

**TOWN OF MILLBURY
BOARD OF SELECTMEN MINUTES
Millbury Municipal Office Building**

March 24, 2020

7:00 PM

Selectmen Present: Chairman Jon Adams, Vice-Chairman Mary Krumsiek, Scott Despres, Chris Naff, Acting Town Manager James Kelley and Atty Brian Falk
Late: Katie McKenna

Regular Session 7:00 PM
Pledge of Allegiance

Declaration of Local State of Emergency

WHEREAS, the disease caused by the 2019 novel Coronavirus ("COVID-19") is a contagious, and at times fatal, respiratory disease, spreading throughout the world;

WHEREAS, on March 10, 2020, the Governor of the Commonwealth of Massachusetts issued a Declaration of a State of Emergency to Respond to COVID-19;

WHEREAS, on March 13, 2020, the President of the United States issued a Proclamation on Declaring a National Emergency Concerning the Novel Coronavirus Disease (COVID-19) Outbreak;

WHEREAS, the Board of Selectmen of the Town of Millbury, in consultation with the Massachusetts Department of Public Health and the Board of Health of the Town of Millbury, has determined that the COVID-19 outbreak presents a major disaster which poses an immediate threat to the health and safety of people;

WHEREAS, Board of Selectmen of the Town of Millbury, has determined that immediate public action is needed in order to prevent or minimize the spread of COVID-19; and

WHEREAS, declaring a local state of emergency will facilitate and expedite the use of resources to protect persons from the impacts of COVID-19, including but not limited to emergency expenditures pursuant to Massachusetts General Laws, Chapter 44, Section 31, and allow for limitations on operating hours and access to public buildings and such other measures as may be necessary to prevent or minimize the spread of COVID-19.

NOW THEREFORE, the Board of Selectmen of the Town of Millbury, hereby declares that as of March 10, 2020, a local state of emergency exists in the Town of Millbury. This declaration shall remain in effect until further notice is given, pursuant to the judgment of the Board of Selectmen that the conditions leading to this declaration no longer exist.

Selectmen Meeting

Motion to accept the Declaration of Local State of Emergency by Selectman Naff seconded by Selectman Krumsiek, and on a roll call vote with Selectman Adams, Selectman Krumsiek, Selectman Despres, and Selectman Naff in favor, and Selectman McKenna absent, the vote was approved 4-0.

AUTHORIZATION OF REMOTE PARTICIPATION IN PUBLIC MEETINGS

On a motion by Selectman Krumsiek seconded by Selectman Naff, and on a roll call vote with Selectman Adams, Selectman Krumsiek, Selectman Despres, and Selectman Naff in favor, and Selectman McKenna absent, the following vote was approved 4-0:

VOTE: To authorize public bodies of the Town of Millbury to engage in remote participation in public meetings, in accordance with applicable law, but only during the time when the State of Emergency declared by the Governor on March 10, 2020, due to the outbreak of the 2019 novel Coronavirus, remains in effect.

Chairman Adams asked to please observe the CDC personal distancing guidelines and to take precautions. He also wanted to Thank the Police, Fire, EMA-Great Job!

Congratulate Jayne Marie Davolio

Jayne Marie Davolio, CMC of Town of Millbury, has earned the designation of Certified Municipal Clerk (CMC), which is awarded by the International Institute of Municipal Clerks (IIMC), Inc.

IIMC grants the CMC designation only to those municipal clerks who complete demanding education requirements; and who have a record of significant contributions to their local government, their community and state.

The International Institute of Municipal Clerks, founded in 1947, has 14,000 members throughout the United States, Canada and 15 other countries, and the mission of this global non-profit corporation is to enhance the education opportunities and professional development of its diverse membership.

In light of the speed and drastic nature of change these days, lifelong learning is not only desirable, it is necessary for all in local government to keep pace with growing demands and changing needs of the citizens we serve. Your City can take immense pride in Jayne Marie's educational accomplishments and achievement of this milestone.

On behalf of the IIMC Board of Directors, are honored to endorse the conferring of CMC to Jayne Marie Davolio, CMC of Town of Millbury. We share your pride in this achievement and we applaud your support of the role Jayne Marie plays in your city.

Selectmen Meeting

7:15 PH-1 Joint Pole Petition-Ngrid/Verizon-Install on Lincoln Ave Ext

Motion to continue the Public Hearing on Lincoln Ave Ext to April 14, 2020 by Selectman Krumsiek seconded by Selectman Naff, and on a roll call vote with Selectman Adams, Selectman Krumsiek, Selectman Despres, and Selectman Naff in favor, and Selectman McKenna absent, the following vote was approved 4-0.

