Public Works Administration:

Motioned by Cofske, seconded by Kupcinskaskas to recommend to raise and appropriate for Salaries and Wages (all) \$132,895, General Expenses \$61,700 for a total of \$194,595 for the purpose of funding this budget. Unanimous.

Public Works Maintenance and Operations:

Motioned by Cofske, seconded by Kupcinskaskas to recommend to raise and appropriate for Salaries and Wages (all) \$666,912, General Expenses \$52,500 for a total of \$719,412 for the purpose of funding this budget. Unanimous.

Highway:

Motioned by Cofske, seconded by Kupcinskaskas to recommend to raise and appropriate for General Expenses \$260,000, Capital Outlay \$12,200 for a total of \$272,200 for the purpose of funding this budget. Unanimous.

Snow and Ice Removal:

Motioned by Cofske, seconded by Kupcinkas 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 Lighting:

Motioned by Cofske, seconded by Kupcinkas to recommend to raise and appropriate for General Expenses \$102,000 for a total of \$102,000 for the purpose of funding this budget. Unanimous.

Solid Waste Management:

Motioned by Cofske, seconded by Kupcinkas to recommend to raise and appropriate for General Expenses \$115,000 for a total of \$115,000 for the purpose of funding this budget. Unanimous.

Parks & Fields Maintenance:

Motioned by Cofske, seconded by Kupcinkas to recommend to raise and appropriate for Salaries and Wages (all) \$25,000, General Expenses \$45,000, Capital Outlay \$5,000 for a total of \$75,000 for the purpose of funding this budget. Unanimous.

Cemeteries:

Motioned by Cofske, seconded by Kupcinkas to recommend to raise and appropriate for Salaries and Wages (all) \$15,840, General Expenses \$15,100 for a total of \$30,940 for the purpose of funding this budget. Unanimous.

Municipal Gasoline and Diesel Fuel:

Motioned by Cofske, seconded by Kupcinkas 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.

Motioned by Cofske, seconded by Kupcinkas to recommend a total for Public Works of \$1,779,147. Unanimous.

Board of Health:

Motioned by Cofske, seconded by Kupcinkas to recommend to raise and appropriate for Salaries and Wages (all) \$44,793, General Expenses \$86,390 for a total of \$131,183 for the purpose of funding this budget. Unanimous.

Veterans' Services:

Motioned by Cofske, seconded by Kupcinkas to recommend to raise and appropriate for Salaries and Wages (all) \$17,089, General Expenses \$166,535 for a total of \$183,624 for the purpose of funding this budget. Unanimous.

Disability Commission:

Motioned by Cofske, seconded by Kupcinkas 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 Cofske, seconded by Kupcinkas 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. Unanimous.

Historical Commission:

Motioned by Cofske, seconded by Kupcinkas 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 & Veterans Day Observances:

Motioned by Cofske, seconded by Kupcinkas to recommend to raise and appropriate for General Expenses \$3,000 for a total of \$3,000 for the purpose of funding this budget.

Jen O'Connell: Why did this increase so much?

Dave Marciello: Dennis asked for money to fix the cannon and monument and also for mulch.

Vote on the motion: Unanimous.

Debt Service:

Motioned by Cofske, seconded by Kupcinkas to recommend to raise and appropriate for Long-Term Debt-Principal \$1,593,298, Long-Term Debt-Interest \$413,674, Short-Term Interest \$50,000 for a total of \$2,056,972 for the purpose of funding this budget. Unanimous.

Motioned by Cofske, seconded by Kupcinkas to recommend a total for Debt Service of \$2,056,972. Unanimous.

Employee Benefits:

Motioned by Cofske, seconded by Kupcinkas to recommend to raise and appropriate for Worcester Regional Retirement System Assessment \$1,749,124, Workers' Compensation Insurance Expenses \$310,000, Unemployment Insurance Compensation Expenses \$25,000, Group Health and HMO Plan Administration Expenses \$10,000, Health Insurance and HMO Expenses-Town \$1,321,482, Health Insurance and HMO Expenses-School \$4,456,919, Group Life Insurance Insurance Expenses-Town \$1,800, Group Life Insurance Insurance Expenses-School \$3,800, Medicare Expenses \$300,000, Inpatient Trust Fund \$30,000 for a total of \$8,208,126 for the purpose of funding this budget. Unanimous.

Motioned by Cofske, seconded by Kupcinkas to recommend a total for Employee Benefits of \$8,208,126. Unanimous

General and Liability Insurance Expenses:

Motioned by Cofske, seconded by Kupcinkas to recommend to raise and appropriate for General and Liability Insurance Expenses \$460,000 for a total of \$460,000 for the purpose of funding this budget. Unanimous.

Motioned by Cofske, seconded by Kupcinkas to recommend a total for General Insurances of \$460,000. Unanimous.

Motioned by Cofske, seconded by Kupcinkas to recommend a total for Enterprise Fund of \$39,372,766. Unanimous.

Dave Marciello: I need to know where you want the \$14,500 to go.

Jen O'Connell: I would like it to go to the Council on Aging and the Asa Waters.

Jen O'Connell: Tony won't be able to make our meeting next week, so he will explain his reasoning on his hold on the Library budget.

Tony Khalife: I feel that the repair number for the HVAC is overstated by about \$5,000. We are putting in a new HVAC and we replaced the computer brain. Why does this have to be so high?

Dave Marciello: This should be contingent on the new HVAC being approved on the Warrant.

Jen O'Connell: Where should we use the \$5,000?

Tony Khalife: We should put it in the Council on Aging budget.

Jen O'Connell: We could also take it from General Expenses and allocate it to books and give the balance to the Council on Aging.

Tony Khalife: I just feel that this line is over-budgeted. I trust that this committee will put the money where it is needed.

Next meeting is Monday, April 2, 2018 at 7:00 pm

Motioned by Kupcinkas, seconded by Noonan to adjourn at 9:45 p.m. Unanimous.

The block contains five handwritten signatures in black ink, arranged vertically. From top to bottom, they appear to be: Jen O'Connell, Stephen Noon, Dave Marciello, Albert P. Kupcinkas, and Tony Khalife. The signatures are fluid and cursive.