

FINANCIAL MANAGEMENT PLANNING COMMITTEE MEETING
Special Session (dept head presentations)

Date: September 3, 2015
Present: Rick Bedard, Michelle Desorey, Donald Desorey, Katie McKenna, Kevin Plante, Rob McNeil and Bernie Plante.
Time: 3:30 p.m. (not recorded)
Location: Millbury Public Library Meeting Room
128 Elm Street, Millbury MA

- Meeting was called to order by Rick Bedard at 3:30 p.m. Welcomed newest member – Donald Desorey, Interim Police Chief, replacing Kenny Howell.
- **Acceptance of Meeting Minutes:**
 - August 13, 2015
 - All in favor and signed
- **Jean Moroski, Assistant Assessor**
 - Two items on our schedule for FY2017
 - 3 Year Revaluation - \$49,000
 - Last completed for FY15 tax rate in 2014. Needs to be completed again for FY18 tax rate, funded in FY17.
 - This is state mandated to update values in Town.
 - Bernie questioned whether this could be in the budget since it's done every three years.
 - The Town Manager mentioned this, but the problem would be having it and not needing it every third year.
 - 10 Year Cyclical (Full Measure and List) - \$155,000
 - Last done for FY09 tax rate in 2008. Needs to be completed for FY19 tax rate setting in 2018. It will take two years to complete for that time. Will begin in FY17.
 - This is also state mandated and is a full measure and list of all the properties in Town.
 - Can be broken into two years - \$80k for each FY2017 and FY2018
 - This ensures that taxpayers are paying for what changes may have occurred (without permit, etc).
 - Staffing requests
 - Data Collector Position desired for FY20
 - This position could cut costs of the full measure and list required of the Cyclical Valuation.
 - This position would start in FY20 after the Cyclical is completed in FY19 to begin the process again; measure and list over 10 years in preparation of the cyclical.
 - Many towns have a data caollector.

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TOWN OF MILLBURY

- **Judy O'Connor, Senior Center Director**
 - Five Capital requests from FY17-FY20
 - Requests are based on the age of the building and deterioration.
 - Painting Outside of Building – FY17 request \$15,000
 - Only two sides since the other two are sided
 - Five colors and great detail on the two sides to be painted.
 - Estimate given is low and for supplies only
 - Hoping to use the Worcester County Sheriff's prisoners for labor portion.
 - These two sides could not be sided due to the great detail and railroad restrictions (property is on the line)/
 - Replacement of Tables and Chairs in FY18 - \$7,500
 - This has already begun since they came from when the COA was located out of the Asa Waters Mansion which was over 20 years ago.
 - They are falling apart and each table costs around \$50
 - Figure is a good estimate.
 - Replacement of Carpeting in FY19- \$20,000
 - Wear and tear over the last 20 plus years
 - Estimate based on high end commercial carpet so it will not need replacing in near future.
 - Used to shampoo the carpet every year which became costly and has been reduced to every few years.
 - School has been helpful in providing scrubbers; good to work with other departments to accomplish things.
 - Paving parking lot in FY19 - \$25,000
 - Front and side is town owned
 - Catch basins have sunk
 - Rob (DPW Director) is aware of the issues
 - May move up on the list?
 - Replace tile flooring in Main Function Room – FY20 \$10,000
 - Materials only
 - Donald mentioned the Carpenter's Training School who did a lot of work for the Police Department.
 - Custodian has been replacing tiles as they break.
 - Donald asked if issues with the subfloor have been looked into as cracks are often a result of a larger issue.
 - Judy said that a large section has been repaired
 - Rick asked about the condition of the roof.
 - Judy responded that it was replaced after the hail storm, which was helpful.
 - Staffing requests: Request consists of promoting a 15 hr. Junior Clerk position to a 19 hr. (new) General Clerk position and not replacing that (one of two) Junior Clerk positions. Additionally, requesting a 19hr/wk Assistant Director position.

- Had Administrative Assistant position, but the employee passed away and was not replaced. This was a 20 hour per week position that was not in the union.
- Received an extra Junior Clerk (15 hrs) position in FY16.
- Discussion over the difference between Junior Clerk, General Clerk and Head Clerk.
 - Pay scale difference in the Clerk Union Contract, but there isn't a description of duties for the different titles.
 - This has been difficult for Judy to assign duties, as the lower paid employees can't/won't do what the higher paid employees do.
 - Difficulty to have coverage for when Judy is out because each employee has different skill sets or job duties.
 - Junior Clerks are not capable of being an Assistant, currently they primarily answer phones and file. Working on getting them trained on more tasks.
- Need an Assistant Director to learn what Judy does since she won't be there forever. Someone to cover her when she is out.
 - Many volunteers work at the Senior Center, but they can call out at the last minute and Judy has to coordinate coverage (if there is any).
 - Need to maintain continuity.
 - There are things Judy cannot get to without an Assistant.
- Judy doesn't feel that she needs a full time person as having different part time coverage of hours works for her, but she needs the chain of command to cover hours.
- Senior Center is open generally 7 am to 5 pm.
- Transportation is one of the biggest programs at the Senior Center with about 1800 one way rides per months.
- Baby Boomers are going to have different needs and staffing will help.
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- **Liz Valero, Library Director**
 - Library is a busy place; especially in the summer
 - Five capital requests from FY17-FY20
 - Paving Parking lot and sidewalks for FY17 - \$75,000
 - DPW Director and Building Inspector have assessed the situation.
 - Needs to be dug up and reconstructed (not just a "simple" repave)
 - Currently water goes towards the building rather than away from it.
 - Rocks under the surface of the pavement will eventually surface.
 - Trip and fall hazard which is a liability to the Town.
 - Last year the doors wouldn't open due to frost heave in walkway
 - Some of the water issues have been resolved with DPW repairs to drainage nearby.
 - Liz has been told that she only needs signage at the front stairs to become ADA compliant.

