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MILLEBURY, MASS.

FINANCE COMMITTEE
Minutes
Zoom Meeting 863 5742 3714

Date: October 17, 2022

Time: 6:30 p.m.

Present: O'Connell, Kuphal, Pratt, Wells, Cooper

Absent: Cooney

Meeting called to order at 6:33 p.m.

Sean Hendricks, Town Manager, Scott Despres, Board of Selectmen and Jennifer Barrett, Finance Director were present at the meeting.

Motioned by Cooper, seconded by Kuphal to accept the minutes of June 27, 2022 as written. Unanimous.

Jen O'Connell: Tonight is the Public Hearing on the Special Town Meeting Warrant.

Jen O'Connell opened the Public Hearing at 6:34 p.m. Wells, yes; Kuphal, yes; Pratt, yes; Cooper, yes; O'Connell, yes

Jen O'Connell asked if there were any questions or comments from the public concerning the Special Town Meeting Warrant. There were none.

Jen O'Connell: I will leave the Public Hearing open until we are finished going over the Warrant. Sean, are we able to vote the Warrant without them being numbered, or do we need to wait until they are numbered? This is the final Warrant, correct?

Sean Hendricks: You are voting the content, not the numbers. We are not sure how we are going to number them yet. You can vote them tonight, since the numbers are not important.

Establishing an Opioid Stabilization Fund

Jennifer Barrett: I first want to make a correction. There was a typo. The word "all" should be added after "accept" and before "funds". The purpose of this article is to put the money where it is intended to be. Right now the money goes into the General Fund.

Jen O'Connell: What would the funds be used for?

Sean Hendricks: These are Distributor Settlements and Manufacturer Settlements. There is a long list of ways to use these funds. We will be getting an equal amount from each settlement for the next 10 years. They could be used to help fund programs at treatment facilities or for educational programs in school, to name a couple. We will be working with the Board of Health and the City of Worcester to set up programs. We need to transfer the funds from the General Fund at the end of the year. We already have the money. The Town has limited discretion on

what the money can be used for. We are looking at a substantial amount of money. Once the money is in the Stabilization Fund, we would need Town Meeting to use these funds.

Jen O'Connell: So should the Finance Committee be recommending to accept this article as written?

Sean Hendricks: This is how DLS is recommending we handle the funds, so yes we are hoping that you will recommend this.

Russell Wells: Is the Town Manager responsible for this fund and developing the strategies or do you have to go before the Board of Selectmen for guidance?

Sean Hendricks: Ultimately it is my responsibility. We have some ideas with the Board of Health and the Superintendent to determine where we use the funds. It is just going to take some planning. All but 15 or 20 towns in Massachusetts have signed on for this.

Charles Cooper: Is there a way to explain this to make it easier for people to understand?

Jennifer Barrett: We are obligated to use the money for specific purposes. We will have to transfer the \$17,500 from the Distributor Settlement at the Annual Town Meeting. We are just setting aside some money to be used for a specific purpose in the future.

Motioned by O'Connell, seconded by Kuphal to accept this Article as written. Unanimous.

Increase in Public Health Services and Supplies

Jen O'Connell: Do we have Health Agents or are we looking to hire?

Jennifer Barrett: We have an agreement with Worcester.

Russell Wells: So this may turn into an additional person?

Jennifer Barrett: I would have to say yes.

Sean Hendricks: We have seen a drop off of services this year. We know that by FY26, our costs will be going up to about \$93,000. We are looking at trying to save costs and increase services.

Motioned by O'Connell, seconded by Wells to recommend that the sum of \$17,500 be raised and appropriated or transferred from available funds for the purposes of this article.

Unanimous.

Municipal Office Building Increased Custodial Services

Sean Hendricks: The increased hours are needed at the Asa Waters Mansion. They have already been asked to help defray the cost of this and they have agreed. The Senior Center and the Library can use some additional hours. We need 3 people to handle the 4 buildings. Right now we have the equivalent of 3 ½ people.

Jen O'Connell: Why was this not anticipated in the Spring? Why are we talking about this now?

Sean Hendricks: We have a better handle on what is needed now. The Mansion has a revolving fund to take care of Capital Improvements. We could have them fund the custodian and have the Town take care of the Capital Improvements. Right now they have agreed to help pay for the custodian.

Jen O'Connell: I would like to see the Mansion be as self-sufficient as they can be.

Sean Hendricks: I do not have complete control of the Mansion. I have to go through the Task Force. This is how the Task Force wants the Mansion to run.

Jen O'Connell: How many square feet is the custodian responsible for? I cannot believe that there is enough space for the custodian to spend that much time there.

Sean Hendricks: I cannot answer that question.