Vote to Certify McCracken Rd TIP Bonds

Motion to issue a certificate of the Board of Selectmen stating that the Town does not currently anticipate that the property to be acquired with the bonds, will be leased, rented, managed or otherwise exclusively committed to a third party, or sold for so long as any bonds or notes are outstanding Selectman Krumsiek seconded by Selectman Naff, and on a roll call vote with Selectman Adams, Selectman Krumsiek, Selectman Despres, and Selectman Naff in favor, and Selectman McKenna absent, the following vote was approved 4-0.

Renewal of Drainlayer License-AJ Belculfine LLC

Motion to approve Renewal of Drainlayer License-AJ Belculfine LLC to lay drain in Millbury by Selectman Krumsiek seconded by Selectman Naff, and on a roll call vote with Selectman Adams, Selectman Krumsiek, Selectman Despres, and Selectman Naff in favor, and Selectman McKenna absent, the following vote was approved 4-0.

Vote to Approve Automatic Amusement License - 110 Grill 70 Worc Prov Tpke

Motion to approve Automatic Amusement License - 110 Grill 70 Worc Prov Tpke by Selectman Krumsiek seconded by Selectman Despres, and on a roll call vote with Selectman Adams, Selectman Krumsiek, Selectman Despres, and Selectman Naff in favor, and Selectman McKenna absent, the following vote was approved 4-0.

Vote to authorize letter of Non-Opposition for Americanna 420 LLC

Motion to authorize a letter of Non-Opposition for Americanna 420 LLC by Selectman Krumsiek seconded by Selectman Despres, and on a roll call vote with Selectman Adams, Selectman Krumsiek, Selectman Despres, and Selectman Naff in favor, and Selectman McKenna absent, the following vote was approved 4-0.

Vote to Authorize the Town Manager Screening Committee to choose the Executive Search firm for the Town Manager Search

Motion to Authorize the Town Manager Screening Committee to choose the Executive Search firm for the Town Manager Search by Selectman Krumsiek seconded by Selectman Naff, and on a roll call vote with Selectman Adams, Selectman Krumsiek, Selectman Despres, and Selectman Naff in favor, and Selectman McKenna absent, the following vote was approved 4-0.

Chairman Adams stated both him and Selectman Naff are both on the committee and have been vetted so they are able to vote.

Selectmen Meeting

Budget Presentation

Mr. Kelley first talked about the the five (5) basic elements that compose Municipal budgets (1) Revenue, (2) Debt, (3) Reserves, (4) Operational Budget, and (5) Capital Budget. He then went into detail on the FY21 Budget, FY21 Municipal Operating Budget, FY21 General Fund Budget, General Government Accounts, Public Safety Accounts, Public Education Accounts, Public Works Accounts, Public Health and Human Services, Cultural & Recreation, Joint Accounts-School & Town, and Capital Budget Expenses.

Selectman McKenna joined the on line meeting and asked if the election request included the new voting machines ? Mr. Kelley answered yes.

Selectman Krumsiek asked if the money for the street light repairs are included the Budget ? Mr. Kelley answered he would get back to her on the breakdown?

Selectman Krumsiek asked What are the differences between a Jr Clerk and General Clerk? Mr. Kelley stated duties and pay grade.

Selectman McKenna asked What's the Board's thoughts on reducing the number for a quorum for Town Meeting?

Atty Falk stated Legislation is pending for the Board to reduce a quorum and other various deadlines.

Chairman Adams stated Town Meeting directs all of our funds.

Selectman Despres stated he is not interested in lowering the number.

Selectman Naff stated it is something to think about.

Selectman McKenna stated she has reviewed the Budget and there may be a difference of opinion on some items she feels it was well put together, explained and very transparent.

Report Attached

Previous Minutes

Motion to Approve the Minues of February 22, 2020 by Selectman Despres seconded by Selectman Krumsiek, and on a roll call vote with Selectman Adams, Selectman Krumsiek, Selectman Despres, and Selectman Naff and Selectman McKenna in favor, the following vote was approved 5-0.

Selectman Despres asked if we can register on line to vote? The Town Clerk called in a yes answer.

On a Good Note

Selectman Despres wanted to thank the staff that is participating with the school lunch program. They are helping a lot of children

Chairman Adams wanted to thank the Sr Center staff—they are doing a great job. The Meal on Wheels is up 50%.

Mail

Motion to Approve the Donation for the Millbury Fire Department by Selectman Despres seconded by Selectman Krumsiek, and on a roll call vote with Selectman Adams, Selectman Krumsiek, Selectman Despres, Selectman Naff and Selectman McKenna in favor, the following vote was approved 5-0.

