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FINANCE COMMITTEE

Minutes

2019 JUN -4 PM 1:30

MILLBURY, MASS

Date: April 22, 2019

Time: 6:30 p.m.

Present: Noonan, Kupcinkas, O'Connell, Cooney, Kennedy, Cofske

Absent: Kuphal

Meeting called to order at 6:35 p.m.

Motioned by Kupcinkas, seconded by Noonan to accept the minutes of April 16, 2019 as written.  
Unanimous.

Jen O'Connell: We need to re-vote some of the bottom line figures. There was a glitch in the program and some of the numbers that were voted on last week were incorrect.

Jen O'Connell: It was brought to my attention that the Asa Waters Revolving Account is in the hole by about \$49,000. I understand that last year they were at about \$2,000.

Steve Noonan: Is that legal?

Jen O'Connell: Apparently, it is. I will forward the information that I received from Andrew to all the members.

Dave Cofske: Who manages this account?

Dave Marciello: It goes from the Director to the Task Force.

Nicole Cooney: What do they anticipate in the next couple of months?

Dave Marciello: The wedding season is coming up. Money should be coming in.

Jen O'Connell: I was ready to scrap his budget and just leave his salary until it is straightened out.

Chris Kennedy: He met with us. Would he have been aware of this?

Steve Noonan: This deficit was probably there at least a month ago.

Jen O'Connell: Could some of this be because he had to have people come in to help at events?

Dave Cofske: Each event should have a P&L. They should be covering all of their expenses for each event. Maybe we need to revisit his budget.

Jen O'Connell: I would not agree to use the Reserve Fund to take care of this problem. I heard that there haven't been any deposits since February.

Dave Marciello: Today is the first time that I have heard anything on this. I haven't had a chance to speak to the Task Force.

Jen O'Connell: This will be brought up at the Town Meeting. I am sure someone will get up to talk about this.

Dave Marciello: My 5-year plan was that this would be a self-sustaining account. We are more than half way there and we are nowhere near this.

Kaye Peltier: Does he get a budget report each month? If he isn't tracking the account, then he should.

Jen O'Connell: Chris Naff is committed to work on this.

Jen O'Connell: I met with the Town Clerk, the lawyer, the Town Manager and the Town Moderator this morning. Things should move quickly. Budgets will be voted by totals, not line by line.

Dave Cofske: I would like to re-open the Asa Waters Budget.

Jen O'Connell: We have a few lines to re-vote before we get to their budget. I would like to vote things in order so that we don't miss anything.

Dave Marciello: I would just like to say that I presented the budget to the Board of Selectmen 7 weeks ago and no one asked to go over any of the budgets until about a week ago.

Motioned by Kupcinkas, seconded by Noonan to recommend a total for General Government of \$2,140,631. Unanimous

Motioned by Kupcinkas, seconded by Noonan to recommend a total for Public Safety of \$3,518,852. Unanimous.

Asa Waters:

Motioned by Cofske, seconded by Kennedy to reconsider the previous vote on this budget. Unanimous.

Dave Marciello: My recommendation would be to fund the assistant. The intent is to have someone in-house to take care of some of the events, so he can spend his time doing administrative work. My fear about reducing his salary is that he would feel slighted and go elsewhere. If that happens, we would have no one to run the mansion.

Jen O'Connell: Didn't we add a janitor to help with the breakdowns?

Dave Marciello: We are adding one, but we haven't done it yet.

Steve Noonan: If there is an event and he wants to promote the Mansion, then he should be there.

Dave Marciello: He is there.

Steve Noonan: No, he isn't.

Jen O'Connell: He was hired because of his exceptional event skills.

Chris Naff: I am aware of the problem at the Mansion, only because I took it upon myself to look into it. I asked them for the P & L and didn't get it. Last year there was a loss of \$17,000. This is nothing new over the past few years. I have met with the Director every week since becoming the Chair of the Task Force. We are working on fixing the problem. I had hoped there would have been more synergy between the Mansion and the Town Hall. I hope the last quarter has a cash flow positive.

Chris Kennedy: They have asked for an additional administrative position and a part time position. Would the positive cash flow help clear up the deficit.

Chris Naff: The overall request is 19% less than last year. The Task Force didn't ask for additional personnel. We have spent a lot on cleaning bills. I think an assistant is a good idea, but we could do

without it. I don't think we will have the cash flow to clear up the deficit. Whatever deficit we have at the end of the year will be withheld from Free Cash.

