

**TOWN OF MILLVILLE  
MEETING OF THE  
FINANCE COMMITTEE  
MINUTES OF MEETING  
July 10, 2019 – 6:30 P.M.**

**Board Members Present:** Chairman, Aubrey Buono; Member, Brian Pacheco; Member, Adrienne Pettit; Member, Ken Tubman; Member, Gary Gill

**Board Members Absent:** None

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*A. Buono opened the meeting at 6:31 pm.*

Peter Caruso and Justin Cole, Millville Town Administrator and Accountant, respectively, joined the meeting.

Open Reserve Fund transfer requests were reviewed:

Police requests \$XX for oil and for communications services.

*On motion by B. Pacheco, second by K. Tubman, the Committee votes (5-0) unanimously AGAINST 2 reserve fund transfers from the Finance Committee Reserve Fund to Police to[.]*

Two sets of proposed 2019 end of year transfers were reviewed with Mssrs. Caruso and Cole.

Increase in Town Administrator costs were due to interim town administrator (approximately \$2,000/week during interim period)

Assessors office related to licensing which was not included in the budgeting plan of 2019 (the application). Will not be used going forward because this system has not been utilized. Exploration of new system.

Tri-county vocational due to transportation costs. Discussion regarding combining out of district transportation costs can be consolidated into one line item for the Tri-County and Norfolk Agricultural Vocational (or all out-of-district transportation costs).

Vehicle maintenance costs due to town wide fuel costs. All town wide vehicles covered under town wide fuel.

Debt Service related to Title V debt service program. Discussion on the expected shortfall for next year given new information (approximately \$4,600 short for FY2020 budget, which may be able to be addressed).

Follow-up on Title V discussion:

1. what the interest rates are to municipalities for Title V reimbursement program; and
2. what is the balance of the Title V account

Medicare due Town contribution for certain payroll costs which are less predictable.

*On motion by A. Pettit, second by B. Pacheco, the Committee votes (5-0) unanimously to approve End of Year transfers request under MGL Chapter 44, Section 33B as follows:*

- \$4,008 from the Town Accountant budget to the Town Administrator budget;
- \$45 from the Town Accountant budget to the Finance Committee budget;

- \$5,178 from the Unemployment budget to the Assessors budget;
- \$5,420 from the Norfolk Agricultural Transportation budget to the TriCounty Vocational budget;
- \$838 from the Norfolk Agricultural Transportation budget to the TriCounty Vocational budget;
- \$2,104 from the Veterans Services budget to the Vehicle Maintenance budget;
- \$5,250 from the Veterans Services budget to the Debt Service budget; and
- \$1,653 from the Health Insurance budget to the Medicare budget.

***The total of all inter-departmental transfers equaling \$24,496***

The second set of end of year transfers were discussed with Mssrs Caruso and Cole.

Transfers to MES Operations due to remediation costs for water treatment.

Technology due to increase in vendor costs for server back-up.

Building inspector due to mileage reimbursements for plumbing/electrical.

***On motion by A. Pettit, second by K. Tubman, the Committee votes (5-0) unanimously to approve the End of Year transfer request under MGL Chapter 44, Section 33B as follows:***

- \$5,000 from Legal budget to MES Operations budget;
- \$5,000 from Board of Health budget to MES Operations budget;
- \$3,000 from Veterans Services budget to MES Operations budget;
- \$5,000 from Unemployment budget to MES Operations budget;
- \$2,000 from Health Insurance budget to MES Operations budget;
- \$1,300 from Health Insurance budget to Technology budget;
- \$650 from Health Insurance budget to Building Inspector budget; and
- \$722 from Property Liability Insurance budget to Medicare budget.

***The total of all inter-departmental transfers equaling \$22,722.***

Review 2019 budget to actuals through June 15<sup>th</sup> was discussed. A follow-up for the detailed budget with postings for the End of Year transfers approved.

Calendar for FY20 was briefly discussed with Mssrs Caruso and Cole.

Committee Updates:

- Regional Agreement Amendment Committee – July 17<sup>th</sup> or 25<sup>th</sup>
- Capital Program Committee – July 30<sup>th</sup>

The next Finance Committee meeting will be held on Wednesday, August 14, 2019 at 6:30 pm

## **FINANCE COMMITTEE MEETING ADJOURNMENT**

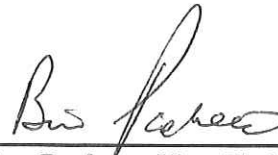
***On motion by B. Pacheco., second by A. Pettit, the Committee votes (5-0) unanimously to adjourn the meeting at 8:06 pm.***

Respectfully Submitted By:

*Adrienne Pettit, Clerk*


**Approved By Finance Committee:**

  
Aubrey Buono, Chairman

  
Brian Pacheco, Vice Chairman

  
Adrienne Pettit, Clerk

  
Gary Gill, Member

  
Ken Tubman, Member

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