Selectmen Meeting

Mr. Kelley stated there are three people in Millbury who have tested positive please say a prayer for them for a speedy recovery.

God Bless the people of the Commonwealth, the people of Millbury and the United States of America.

9:25 PM Adjourn Meeting

Motion to adjourn the meeting by Selectman Krumsiek seconded by Selectman Naff, and on a roll call vote with Selectman Adams, Selectman Krumsiek, Selectman Despres, Selectman Naff and Selectman McKenna in favor, the following vote was approved 5-0.

Respectfully submitted,

Amy Fleming, Secretary

Jon Adams

Mary Krumsiek

Scott Despres

Katie McKenna

Chris Naff

These Minutes were approved at the April 28, 2020 Board of Selectmen Meeting. Signatures will be affixed after the State of Emergency.

MUNICIPAL BUDGET MESSAGE

These are extraordinary times. Originally the introduction of this budget message contained the typical recitation of economic factors, the impacts of Proposition 2 ½, and the need for government to modernize. The events of the past weeks and the need to plan for an uncertain future have changed our focus. Plain and simply put, the role of municipal government is to deliver essential services to the residents of Millbury. At this time, we do not know what support we will get from the Commonwealth or from the federal government. What we do know is what the Town needs to provide the same level of services as it was providing before the present crisis. Assumptions made before the crisis might now not be valid but to change them without sufficient data would be imprudent. Similarly, to not realize that the situation in which we find ourselves is extremely fluid would be irresponsible. Therefore, until we know more, it is advisable to go forward with a level service budget, knowing that as we progress it is subject to change.

According to the Town Charter it is within the “powers and duties’ of the Town Manager to “prepare and present ...an annual operating budget for the town and a proposed capital outlay program.....” “...after consultation with the board of selectmen...” and to” submit to the finance committee a proposed operating budget ...with an accompanying budget message...”. In this extraordinary time of crisis, this budget process should be collaborative, resulting in a unified vision of the Town’s priorities and the next year’s financial plan. All boards, committees, and professional staff involved in this process, must realize that between these meetings and hearings and Town Meeting, much might change. Economics and state and federal governmental actions could further impact on our plans and available funds. We must all be open to changing priorities and changing public needs. While we do not know for sure when Town Meeting will convene, all of us must continue with this budget process to ensure that future essential services are provided. No matter what problems are placed before us, the professional staff of the Town of Millbury, is ready, willing, and able to work with Town officials to serve the residents of the Town of Millbury and provide essential services.

found an additional \$68,000.00 in New Growth. This review of past files/permits will continue to ensure that the Town is credited with all of the New Growth available.

In spite of this downturn of growth, the FY21 budget continues to use “New Growth” funding and not “Free Cash” funding to maintain levels of service in public works, public safety, and education. “Free Cash” will be used for capital projects, one-time extraordinary expenses, to maintain reserves, and to pay down debt. Because Free Cash is so reliant on previous years’ appropriations and non-spending, the amount of Free Cash available year to year is unpredictable. When the “total debt exclusions net of state aid and adjustments” is computed the “Maximum Allowable Levy” for FY21 is \$28,955,593.

FISCAL YEAR	LOCAL RECEIPTS	LOCAL AID	FREE CASH
FY16	\$5,544,846	\$8,766,985	\$1,304,353
FY17	\$5,933,787	\$8,978,538	\$1,027,190
FY18	\$6,148,084	\$9,162,855	\$1,521,137
FY19	\$6,660,416	\$9,454,254	\$2,306,089
FY20	\$6,628,675	\$9,854,671	\$2,019,311
FY21	\$6,273,951	\$10,207,935	

Other sources of Revenue include “Local Receipts” and “Local Aid” as well as certain fund transfers from revolving funds and the Sewer Enterprise funds, and Free Cash. As stated above, Free Cash and these other sources of revenue are unpredictable and depend on economic factors not within the control of the Town or non-spending by the Town. From the table above, it is obvious that “Local Receipts” can fluctuate from year to year in varying amounts. Management has been conservative in estimating FY21 figures. Local receipts estimates are less than prior years in line with local growth estimates because management foresees less growth and less associated Town revenue associated with growth. State aid was based on the Governor’s recommendations. Traditionally, the Governor’s recommendations for Local Aid are less than the Legislature’s recommendations. Management is hopeful that trend will continue and local aid will increase during the legislative process. Management will monitor the changes in State Aid throughout the legislative process and adjust revenue projections accordingly. Local receipts for the next fiscal year will also be monitored. Hopefully, economic activities and local

