

FINANCE COMMITTEE
Minutes
Zoom Meeting 910 8252 5161

Date: March 15, 2021

Time: 6:30 p.m.

Present: Wells, Kuphal, Kupcinkas, Cooney, Cooper, O'Connell, Gillmore

Absent: None

Meeting called to order at 6:31 p.m.

Justine Caggiano, Human Resources and Sean Hendricks, Town Manager were present for the meeting

Laurie Connors, Town Planner, was in to discuss her budget

Laurie Connors: I want to thank you for your support of a full time Assistant Planner. He has been full time since last March. In the last 12 months we have brought in \$150,000 in grant money. We are busy with Phase 1 of the Downtown Project. We will be wrapping up this spring. We did receive another grant to put some things back that had to be cut during budget restraints. We are looking at a \$75,000 shortfall on Phase 1. We have spent \$68,000 on police details. Sean and I are working on a plan to address the \$75,000 shortfall. Phase 2 is in design. There is a \$26,000 shortfall in the design. The municipal match of \$500,000 is in a Warrant Article. The original budget of \$2million is for the oversight and design. The town's share is about 25%. I have applied for 7 grants and received 5 of them. If our grant numbers are not as good as we planned, we will have to put off part of Phase 2 to Phase 3. We would hold off on the Municipal Parking Lot but continue with the pedestrian/vehicular connections on Elm Street from Harris Place to the McGowen Bridge.

Sean Hendricks: The Capital Outlay will be under the Free Cash Article.

Jennifer O'Connell: Regarding the upkeep, once the project is completed, how are we planning on funding additional personnel for the DPW?

Sean Hendricks: We have worked this into the Parks Department Purchase of Services account.

Charles Cooper: What is the \$12,815 for Elected Positions?

Sean Hendricks: That is for the Planning Board. I am unsure what the dollar amount is for each member.

Laurie Connors: They receive \$2,500 stipend for being on the Board. These are for the full time members.

Russell Wells: Who writes your grants?

Laurie Connors: I do and the Assistant Planner does also.

Russell Wells: Are you comfortable with the \$550,000 coming out of Free Cash?

Sean Hendricks: I am. We will not be using all of the Free Cash.

Russell Wells: I assume that you will only use this if you get the grants.

Laurie Connors: I fully expect that the Town of Millbury will pay at least \$550,000. We will not get a grant for the entire project. This also includes improvements to the Veteran's Memorial and there is some benefit to the ASA Waters Mansion.

Russell Wells: Weren't you looking at adding personnel to take care of the upkeep?

Sean Hendricks: This is under Purchase of Services. We will have to contract out some of the work.

Nicole Cooney: What is the contingency rate on the project?

Laurie Connors: There is a 15% contingency.

Council on Aging was not at the meeting

Jennifer O'Connell: The only change in the budget was the salaries.

Jayne Davolio, Town Clerk, was in to discuss her budget

Jayne Davolio: Elections are coming up. Also, we are in the middle of the census. We will need to redistrict our precincts once we are done with the census. Laurie Connors will also be working on this with me. Our transfer station stickers have been ordered.

Jennifer O'Connell: I want to understand how much of the work is being done in the Town Hall and how much is done remotely. I am not singling out any one department. This is my question for all departments within the Town Hall.

Jayne Davolio: Our days are constant. We are answering emails and phone calls in addition to the appointments that are made for our office.

Jennifer O'Connell: You are asking for additional staff. How much of the work can be done on-line?

Jayne Davolio: I have been fighting for 11 years to get the Head Clerk's position back to full time. We still have to address everything that is done on-line.

Jennifer O'Connell: You are just trying to get back the position that was cut years ago?

Jayne Davolio: Yes.

Jennifer O'Connell: Do you take advantage of the Senior Workers?

Jayne Davolio: They help out all the time.

Jennifer O'Connell: What changed in the Purchase of Services?

Jayne Davolio: Postage has gone up. This is postage for the whole Town Hall. We added a cell phone. I didn't feel that I should be using my own cell phone for town business. The postage machine lease went up a little. The cost to print the street listings went up. Parking tickets and by-law books in addition to letterheads went up.

Jennifer O'Connell: The new software was added a couple of years ago. How is that working?

Jayne Davolio: It is working good.

Russell Wells: Is the Union Head Clerk, the position you want back?

Jayne Davolio: Yes. This would give me a full time head clerk and 2 part time general clerks. I will remove the salary of the position that does not get funded.

Elections and Registrars

Jayne Davolio: We did receive our new voting machines.

Jennifer O'Connell: Do they help with mail in or early voting?

Jayne Davolio: The new machines will have all of that in them. We have to put them in.

Jennifer O'Connell: Why is the Purchase of Services up?

