



Finance Committee
Municipal Office Building
127 Elm Street, Millbury, MA 01527

Jennifer O'Connell, Chairman
Charles Cooper, Vice-Chairman
Kevin Kuphal, Clerk
Nicole Cooney
Russell Wells
William Pratt
Judith O'Connor
Sandra Gaspie, Secretary

Posting and Agenda
Tuesday, October 10, 2023
6:30 p.m.
Zoom Only Meeting

“Welcome to the October 10, 2023 meeting of the Finance Committee. This meeting is being recorded and streamed by Millbury Public Access Cable Television. This meeting is also available through [Zoom.us/download](https://zoom.us/download). Anyone who is participating through [Zoom.us/download](https://zoom.us/download) should state their name and address when speaking.”

ID# 836 7857 2557

New Business

Minutes September 27, 2023

Public Hearing on the Special Town Meeting Warrant

Vote the Special Town Meeting Warrant

All business not reasonably anticipated to be discussed

Adjournment

2023 SEP 21 AM 10:41
MILLBURY, MASS.
TOWN CLERK

TOWN OF MILLBURY

WARRANT



SPECIAL TOWN MEETING
Tuesday, November 14, 2023, 7:00 P.M.
Millbury Memorial JR/SR High School
12 Martin Street, Millbury

Date: October 5, 2023
To: Residents of Millbury
From: Acting Town Manager & Finance Director
Re: Special Town Meeting

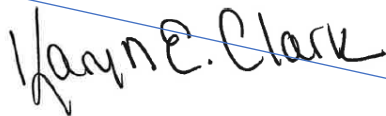
The Town of Millbury utilizes an open town meeting form of government, which is a method of municipal government in which all qualified voters in Town have an opportunity to assemble to debate and vote on certain financial and policy issues. This document is the warrant, or agenda, for such a meeting. **A special town meeting will be held on November 14, 2023 at 7:00 PM at Millbury Memorial High School.**

The warrant is composed of articles, each of which represents an item of Town business that taxpayers have the right to debate and vote upon. Below is a table that provides a summary of each article, essentially a table of contents, and proposed funding source as voted by the Finance Committee at their meeting on September 27 which is available for viewing on demand. You may wish to view portions of that meeting to clarify any questions you may have. As you will note, none of the articles included in this meeting will raise the tax rate. The warrant will be available on the Town's website www.millburyma.gov. On the home page, scroll down to "What's Happening in Millbury" and click on *Special Town Meeting Warrant*.

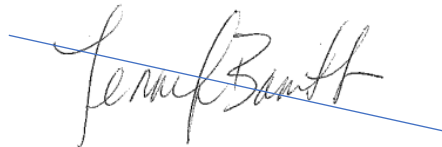
Article	Description	Amount	Funding Source
1	Liability Insurance	\$ 100,000.00	Free Cash
2	Health Insurance	\$ 240,000.00	Free Cash
3	Deficit Account	\$ 945.00	Free Cash
4	Prior Year Bills	\$ 295.00	FY24 Budget
5	School HVAC	\$ 60,000.00	Free Cash
6	Windle Field	\$ 100,000.00	Free Cash
7	Town Hall Electric	\$ 15,000.00	Free Cash
8	Tanker Truck	\$ 140,000.00	Capital Reserve
9	Police Lockers	\$ 30,000.00	Free Cash
10	Police Salary	\$ 90,000.00	Free Cash
11	Fire HQ	\$ TBD	Free Cash
Totals:			
	Use of FY24 Funds	\$ 295.00	
	Free Cash	\$ 635,945.00	
	Available Capital Reserve	\$ 140,000.00	

On behalf of the Board of Selectmen, we invite you to attend the Annual Town Meeting on November 14th.

Respectfully,



Karyn E. Clark
Acting Town Manager



Jennifer Barrett
Finance Director

SPECIAL TOWN MEETING
VOTING UPON REVISIONS TO THE
FISCAL YEAR 2024 OPERATING BUDGET AND OTHER ITEMS REQUIRING LOCAL
LEGISLATIVE ACTION

Town of Millbury Constables:

In the name of the Commonwealth of Massachusetts, you are hereby directed to notify and warn the inhabitants of the Town of Millbury qualified to vote in town affairs to meet at their respective meeting place, the Millbury Memorial JR/SR High School, 12 Martin Street in said Town of Millbury on:

Tuesday, November 14, 2023 at 7:00 P.M.