Jen O'Connell: What is the responsibility of the custodians? I would like to see a breakdown of how much custodial work is done at the Mansion. I am not against more help, but I would like justification of the increase.

William Pratt: Why are we increasing headcounts?

Sean Hendricks: The buildings are being used. It is not always foreseeable what business is coming in.

William Pratt: We should be talking about 3 buildings, not 4. The Mansion should be paying for their custodial duties with the fees they charge.

Motioned by O'Connell, seconded by Kuphal to recommend that \$15,000 be raised and appropriated, transferred from available or otherwise provided for the purpose of this Article.

Pratt, no; Cooper, no; Kuphal, yes; Wells, no; O'Connell, no

Motion does not pass

Motioned by O'Connell, seconded by Pratt to recommend that action of this Article be indefinitely postponed. Pratt, yes; Cooper, yes; Kuphal, no; Wells, yes; O'Connell, yes

Maintenance of Roadways and Bridges

Jennifer Barrett: Once this is passed, the money will automatically go into this account.

Motioned by O'Connell, seconded by Cooper to recommend that \$2,302 be raised and appropriated, transferred from available Special Revenue Funds or otherwise provided for the purpose of this Article. Unanimous.

Police Department Safety Gear

Jen O'Connell: This is why I don't like to have our meetings televised. I don't feel that we should be that specific on what we are using the money for. Why hasn't this come up in the past?

Jennifer Barrett: The article needs to be broad but specific. I put in the rationale of what we are actually doing.

Jen O'Connell: Are there no grants available?

Jennifer Barrett: I would say not, or he would have applied for one.

Russell Wells: How many officers do we have to equip?

Jennifer Barrett: This is for 23 full sets.

Charles Cooper: Would we be anticipating that the budget will go up each year, due to this cost?

Jennifer Barrett: This is a one-time amount to outfit everyone. As we get new officers, they would be outfitted through the budget.

Motioned by Wells, seconded by Pratt to recommend that \$37,800 be raised and appropriated, transferred from available funds or otherwise provided for the purpose of funding this Article. Unanimous.

Zoning By-Law Change (Article 5 Definitions by amending the definition of Dwelling)

Motioned by Wells, seconded by Pratt to recommend that action on this Article be deferred to the Planning Board. Unanimous.

Upgrades to Tennis Courts and Basketball Courts at Windle Field

Jen O'Connell: Windle Field is part of the School Budget. Why is there no dollar amount listed?

Sean Hendricks: I was hoping to have that figure before this meeting. I should have it soon. We are guessing that the upgrades will cost around \$400,000-\$450,000. We have \$100,000 that has come in as a contribution for the project. We can wait until the Town Meeting to vote on this if your board chooses.

Kevin Kuphal: Are the contributions specified for Windle Field?

Sean Hendricks: Yes they are.

Jen O'Connell: Where will the money be coming from to do this project?

Jennifer Barrett: It will be coming out of Free Cash. Our Free Cash should be certified by the Town Meeting.

Jen O'Connell: I would push this to the Annual Town Meeting and have a conversation with the School Department about whether they have thought about putting together a tennis team.

Jennifer Barrett: The reason for it being on now is so we can lock in a contractor. If we wait until Spring, the quote would be much higher.

Sean Hendricks: We would lose another season if we wait until Spring.

Jen O'Connell: This is a big dollar amount to put in a fall Town Meeting. If we need the Free Cash for another purpose before the Annual Town Meeting, we won't have it.

Sean Hendricks: The School did not initiate this. We brought it to them.

Jen O'Connell: This is 10% of our Free Cash. I don't feel good about spending this amount at this time.

Jen O'Connell: I will set up a zoom for next Monday, so we can vote on this if we have a figure for it.

Refund of Permit Fees

Motioned by Wells, seconded by Cooper to recommend to raise and appropriate, transfer from available funds or otherwise provide the sum of \$3,296 for the purpose of funding this Article. Unanimous.

Motioned by Wells, seconded by Pratt to close the Public Hearing at 7:59 p.m. Unanimous.

Jen O'Connell: Our only other business this evening is to pay the bill for the posting of this meeting in the Millbury-Sutton Chronicle.

Motioned by Wells, seconded by Pratt to approve and pay the Millbury-Sutton Chronicle a total of \$12.54 from the Finance Committee Other Expense Account. Unanimous.

Sean Hendricks: Should I have Selectman Naff join your meeting next week so he can speak on behalf of the Asa Waters Task Force?

Jen O'Connell: He is welcome to come.

Motioned by Cooper, seconded by Kuphal to adjourn at 8:05 p.m. Unanimous.

Jen O'Connell

Chris & Caryl Jr

W.H. Pratt

R. O. Cooper