Chris Kennedy: My recommendation is to reduce the raise and not put in the assistant.

Motioned by Kennedy, seconded by Cofske to take the assistant out of the budget. Kupcinkas opposed, rest for.

Chris Kennedy: Can there be something put in his contract that his increase is based on benchmarks reached?

Dave Marciello: We can do that when his contract expires. He goes to many wedding shows. When he goes to one, there is no one at the mansion to handle people that come in to view for a potential booking.

Motioned by O'Connell, seconded by Noonan to recommend to raise and appropriate for Salaries and Wages (All) \$52,700, General Expenses \$7,840 for a total of \$60,540 for the purpose of funding this budget. Kupcinkas opposed, rest for.

Motioned by O'Connell, seconded by Noonan to recommend a total for Culture and Recreation of \$526,721. Kupcinkas opposed, rest for.

Jen O'Connell: What needs to be done next year for the MS4?

Dave Marciello: The DEP approval for next year's program is engineering, testing and filing.

Jen O'Connell: Do we absolutely need the 3 new positions?

Dave Marciello: Most definitely.

Motioned by Cofske, seconded by Noonan to recommend a total for General Fund of \$43,037,701. Unanimous.

Motioned by Noonan, seconded by Cofske to recommend a total for General and Enterprise Funds of \$45,018,439. Unanimous.

Jen O'Connell: We will be re-voting Andrew's numbers on the Town Meeting floor. I am not sure if his numbers are correct. They don't seem to match what we have for the budget.

Dave Marciello: Andrew checked his numbers against Sandie's minutes and they match.

Motioned by Noonan, seconded by Cofske to:

move that the town will vote to raise the sum of \$44,142,271 necessary to defray the expenses and charges of the Town of Millbury in Fiscal Year 2020, the period of July 1, 2019 through June 30, 2020, including the salaries of Town Officers, costs of public education, debt and interest payments, and providing municipal services; and to authorize the Board of Sewer Commissioners to appropriate the sum of \$4,008,603 from the Fiscal Year 2020 Millbury Sewer Enterprise Fund User Revenue, and to

authorize the Board of Sewer Commissioners to raise said \$4,008,603 for the expenses of the Sewer Department, including indirect and debt services costs, and further to meet said appropriation as follows:

- A. Raise and appropriate the sum of Forty Million One Hundred Seven Thousand Six Hundred Sixty Two Dollars and No Cents ( \$40,107,662);
- B. Transfer the sum of Two Million Seven Hundred Twelve Thousand Five Hundred Thirty Three Dollars and No Cents (\$2,712,533) from the Fiscal Year 2020 Millbury Sewer Enterprise Fund User Revenue Account for the Sewer Department's operating expenses and charges
- C. Transfer the sum of Three Hundred Forty Five Thousand Seventy Four Dollars and No Cents (\$345,074) from the Fiscal Year 2020 Millbury Sewer Enterprise Fund User Revenue Account for the indirect costs of the Sewer Department;
- D. Transfer the sum of One Hundred Twenty One Thousand Eight Hundred Twenty One Dollars and No Cents (\$121,821) from the Fiscal Year 2020 Millbury Sewer Enterprise Fund User Revenue Account for debt service costs in the General Fund;
- E. Transfer the sum of Eight Hundred Twenty Nine Thousand One Hundred Seventy Five Dollars and No Cents (\$829,175) from the Fiscal Year 2020 Millbury Sewer Enterprise Fund User Revenue Account for debt service costs in the General Fund.
- F. Transfer the sum of Twenty Six Thousand Six Dollars and No Cents (\$26,006) from Debt Service Reserve Accounts to the Budget Debt Service Account.

#### SPECIAL TOWN MEETING WARRANT RECOMMENDATIONS

Article 1-Repurpose Article 4-H of the May 2018 Annual Town Meeting-Compactors for the Transfer Station

Jen O'Connell: This is just moving money to pay for the Compactors.

Motioned by O'Connell, seconded by Kupcinkas to recommend the Town repurpose the appropriation of \$100,000 voted under Article 4.H at the May 2018 Annual town Meeting (originally for the purchase of a roll off trailer) for the new purpose of purchasing or leasing compactors and/or the cost of construction related to the installation of compactors at the Transfer Station. Unanimous.

Article 2-Compactors for the Transfer Station

Jen O'Connell: Chris may have to abstain on this because he lives on Ramshorn. I personally feel that this money should go for what it was intended for.