Then and there to vote on the articles contained herein.

ARTICLE 1: To see if the Town will vote to raise and appropriate, transfer from available funds, or otherwise provide the sum of \$100,000 to fund an increase in the Fiscal Year 2024 Town Insurance budget to cover the cost of additional coverage for Fiscal Year 2024 or take any other action thereon. (Board of Selectmen) (Required Vote: Simple Majority)

Rationale: *Insurance for the new Fire Headquarters came in higher than anticipated, earlier than expected. Additionally, a new service provider has included new services such as cyber protection and increased general liability. Prior year's Police accident history has also increased current year's coverage, even though current status is good.*

Recommendation: *The Finance Committee recommends Article 1 as written.*

ARTICLE 2: To see if the Town will vote to raise and appropriate, transfer from available funds, or otherwise provide the sum of \$240,000 to fund an increase in the Fiscal Year 2024 Employee Benefits budget to cover the cost of additional enrollments for Fiscal Year 2024 or take any other action thereon. (Board of Selectmen) (Required Vote: Simple Majority)

Rationale: *The health insurance budget was drafted in February with new rates for the fiscal year. Open Enrollment was held in March/April and several current employees beyond expectations opted into the insurance plans. Following Annual Town Meeting, both Town and School have had new hires opt for insurance beyond the estimated hiring budget as well.*

Recommendation: *The Finance Committee recommends Article 2 as written.*

ARTICLE 3: To see if the Town will vote to raise and appropriate, transfer from available funds, or otherwise provide the sum of \$945 to pay a prior year bill incurred by Paul Giorgio, Peak Properties Management Inc. for engineering consultation under a Planning Board permit. (Board of Selectmen) (Required Vote: Simple Majority)

Rationale: In June of 2021, additional work by the Town's engineering firm was required under a Planning permit. After reconciling the escrow accounts in August of 2021, it was discovered that the invoice was paid prior to receipt of funds from the Applicant and the escrow account has remained in deficit for 2 years despite attempts to recover the funds from the Applicant.

Recommendation: The Finance Committee recommends Article 3 as written.

ARTICLE 4: To see if the Town will vote to raise and appropriate or transfer from available funds such sums as required to pay prior fiscal years bills, or take any other action thereon. (Board of Selectmen) (Required Vote: 9/10ths Majority)

Vendor	Invoice Date	Cost	Department	Account
Powers Industrial Supply	1/6/22	\$191.00	MOB Town Hall	001-192-5400-000000
Powers Industrial Supply	3/18/22	\$104.00	MOB Town Hall	001-192-5400-000000

Rationale: This is a Fiscal Year 2022 bill for cleaning supplies that was not submitted to the Town until June 2023. It will be paid from the current fiscal year's Supplies account.

Recommendation: The Finance Committee recommends that Article 4 be accepted as written and that \$295.00 be transferred from available funds for the purposes of Article 4.

ARTICLE 5: To see if the town will vote to raise and appropriate, transfer from available funds, or otherwise provide the sum of \$60,000 to update the school HVAC system, or take any other action relative thereon. (Board of Selectmen) (Required Vote: Simple Majority)

Rationale: This funding will help to address necessary updates to the HVAC system's Enterprise Buildings Integrator (EBI), which commands the entire heating and cooling systems at the Jr./Sr. High School and at Elmwood. Our EBI system has been failing to properly control temperatures in certain zones (EBI failure is one of the reasons we had two of the burst pipes last winter). The system hasn't been upgraded since its original installation 20 years ago and needs to be replaced since its software is no longer supported.

Recommendation: The Finance Committee recommends Article 5 as written.

ARTICLE 6: To see if the Town will vote to raise and appropriate, transfer from available funds, or otherwise provide the sum of \$100,000 to fund upgrades/replacement of the tennis courts at Windle Field, or take any other action relative thereon. (Board of Selectmen) (Required Vote: Simple Majority)

Rationale: At the Special Town Meeting in November 2022, \$300,000 was authorized for this project. At the time of the authorization, donations were being sought from community partners. We have received \$100,000 to date and have deposited the funds into the General Fund as per MGL. Those funds will transfer to Free Cash at the close of the year and must be authorized for use by Town Meeting. The current engineering plan would enable the Town to reclaim/install three tennis courts, including two pickleball overlay courts; the court area will also be enclosed by new fencing. The three tennis courts would allow for the use of those courts by the Millbury public schools, should there be demand for a tennis team at the high school.