105%. This poor performance reflects multiple catastrophic illness claims among the Town's employees. Some of these claims might change over time but others are likely to remain. To mitigate a potential 9% to 10% increase next year, management is proposing the funding of a Health Insurance Stabilization Fund (\$250,000 – from Free Cash). The Town intends on monitoring the Health Insurance account and will continue to consult with the provider and the Town's consultants. While it is difficult to forecast health insurance costs, it is evident from the Town's recent record of claims that serious price increases are coming. Changing insurance carriers or even implementing plan design changes will not help. Only a change in the number of catastrophic claims or a reduction in the amount of claims will mitigate the present problem. Therefore, to spread out the expected price spike in the next fiscal year management is proposing this health insurance "savings account.

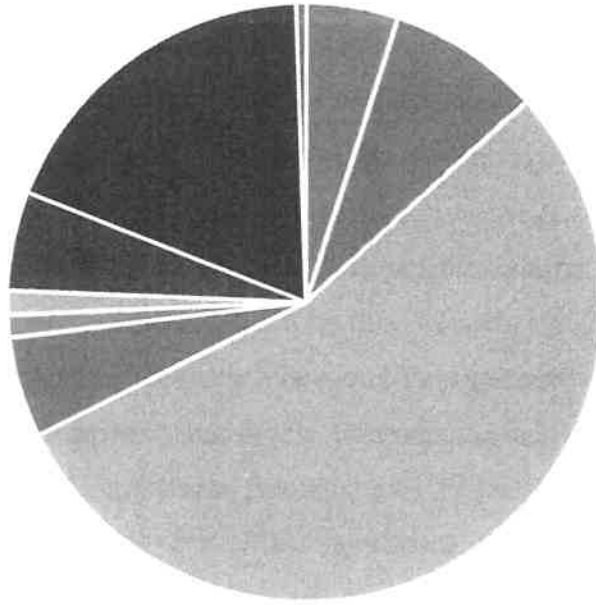
This Municipal Budget reflects the town's financial operational and capital priorities.

Management has set these goals for the FY21Municipal Operating Budget;

- Control Tax Impacts
- Limit New Positions
- Control Employee Benefit Increases
- Comply with Mandates
- Maintain Planned Capital Projects
- Plan for "Budget Buster" Increases
- Increase Reserves
- Maintain Bond Rating
- Pay Down Debt

FY21 MUNICIPAL OPERATING BUDGET

This proposed FY21 budget, a collaboration between both the Town and the School administration, accounts for the need to provide Millbury's children with the skills and competencies necessary to thrive in the modern world while providing necessary services to all of our citizens. The proposed FY21 Municipal Operating Budget is \$45,198,630 for a 5.02% increase from the previous year. Included in the budget for FY21 are negotiated increases in salaries, continuing efforts to control Joint Town/Education unclassified accounts, the maintenance of programmatic funding in the School Department, the maintenance of level services and initiatives designed to restore the Town's infrastructure, and payment of both long-term and short-term debt. This year, the School District's increase was limited to an increase of 2.48% over its FY20's budget. This increase was not as large as the increases in the past because



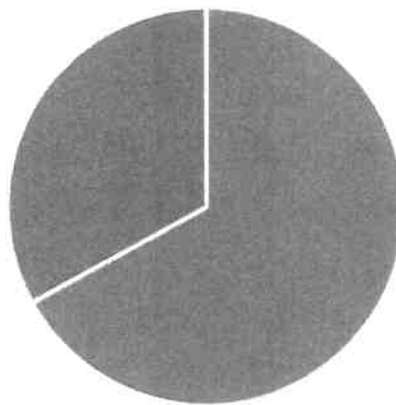
- General Government 4.97%
- Public Safety 8.30%
- Public Education 54.33%
- Public Works 5.43%
- Public Health / Human Services 1.22%
- Cultural and Recreation 1.30%
- Joint Debt Service 5.34%
- Joint Employee Benefits 18.51%
- Joint General Insurance 0.57%

General Government	\$	2,244,780.00	4.97%
Public Safety	\$	3,753,349.00	8.30%
Public Education	\$	24,558,705.00	54.33%
Public Works	\$	2,458,819.00	5.43%
Public Health / Human Services	\$	551,502.00	1.22%
Cultural and Recreational	\$	587,326.00	1.30%
Joint Debt Service	\$	2,415,134.00	5.34%
Joint Employee Benefits	\$	8,370,200.00	18.51%
Joint General Insurance	\$	258,814.00	0.58%
		\$	45,198,629.00

The percentages listed reflect the portion of the total budget that each category occuppies.