Dave Marciello: We already borrowed this money and are paying interest on it.

Chris Kennedy: Is it okay to use this money for something other than what its original purpose was?

Dave Marciello: As long as it is equivalent to what was originally voted on. We can use it for this purpose. The ROI is 7-8 years. There is a \$54,000 savings per year to compact.

Chris Kennedy: What is the cost of the compactors?

Dave Marciello: I don't have the figures on that.

Chris Kennedy: It would be prudent to make sure you know what the cost is before you get up at Town Meeting to defend this.

Motioned by Kupcinkas, seconded by O'Connell to appropriate, pursuant to Massachusetts General Laws Chapter 44, Section 20, the remaining balance of \$85,799.70 from the original amount borrowed for the now completed Ramshorn Dam project, authorized under Article 16 at the Mary 2017 Annual Town Meeting, for the new purpose of purchasing or leasing compactors and/or the cost of construction related to the installation of compactors at the Transfer Station. Unanimous.

#### Article 3-Certified Massachusetts Municipal Clerk

Motioned by Noonan, seconded by Kupcinkas to accept the provisions of Massachusetts General Laws Chapter 41, Section 19K, relating to additional compensation for the Town Clerk, and further to raise and appropriate or transfer from available funds the sum of \$1,000 to compensate the Town Clerk for obtaining certification by the Commonwealth of Massachusetts as a "Certified Massachusetts municipal clerk". Unanimous.

#### Article 4-Transfers between departments

Motioned by Noonan, seconded by Kupcinkas to transfer the following sums of money from available funds among the accounts listed. Unanimous.

#### Article 5-PILOT agreement Syncarpha Millbury, LLC

Motioned by Noonan, seconded by Cofske to authorize the Town Manager to negotiate and enter into a Payment in Lieu of Taxes (PILOT) agreement with Syncarpha Millbury, LLC for a 7.1+/-MW DC and a 4.98.00 MW AC facility on a 98 acre +/- parcel located off of West Main Street, identified as Assessors Map 77, Parcel 11. Unanimous.

### ANNUAL TOWN MEETING WARRANT RECOMMENDATIONS

#### Article 3-Paving or Repaving of Roads

Motioned by O'Connell, seconded by Kupcinkas to vote to raise and appropriate, transfer from available funds, borrow or otherwise provide the sum of \$750,000, or any other sum to pave or repave various public ways in the Town, including any necessary road, drainage, or culvert improvements, or other appurtenant improvements, and including all engineering, permitting, or other incidental costs; and to meet said appropriation authorize the Treasurer, with the approval of the Board of Selectmen, pursuant to Massachusetts General Laws Chapter 44, Section 7 or any other authority, to borrow up to the sum of said appropriation. Unanimous.

Jen O'Connell: I don't understand why we couldn't just accept the article as written.

Jayne Davolio: You can. The previous articles had to be voted differently.

Motioned by O'Connell, seconded by Kupcinkas to reconsider the previous vote on this article.

Unanimous.

Motioned by Noonan, seconded by Kupcinkas to recommend that Article 3 be accepted as written.

Unanimous.

#### Article 4-Replacement of Engine 3 Fire Truck

Motioned by O'Connell, seconded by Cofske to recommend that Article 4 be accepted as written.

Unanimous.

#### Article 6-Allocation of Marijuana Receipts

Motioned by O'Connell, seconded by Kupcinkas to recommend that Article 6 be accepted as written.

Unanimous.

#### Article 7-OPEB

Motioned by O'Connell, seconded by Noonan to recommend that Article 7 be accepted as written.

Unanimous.

#### Article 8-Public Access Budget

#### Article 9-Personal Property Damage

#### Article 10-Disposal of Abandoned Property

#### Article 17-Elder Services

#### Article 24-Revolving Funds

Jen O'Connell: We will be voting all of these articles in one motion. We can do this under the Consent Agenda.

Motioned by O'Connell, seconded by Kennedy to recommend that Articles 8, 9, 10, 17 and 24 be accepted as written. Unanimous.

#### Article 11-Sewer Stabilization Fund

Motioned by O'Connell, seconded by Kupcinkas to recommend that Article 11 be accepted as written.

Unanimous.

#### Article 12-Sewer replacement or repairs of existing pumping stations

Motioned by O'Connell, seconded by Kupcinkas to recommend that Article 12 be accepted as written.

Unanimous.