Recommendation: The Finance Committee recommends Article 6 as written.

ARTICLE 7: To see if the Town will vote to raise and appropriate, transfer from available funds, or otherwise provide the sum of \$15,000 to pay the cost of upgrading the emergency electrical systems at Town Hall, or take any other action relative thereon. (Board of Selectmen) (Required Vote: Simple Majority)

Rationale: *A new backup generator was recently installed at Town Hall that has the capacity to back up the entire building. However, a new subpanel must be installed on the second floor to provide backup power to critical resources throughout the building.*

Recommendation: *The Finance Committee recommends Article 7 as written.*

ARTICLE 8: To see if the town will vote to raise and appropriate, transfer from available funds, or otherwise provide the sum of \$140,000 for the capital purchase of a Tanker Truck for the Fire Department, or take any other action thereon. (Board of Selectmen) (Required vote: Two-Thirds majority)

Rationale: *At Annual Town Meeting in May 2022, \$575,000 was authorized for a Tanker Truck. At the time, the price quotes for the truck were indicating that amount was sufficient. However, once the authorization was complete and the bid process commenced, the bids and build price came in at \$675,000, not including the additional gear needed for the truck. Grant funds were sought and not received to cover the difference in the build cost.*

Recommendation: *The Finance Committee recommends Article 8 as written.*

ARTICLE 9: To see if the town will vote to raise and appropriate, transfer from available funds, or otherwise provide the sum of \$30,000 to renovate both locker rooms at the police station, or take any other action relative thereon. (Board of Selectmen) (Required Vote: Simple Majority)

Rationale: *Our current lockers are over 20 years old, some of the lockers are broken with doors that will not close properly, some lockers cannot be secured, and others are missing hardware. As we have increased our police and dispatch personnel, we no longer have any extra lockers to assign to employees. The new lockers are from Donnegan Systems, which is a local company in Northborough, MA, on the state bid contract. The lockers are made with heavy duty steel that have shelving, a safe to secure firearms, a boot drawer and a drying shelf for Kevlar vests. The inside of the lockers have electrical outlets to charge radios and flashlights. The estimated cost of the renovation project is \$90,000 including the electrical and HVAC updates necessary for installation; \$60,000 for this project has been secured by Senator Moore through state funding which must be expended by June 30, 2024.*

Recommendation: *The Finance Committee recommends Article 9 as written.*

ARTICLE 10: To see if the Town will vote to raise and appropriate, transfer from available funds, or otherwise provide the sum of \$90,000 to fund an increase in the Fiscal Year 2024 Police Department budget to cover the cost of the first year of the Collective Bargaining Agreement and other costs associated with salary increases due to new hires and position changes contained therein for Fiscal Year 2024 or take any other action thereon. (Board of Selectmen) (Required Vote: Simple Majority)

Rationale: *The Police Union Contract was signed on September 26, 2023 and the budget approved at Annual Town Meeting included only a portion of the increases settled within the contract. Additionally, new hires and position changes within the contract have resulted in the need for additional funding within the Police Salary budget, however savings from other unfilled positions have resulted in a reduction in the total increase.*

Recommendation: *The Finance Committee recommends Article 10 as written.*

ARTICLE 11: To see if the Town will vote to raise and appropriate, transfer from available funds, or otherwise provide a sum of money to address the safety issues of the old Fire HQ at 126 Elm St, not to include renovate for use, or take any other action thereon. (Board of Selectmen) (Required Vote: Simple Majority)

Rationale: *The upper story on the east side of the building needs repair & stabilization in order to meet occupancy codes and safety requirements. Approved funds would minimally stabilize the roof and upper east wall only. Alternatively, if more expedient, approved funds would cover the cost of taking the building down and removing the materials from the site. No demolition action would be taken until the new HQ is complete and all the apparatus are moved to the new site. Further information will be available at Town Meeting.*

Recommendation: *The Finance Committee defers its recommendation on Article 11 to Town Meeting.*