- Rob asked whether this has been out for bid and Liz responded that she received a verbal quote based on the size of the lot.
- Rob mentioned that Dorothy Manor had been re-paved recently and seems to be of similar size. Rick said it wasn't close to \$75,000. Rob mentioned that the cost has been coming down too.
 - In a follow-up e-mail from Rick on 9/4/15 this is the information on Dorothy Manor: "In July 2012 MPS publicly bid the reclaiming and re-paving of the Dorothy Manor School parking lot at 153 Millbury Avenue. This is a total of 8,500 square feet and the low bid was... \$23,794. There was no drainage work, just take up old asphalt and replace new. ... Rob McNeil reviewed my spec's and he also gave me a 3rd party contact that can inspect the asphalt for depth, composite etc. to make sure it's done properly"
- Katie questioned whether this would fall under the Townwide paving contract that we usually enter into.
 - Rob said that it may; if it meets the specs.
 - DPW can help with specs
 - It may make sense to coordinate with other departments such as the COA (FY19 request) and the Town Hall.
- Leak in Children's Craft Room wall – FY17 \$10,000
 - Seems to have repaired itself (likely due to the drainage issue which was addressed by DPW nearby).
 - Crossed off our list.
- New Carpeting – FY19 - \$37,000 plus \$10,000 to move books
 - Carpeting is almost 20 years old.
 - Squares would make more sense
 - Carpets are cleaned every year.
 - First floor is the most critical due to wear and tear.
 - Consolidate the two requests to one line
 - Need quotes
 - Kevin mentioned that this may be best coordinated with the Senior Center's carpeting request (FY19 also).
 - Donald mentioned the use of the Carpenter's Training School to cut costs, but to be sure to get a durable product that will last.
 - They can also provide advice about materials.
- Internal Security Gate – FY20 \$10,000
 - This is necessary to separate the library from the Meeting Room.
 - Meeting Room has its own entrance, but the restrooms are outside the room.
 - This would allow more use of the Meeting Room outside of Library hours.
 - Rental income (no cost for non-profit, \$50 for for profit ~~organizations~~ organizations.)
 - Great asset to Town to use the room.

- Fire Chief and Building Inspector would need to be involved in the details of this project (feasibility).
 - Staffing Requests
 - Children's Librarian full-time (FY18 request)
 - Children are losing out
 - Liz was hired without on; thought it was temporary
 - Cannot continue to do both jobs
 - Seems to be her #1 request, but in FY18
 - Only library of this size without a Children's Librarian (as well as reference librarian and young adult librarian).
 - Library Assistant 15hrs (FY17 request)
 - Need a night library assistant, this seems to be at the top of her list as well.
 - Short staffed as people left and not replaced (used to have three assistants before cut)
 - Long day for Director when she has to stay at night too for coverage
 - Library Clerk 30 hrs (FY18 request)
 - Night Custodian 10 hrs (FY19 request)
 - Library Assistant 19 hrs (FY18 request)
 - Liz was asked to provide to the committee her ideal staffing situation.
- **Discussion on possible FMPC Public Hearing in the fall.**
 - Mentioned briefly to the dept. heads that we will hold a hearing after we have heard from all the dept. heads.
- **Any other business not reasonably anticipated.**
 - Concern mentioned based on department head presentations that (as with the state) that although the recession has ended, cuts have not been restored (positions).
 - Lack of succession planning in the Town.
 - Judy and Liz have institutional knowledge that should be passed to someone to carry on.
 - Too many departments are lean. Departments should be better staffed.
 - Rick asked Katie to bring the Clerk's Union contract to the next meeting.
- **The next Financial Management Planning Committee Meetings have been scheduled for 9/10/15, 9/17/15 and 9/24/15 at 3:30PM.**
- **Meeting adjourned at 5:15 p.m.**

Respectfully submitted,
Katie McKenna, Financial Management Planning Committee Clerk

Approved:

Katherine M. McKenna

Michael Doney

Donald P. Doney

E. Bernard Clark