PUBLIC EDUCATION ACCOUNTS

The Public Education accounts comprise 54.33% of the municipal operating budget for a total of \$24,558,705.00. While this might seem excessive, it is not. In fact, it is typical of most communities. Schools are a vibrant living part of a community. Schools are one of the few unifying institution left in our modern world. Schools are the focal point for many community activities as well as a focal point for community pride. Support for education is essential for a growing vibrant community. Support for education and excellence in education is critical in attracting economic development to a community. The total Public Education budget increased by 3.06%. As stated above, the Millbury School District's increase was limited to an increase of 2.48% over its FY20's budget. (\$564,490). This increase was not as large as the increases in the past because of the District's effort to restrict total "salary increases" funding for "out of District" placements, transportation increases, and utility costs. However, the Blackstone Valley Regional Vocational H.S. budget increased by a "budget busting" 14.77% (\$163,842.00), for a total budget of \$1,223,484.00. Norfolk Agricultural H.S. budget remained the same as in the previous year (\$50,000.00). When the total costs to budget for Town operations are compared to the total costs to the budget for School District operations including a division of applicable joint costs, it results in a 2/3//1/3 breakdown.



■ SCHOOL 66.95% ■ TOWN 33.05%

transferred \$8000 for the securing of buildings from the Board of Health to the Building Inspector's account. Management also increased the hours of the support staff to ensure that the Board's hours would mirror Town Hall's hours as closely as possible without increasing benefit costs. In regard to the Council on Aging, management is reorganizing the support staff. In the last budget, Town Meeting voted to add a Program Assistant to the Council on Aging. With the addition of this position, a reorganization seems warranted. Management is recommending that the 19-hour Head Clerk position be eliminated and that the 2 part-time Junior Clerk positions be upgraded to General Clerks. It is management's belief that the reorganization will save funding and not impact negatively on the delivery of services.

CULTURAL AND RECREATION

The increase in the Library account reflects an increase in staff hours to enable the Library to be open 6 days per week. The Commonwealth has certification standards that mandate Library hours based on population. Since Millbury is approaching one of those population milestones management considered it to be appropriate to increase staff hours to enable the Library to open 6 days. This increase in staff hours does not result in an increase in approved positions but does result in an increase of hours for the benefitted Library Assistants. The hours for non-benefitted assistants and pages were kept below benefitted levels.

The increases for the Asa Waters Mansion account include a major change of perspective and position. In the past, management attempted to use revenue from events to defray all of the costs of utilities, maintenance, and general mansion expenses. Not only is this position unrealistic, it has been proven impossible to achieve. In the last three years, the Asa Waters Mansion revolving fund has been in a deficit twice. The Mansion's operations were the subject of a program audit to address management inefficiencies and lack of proper business practices. This and subsequent reviews showed that, in a large number of cases, the Mansion is used to provide town residents with a venue for free. Town sponsored events are also not charged a fee. Because of the amount of "free" usage, management is recommending that the Mansion be treated the same as any other town building, and that the general expenses of the building (utilities, maintenance, and departmental office expenses) be part of the department's budget.

and one-time savings, costs have been contained. Next Fiscal Year could bring substantial increases in health insurance. Modest increases in Medicare costs and Workers Compensation costs are a result of formulaic increases based on previous salary increases.

CAPITAL BUDGET EXPENSES

Originally, management intended to recommend expenditures from "Free Cash", totaling \$1,998,000. Certain expenditures are payments for multi-year initiatives or lease/purchases:

School IT (2 nd year)	\$185,000
Library Walk and Stairs	\$ 25,000
DPW L/P Vehicles	\$169,000

Other expenditures involve continuing construction initiatives:

Downtown Project Traffic Signals Safety Devices	\$225,000
Downtown Project Engineering	\$ 60,000
Cemetery Irrigation and Repairs	\$ 50,000
Veterans Memorials Repair	\$ 25,000
COA Storage Building	\$ 35,000
Asa Waters Mansion Remediation	\$ 60,000

Other items are necessary for department operation:

Police Equipment	\$ 83,000
Voting Machines	\$ 35,000

Management is also recommending:

Stabilization Fund	\$250,000
Health Insurance Reserve Fund	\$250,000
OPEB Fund	\$150,000
Compensated Absence Fund	\$100,000

There is also a mandated cost for a Chapter 90 Overrun \$131,000

TOTAL \$1,833,000

Management will review priorities to determine if the remaining \$165,000 should be appropriated into different accounts from those originally proposed.

There is also a balance of \$140,474 in "unassigned" available funding.