

**TOWN OF MILLVILLE
MEETING OF THE
FINANCE COMMITTEE
MINUTES OF MEETING
October 1, 2019 – 6:30 P.M.**

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

Board Members Absent: None

A. Buono opened the meeting at 6:30 pm

On motion by A. Buono, second by B. Pacheco, the Committee votes unanimously (5-0) to enter executive session.

- A discussion of the STM warrant article related to the auction sale of 20 Depraire for \$160,000 without clear title and next steps were discussed.

On motion by B. Pacheco, second by K. Tubman, the Committee votes unanimously (5-0) to end executive session.

A. Buono opened the meeting at 7:02 pm

Peter Caruso, Millville Town Administrator joined the meeting. The FINCOM and Mr. Caruso then discussed the proposed warrant articles for Special Town Meeting:

- Matt Ehrenworth & Head Custodian of MES joined the meeting to discuss boiler project. Pictures of the current boiler system – currently 2 boiler systems (\$8,200 annually on maintenance)
- MES Water Solutions
- Police vehicle (4 cruisers: 1 leased-to-own + 3 owned); other option would be to lease. If purchased expect to need to replace next police vehicle in the next year to 18 months.
- Police station generator: current generator is original to the building. Head gasket leaks and overheats.
- Council on Aging generator in order to qualify MEMA shelter. Currently using MES as MEMA shelter, which requires school district administration consent and expenses. Applied for a grant to fund the \$11,000 cost.
- Revise wording in bylaws related to compensation including:
 - Revising for standard minimum wage requirements
 - Updating certain positions to “by contract” for consistency to other town positions within the bylaws.
- Past bills for TEC \$12,000 storm water.

Open Reserve Fund Transfer Request:

- Police station fund transfer request \$30,400 to replace HVAC system (condenser, ceiling ventilation, propane heating system and the air conditioning system)
 - Begin work in approximately 2 weeks and will be completed in 4 days
 - A discussion of the current heat system and need for replacing the furnace
 - Confirmed a stabilization transfer warrant article may be included to replenish the FINCOM reserve fund.

On motion by G. Gill, second by K. Tubman, the Committee votes unanimously (4-0) transfer \$30,400 from the Finance Committee Reserve Fund to the Building Repairs and Maintenance line.

Town Administrator Update

- Audit firm has been engaged (same firm that does BMR school district)
 - Enhance disclosures on relationship between regional school district and the Millville
 - Engagement letter is currently being drafted
- Budget calendar/planning
 - FINCOM chairperson, Town Administrator and Town Accountant to meet to derive calendar
- Police station HVAC project
- Other relevant topics

Upcoming meetings related to STM:

- October 7, 2019 BOS meeting to close the warrant
- October 21, 2019 BOS meeting to vote on warrant items
- October 29, 2019 – 6:30 FINCOM meeting for public hearing

Committee Updates:

- Capital Program Committee
 - Capital plan discussion
- Regional Agreement Amendment Committee

The Special Town Meeting (November 4, 2019) Planning

- Warrant will include the request for stabilization Cash transfers to Stabilization accounts
- BMR School request debt exclusion for boiler system warrant for ballot question to be included in November 6, 2019 election
 - A discussion of the District's plan to present materials on the warrant and ballot question
- A discussion of the status of the MES water system and potential STM warrant item for feasibility study budget
- Follow-up for the all stabilization balances after transfers approved at Annual Town Meeting

The following meeting minutes were reviewed and approved:

On motion by B. Pacheco, second by K. Tubman, the Committee votes unanimously (5-0) to approve the FINCOM meeting Minutes from:

- May 13, 2019
- July 10, 2019

On motion by A. Pettit, second by G. Gill, the Committee votes 4-0 (1 abstain) to approve the FINCOM meeting Minutes from:

- September 11, 2019

On motion by B. Pacheco, second by A. Buono, the Committee votes 3-0 (2 abstain) to approve the FINCOM meeting Minutes from:

A motion to approve B. Pacheco, A. Buono 3-0 approved; 2 abstain:

- August 28, 2019

On motion by B. Pacheco, second by K. Tubman, the Committee votes 4-0 (1 abstain) to approve the FINCOM meeting Minutes from:

- June 18, 2019

FINANCE COMMITTEE MEETING ADJOURNMENT

On motion by B. Pacheco, second by K. Tubman, the Committee votes (5-0) unanimously to adjourn the meeting at 9:13 pm.

Respectfully Submitted By:

Adrienne Pettit, Clerk

REC DEC 23 2019

pm 9:05

TOWN CLERK

Approved By Finance Committee:


Aubrey Buono, Chairman


Brian Pacheco, Vice Chairman


Adrienne Pettit, Clerk


Gary Gill, Member


Ken Tubman, Member