

Finance Committee MEETING MINUTES

July 13, 2020

Virtually

Paul Flaherty, Rick McGuire, Nick Ensko, Shawn Craig, Stephen Bern

Guests: Derek Brindisi, Kelly McElreath, Deb Teta,

1 The meeting was opened at 7:00 pm virtually.

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3 Upon motion of Nick Ensko, seconded by Rick McGuire, it was voted to accept the minutes by
4 unanimous rollcall vote.

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6 Paul Flaherty welcomed Steve Bern back to the Finance Committee and expressed his thanks for
7 returning. Paul Flaherty also thanked Jonathan Calianos for his service to the Committee over
8 many years.

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10 Upon motion of Sean Craig, seconded by Rick McGuire, it was voted to re-elect Paul Flaherty as
11 the 20-21 Chair of Finance Committee by unanimous rollcall vote.

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13 Upon motion of Paul Flaherty, seconded by Nick Ensko it was voted to re-elect Rick McGuire as
14 Vice Chair by unanimous rollcall vote.

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16 Upon motion of Paul Flaherty, seconded by Nick Ensko it was voted to re-elect Rick McGuire as
17 Capital Budget representative by unanimous rollcall vote.

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19 Upon motion of Paul Flaherty, seconded by Nick Ensko it was voted to re-elect Shawn Craig as
20 MURSD representative by unanimous rollcall vote.

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22 Paul Flaherty discussed how the Finance Dept for the Town will be reorganized due to the
23 retirement of Treasurer/Collector Ken Glowacki. A public hearing will be held and looking for
24 public comments. Derek Brindisi reviewed the current structure and what the new finance dept
25 would look like and reason for the public hearing. There will be an open position of assistant
26 Treasurer/Collector and it won't be filled until final passage of appointed Treasurer/Collector is
27 complete.

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29 Paul state Finance Committee does not get involved in day-to-day operations and Derek
30 reiterated this is an organizational structure. Derek stated Kenny will still continue as Town
31 Accountant and assume the responsibilities as the Finance Director. If Kenny was to move on,
32 Town would have to re-examine the structure to what is best for the Town. Looking to keep the
33 wages for this department net neutral. It was noted this department would now be open on
34 Fridays. Nick Ensko commented how Finance Director can bring value to the Town and it is just
35 not a title. Paul commented business of the Town is a 5 day a week position. It was agreed to
36 put a short summary together and send comments to Kelly for final document.

37
38 Next item were year-end transfers. Document of the transfers needed were review. Steve Bern
39 asked why Town Counsel balance was so high this year. Derek Brindisi looked for extra money
40 due to increase in hourly rate and upcoming cases. This account is always a moving target.
41 Shawn Craig asked about the Veteran's budget and verified the Town will get 75% back from the
42 State. This covers the pension liability for when the Police office was on active duty

Rick McGuire asked about the COVID reimbursement. Wages will be reimbursable. We are seeking year end transfer and reimburse the revenue side when receive the funds. It was noted we have received \$9k in COVID funds already for this year.

Kenny Costa updated the OPEB liabilities at \$7.6M and pension at \$10M.

Nick Ensko asked about the Treasurer/Collector wages. It was noted management had something to do with the deficit and the office was autonomous. Moving forward, more control of the wage line will be demonstrated. This is a 4th year where transfer was needed and it will be controlled in the future.

Transfer regarding Treasurer/Collector salaries. Policy Procedure manual is how we manage our non-union employees and it is very concise. However, it does not apply to full time elected officials. Elected officials did not need to keep a schedule and did not track vacation time because reported to the voters. As a reminder, this situation will never occur again since we will no longer have any full-time elected officials. Paul explained the MGL 40, section 108. Paul summarized the discussion with Town Counsel. Steve Bern was asked to reach out to Ken Glowacki to resolve the issue of vacation time vs elected officials. If resolution was not attained, it would have needed to be litigated. Based on past practice when elected Town Clerk became appointed, she was given 2 weeks of vacation as a bank. It was determined to work with Ken and resolve it. Steve Bern commented it was a cordial conversation and was a good resolution know to an issue that did not have a clear answer.