#### Article 13-Completing replacement or repairs of existing sewer pumping stations

Motioned by O'Connell, seconded by Kupcinkas to recommend that Article 13 be accepted as written.

Unanimous.



Article 14-Stabilization Fund

Jen O'Connell: We may need to amend this on the floor. We can either put any extra money here or let it go to Free Cash next year.

Motioned by O'Connell, seconded by Kupcinkas to recommend that Article 14 be accepted as written.  
Unanimous.

Article 15-OPEB

Motioned by O'Connell, seconded by Kupcinkas to recommend that Article 15 be accepted as written.  
Unanimous.

Article 16-Reserve Fund for compensated absences due to employees

Motioned by O'Connell, seconded by Kupcinkas to recommend that Article 16 be accepted as written.  
Unanimous.

Article 18-Mower for Cemetery

Motioned by O'Connell, seconded by Kupcinkas to recommend that Article 18 be accepted as written.  
Unanimous.

Article 19-PILOT agreement Millbury MAI, LLC

Motioned by O'Connell, seconded by Kupcinkas to recommend that Article 19 be accepted as written.  
Unanimous.

Article 20-Repurpose Article 11 of the May 2017 Annual Town Meeting Zoning bylaw update

Motioned by O'Connell, seconded by Kupcinkas to recommend that Article 20 be accepted as written.  
Unanimous.

Article 21-East Millbury Park

Motioned by O'Connell, seconded by Kupcinkas to recommend that Article 21 be accepted as written.  
Unanimous.

Article 22-Autumn Gates deposit

Motioned by O'Connell, seconded by Kupcinkas to recommend that Article 22 be accepted as written.  
Unanimous.

Article 23-East Millbury Park Equipment

Motioned by O'Connell, seconded by Kupcinkas to recommend that Article 23 be accepted as written.  
Unanimous.

Article 25-Energy Manager Revolving Fund

Motioned by O'Connell, seconded by Kupcinkas to recommend that Article 25 be accepted as written. Unanimous.

Article 26-Millbury Municipal Code, Chapter 2.10.070

Motioned by O'Connell, seconded by Kupcinkas to defer the recommendation on Article 26 to the Town Clerk. Unanimous.

Article 27-Road Acceptance-Westview Avenue

Motioned by O'Connell, seconded by Kupcinkas to defer the recommendation on Article 27 to the Planning Board. Unanimous.

Article 28-Road Acceptance-Skyview Drive

Motioned by O'Connell, seconded by Kupcinkas to defer the recommendation on Article 28 to the Planning Board. Unanimous.

Article 29-Road Acceptance-Nightview Place

Motioned by O'Connell, seconded by Kupcinkas to defer the recommendation on Article 29 to the Planning Board. Unanimous.

Article 5-Capital Improvement Projects

Dave Marciello: The Board of Selectmen have already said that they were going to amend this article on the Town Meeting floor. The Mansion needs to have the columns replaced at \$6,000 per column.

Jen O'Connell: I have a problem with what the Mansion money will be used for.

Dave Marciello: The roof on the Municipal Office Building is not leaking right now. We have patched it over the years. We will be sealing it with an epoxy seal.

Steve Noonan: How long will this last.

Dave Marciello: They say about 15-20 years.

Dave Marciello: As of today, FEMA is looking for one more item from me. I may not have the money by Town Meeting. If this happens, then the dishwasher will have to be raised and appropriated. If the FEMA money does not come in, the ASA Waters will not get the \$32,000.

Motioned by O'Connell, seconded by Kupcinkas to recommend that Article 5-A through 5-Q be accepted as written and that 5-R not be accepted. Kupcinkas opposed, rest for.

Jen O'Connell: We need to vote a Reserve Fund Transfer for our Salary account.

Motioned by O'Connell, seconded by Kupcinkas to transfer \$1,000 from the Reserve Fund to the Finance Committee Salaries and Wages (All) Account 01.131.5114.00000.0000.500. Unanimous.



Jen O'Connell: I will finish getting the recommendations to Jayne. I will also have the Finance Committee letter for the book ready and send it to everyone. I have already emailed everyone the information concerning the ASA Waters account. I also emailed everyone the wording that we voted on at the beginning of the meeting. Our next meeting will be at 6:30 p.m. on May 7<sup>th</sup>, which will be prior to the Town Meeting.

Motioned by Kupcinskis, seconded by Cofske to adjourn at 9:35 p.m. Unanimous.

Albert P. Kupcinskis

Don Cofske

Stephen Noonan

[Signature]