Jayne Davolio: This is up due to police details and custodians. I put additional money in just in case we have early voting with the annual election. The budget fluctuates yearly depending on how many elections and Town Meetings we have.

Kristen Livoti, ASA Waters Director was in to discuss her budget

Kristen Livoti: Thank you for approving the expenses of the Mansion through the Town for PPE, etc. I am trying to apply for some grants. We did have some events that we had to reschedule and some that were cancelled due to the virus. There is a surplus in our budget of \$6,000 because of the limited events. I anticipate more events in the next year. Our revolving account will show a positive balance at the end of the year. We have had 173 inquiries since January 1st. Because we were able to secure a tent through the CARES Act, we are able to have some outdoor events that were not possible without the tent. We are also able to have events that are too large for the inside of the building. We can only fit around 35 people in the Mansion. We would normally have to turn events away due to what we can accommodate. We will be charging a rental for the use of the tent. This would normally add a cost of thousands of dollars to the wedding if they were to rent a tent on their own.

Russell Wells: Does this tent have sidewalls and electricity?

Kristen Livoti: Yes, it does. We have done a lot of work at the Mansion. The staircase has been re-carpeted. The asbestos has been removed on the 3rd floor and insulation was installed. We put in a new floor in the gazebo and painted it. The columns have been repaired and we purchased a new convection stove. The sill plate needs to get replaced. I am looking at getting a grant to help pay for some of that. The building needs to be re-painted which would cost around \$37,500. There is no AC on the 2nd floor. It is only on the main floor of the building. I have applied for a grant to help with the cost of that. We would like to repair/replace the pathway between the Mansion and the Town Hall. The cost of that is \$75,000. The commercial convection stove can be used for private events. All of the profit for catering will go back to the Mansion instead of paying a caterer. The cost of the stove was \$3,400 and \$1,500 to install it. This was paid from the revolving account.

Charles Cooper: Do you have staff to do the catering?

Kristen Livoti: I plan to hire staff for this.

Charles Cooper: Irrigation went from \$90 to \$500.

Kristen Livoti: It has been \$500. I just didn't ask for the additional money. We are also replacing the chairs. They are falling apart and they are all different colors. The chairs will have a rental fee attached to any event to re-coup the cost.

Russell Wells: What is the number used to determine that it is a capital expense?

Sean Hendricks: Normally it is \$10,000. I think the Town of Millbury is \$20,000.

Ann Dallair, Library Director, was in to discuss her budget

Ann Dallair: We are as productive as we can be. Curbside started in July. We are supplying grab and go crafts, copying and trying to do what we can to help.

Jennifer O'Connell: It looks like you are adding staff.

Ann Dallair: We have 3 full time and 2 part time staff. One of my part timers went to work at the Town Hall. I still have 1 part time vacancy.

Jennifer O'Connell: You aren't open full time yet?

Ann Dallair: I am still waiting to hear from the Board of Health.

Jennifer O'Connell: If people want books, they email you?

Ann Dallair: Yes. A lot of our seniors need help ordering what they want. We do the research for them.

Jennifer O'Connell: Is the capital outlay amount just to keep you within the amount that the State allows?

Ann Dallair: Yes, it is. If our population goes up, we may need to bump up that figure.

Russell Wells: What percentage goes towards books instead of computers?

Ann Dallair: 10% can go toward part of what patrons use for services. We need to purchase books, DVDs, e-books, video games, etc.

Sean Hendricks: Any IT needs to go through the IT department in the Town Hall.

Jennifer O'Connell: How is the building holding up?

Ann Dallair: Since the expansion, the HVAC system has been leaking. We are trying to set up a long-term plan to put in a new system. This would cost between \$33,000-\$55,000.

Jennifer O'Connell: I have reached out to Chet Hanratty to have Dr. Fitzpatrick come in next week. I am going to meet with the Police Chief this week, since I was not able to stay at the Saturday meeting. We will also be moving the Public Hearing.

COA, IT, BVT and Treasurer/Collector to be scheduled for the 3/22/21 meeting

Jennifer O'Connell: When will the Warrant be done?

Sean Hendricks: The Warrant will close on April 6th. There are no citizen's petitions so we will probably only have 15-20 articles.

Motioned by Kupcinkas, seconded by Wells to approve the minutes from March 6, 2021.

Kupcinkas, yes; Wells, yes; Cooney, yes; Gillmore, yes; Cooper, yes; Kuphal, yes; O'Connell, abstained.

Motioned by Wells, seconded by Kupcinkas to adjourn the meeting at 8:15 p.m. Kupcinkas, yes; Wells, yes; Cooney, yes; Gillmore, yes; Cooper, yes; Kuphal, yes; O'Connell, yes

Albert P. Kupcinkas
Sean Hendricks
Russell Wells
Noel L. Cooney
Jennifer O'Connell