Approve the 15 year-end transfers as presented dated 7/13/20 for the FY20 budget RM/SC

Meeting with BOH and BOS to discuss waste removal. Proposed meeting is Wednesday September 2nd to discuss some efficiency to control the costs. Share the costs for going independent.

Meeting adjourned at 8:30.

Respectfully submitted,
Kelly A. McElreath

FY20 END OF YEAR TRANSFERS

DOC DATE 7-13-20

GENERAL FUND	AMOUNT	FROM	ACCOUNT #	TO	ACCOUNT #	JUSTIFICATION
TRANSFER #1	\$2,900	Town Counsel Expense	0100-151-5200-5302	Town Meetings Elections	0100-113-5400-5421	Deficit includes the cost to print new ballots and coding when the override question was removed and the postage to mail out 474 vote by mail ballots.
TRANSFER #2	\$300	Town Counsel Expense	0100-151-5200-5302	Assessors - Wages	0100-141-5100-5100	The last 2 days of the Fiscal Year not budgeted
TRANSFER #3	\$2,200	Treasurer/Coll - Expenses	0100-151-5200-5302	Treasurer/Coll - Wages	0100-145-5100-5100	Additional hours of the Dept Assistant position
TRANSFER #4	\$6,000	Town Counsel Expense	0100-151-5200-5302	Treasurer/Coll - Salaries	0100-145-5100-5111	5 week vacation buyback submitted by T/C
TRANSFER #5	\$900	Town Counsel Expense	0100-151-5200-5302	Human Resources Expenses	0100-152-5400-5422	Additional funds to cover medical evaluations
TRANSFER #6	\$4,500	Town Counsel Expense	0100-151-5200-5302	Town Clerk - Wages	0100-161-5100-5100	Deficit is for overtime for the custodian to clean for COVID 19.
TRANSFER #7	\$25	Planning Board Expense	0100-175-5400-5421	Planning Board - Wages	0100-175-5100-5113	The last 2 days of the Fiscal Year not budgeted
TRANSFER #8	\$7,000	Library - Wages	0100-610-5100-5100	Town Building Expense	0100-192-5400-5421	Deficit includes \$3k invoice to repair a pump to HVAC system; \$1k for a unexpected library boiler repair; \$1k for emergency plumber when pipes overflowed; increased utility costs.
TRANSFER #9	\$2,700	Police - Cruiser Gas	0100-210-5400-5481	Police - Utilities	0100-210-5200-5210	\$3,000 increase in electrical costs over FY19
TRANSFER #10	\$2,500	Police - Training Fees	0100-210-5200-5313	Police - Building Maintenance	0100-210-5200-5241	\$2,683 additional expense for 100 amp service to support dispatch renovation.
TRANSFER #11	\$61	Fire/EMS Dept. - Expense	0100-220-5400-5421	Fire/EMS Dept. - Building Maint.	0100-220-5200-5241	Performed Generator Maintenance at Year-end
TRANSFER #12	\$1,750	Nurse Wages - Blackstone IMA	0100-522-5100-5120	Nurse Wages - Town	0100-522-5100-5111	Deficit is for overtime for Town nursing services and contact tracing related to COVID 19.
TRANSFER #13	\$2,900	Town Counsel Expense	0100-151-5200-5302	Veterans Benefits	0100-543-5700-5770	Added 2 new Veterans in FY20 - not budgeted. State reimburses 75% of Veteran Chapter 115 benefit payments in the next year through the Cherry Sheet.
TRANSFER #14	\$404	Library - Wages	0100-610-5100-5100	Library - Postage Expense	0100-610-5400-5422	New account created as recommended by Auditors, was previously funded through passport revenue. Postage is a new line item in FY21 budget, but we were left with no funding source in FY20.
TRANSFER #15	\$3,313	Town Counsel Expense	0100-151-5200-5302	Worcester Regional Pension Fund	0100-911-5100-5172	Additional Pension Assessment for a Police Officer in FY20 related to military service time in calendar year 2019.

TOTAL **\$37,453**