

TOWN OF MILLBURY
BOARD OF SELECTMEN MEETING MINUTES

February 13, 2024

6 PM

Present: Mary Krumsiek, Katie McKenna, Scott Despres, Chris Naff, Brian Sora
Zoom: AFleming, Ellen Prolux-Bisonette, Terry Burke Dotson, Jenniffer Barrett, Kerry Stockwell, AntiBathe, Matt, DTaylor, KClark, Ariordan, Josh's Iphone, nv, Jen's Ipad, Bernie Lynch, Ellen Salsar, Liz's Iphone, Caleb Moody, eboutin, Sean Fleming, Edmcginni, eboutin

Deliberations & Vote on Town Manager

The Board discussed the two candidates and their experience. The Board described Karyn's experience with Millbury, and she has done a great job as Acting Town Manager.

Motion to appoint Karyn Clark as the Town Manager by Selectman Krumsiek, seconded by Selectman McKenna. Motion carried unanimously.

Appoint two Selectmen to negotiate the Town Manager Contract

Motion to appoint Selectman Depres and Selectman Krumsiek to negotiate the Town Manager Contract by Selectman McKenna, seconded by Selectman Sora. Motion carried unanimously.

5-minute recess

Karyn Clark thanked the Board for the opportunity and their help while she was the Acting Town Manager. She thanked all her fellow town employees for their hard work and cooperation. She also thanked her family and friends, especially her mother. She is excited to be a Town Manager and she is the first female Town Manager of Millbury!

Citizens Speak

Bob Simmler of 8 Grove St thanked the Board for their work. He asked about the assessor's map and who is in charge of making these changes. The Board stated they will discuss it further with Mr. Simmler after examining the maps. Terry Burke Dotson of 20 Salo Terr stated she was at the Housing Production Steering Committee meeting; she would like the town owned parcels included in the inventory of housing spaces available. Town owned houses/ properties should be renovated rather than sold to combat housing.

Audit- Terenzio Volpicelli of Roselli & Clark

Mr. Volpicelli represented Roselli & Clark, they created the Town Audit for FY23. He presented the Communication letter. The focus was financial statements created through the Town's data. The Town's total long-term debt was \$30.6 million due to the construction. The sewer fund debt was paid by residential fees. The town faces future obligation due to pensions and OPEB. He stated he has talked to employees about the phishing scams. The Board discussed the audit and the findings by Roselli & Clark.

*See Attached

2024 FEB -9 PM 1:40
TOWN OF MILLBURY
CLERK'S OFFICE

**TOWN OF MILLBURY
BOARD OF SELECTMEN MEETING MINUTES**

6:35 PM Public Hearing

The Millbury Board of Selectmen will hold a Public Hearing on Tuesday February 13, 2024 at 6:35 p.m. at the Municipal Office Building, 127 Elm Street, Millbury, MA to act upon the application for a Transfer for TGI FRIDAY'S, INC. of Sugarloaf Hospitality, LLC Located at 70 Worcester Providence Turnpike Millbury, MA 01527.

Motion to open a Public Hearing by Selectman Krumsiek, seconded by Selectman McKenna. roll call vote with Selectman Naff, Selectman Despres, Selectman Krumsiek, Selectman McKenna and Selectman Sora, all in favor, Motion carried unanimously

Jayne stated ABCC approved the application therefore everything is all set.

Motion to close a Public Hearing by Selectman Krumsiek, seconded by Selectman Sora on a roll call vote with Selectman Naff, Selectman Despres, Selectman Krumsiek, Selectman McKenna and Selectman Sora, all in favor, Motion carried unanimously

Motion to act upon the application for a Transfer for TGI FRIDAY'S, INC. of Sugarloaf Hospitality, LLC by Selectman Krumsiek, seconded by Selectman McKenna on a roll call vote with Selectman Naff, Selectman Despres, Selectman Krumsiek, Selectman McKenna and Selectman Sora, all in favor, vote was approved 5-0.

New Business continued

Appoint Poll Workers Election Year 2024 and Update on Election Schedule

Motion to appointment wardens by Selectman Krumsiek, seconded by Selectman McKenna.

Motion carried unanimously.

Motion to appointment clerks by Selectman Krumsiek, seconded by Selectman McKenna.

Motion carried unanimously.

Motion to appointment inspectors by Selectman Krumsiek, seconded by Selectman Despres.

Motion carried unanimously.

Jayne shared the election dates with the Board and discussed the different ballot options.

*See Attached

Approve Presidential Primary Warrant

Motion to approve the Presidential Primary Warrant by Selectman Krumsiek seconded by Selectman Despres. Motion carried unanimously.

Updated Reserve Policy-First Reading

The policy was previously signed, and the Board wanted to revisit it for updates. The second reading will be with FinCom and the third reading will be the adoption. It was first signed in 2017. The Finance Director shared her comments regarding the policy with the Board. The first reading of the policy will be at the next BOS meeting.

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BOARD OF SELECTMEN MEETING MINUTES

Flag Policy-First Reading

Selectman Despres presented the policy. He stated the flags that were approved. This was the first reading of the policy; the next meeting will be the second reading. The policy is regarding any flags flown on Town property.

Motion to acknowledge this reading as the First Reading of the Flag Policy by Selectman Despres, seconded by Selectman McKenna. Motion carried unanimously.

Assumption School -Color Me Brilliant 5K -Saturday, April 27, 2024

***All business not reasonably anticipated to be discussed* Votes maybe taken**

Motion to approve the Assumption School Color Me Brilliant 5K -Saturday, April 27, 2024 Subject to approval of the Chief of Police by Selectman Krumsiek, seconded by Selectman Despres. Motion carried unanimously.

Management Update

Karyn stated she shared her update with the Board. She stated that the Senior Center staff plan to utilize the Recycling Grant. West Main St. will be partially closed for the gas work repair. There is a new Director at the Asa Waters Mansion and a Building Inspector. Rick Bedard will be attending a meeting to update the Board about Windle Field

Review & Approve Previous Minutes

Motion to review and approve the minutes of January 9, 2024, by Selectman Despres, seconded by Selectman McKenna. Motion carried unanimously.

Dates to Remember

- Open Burning Permits at Station 2- permit can be used for the whole burning season
- Millbury First Congregational Church: Spring Floral Class 3/9/24 at 1pm
- Election Schedule
- PJ drive 2/1-3/15 at the Millbury Public Library
- Nomination Paper at Town Clerk due 3/12

Roundtable Discussion and Citizens Feedback

(Limited to 3 minutes: Discussion on agenda items heard at this meeting, only)

On a Good Note: Community Events & positive stories about Millbury

Terry Burke Dotson shared her Housing Production Plan from 1990 with the Board.

Mail

Motion to accept the donation to the Millbury Beautification Account by Selectman Krumsiek, seconded by Selectman Despres. Motion carried unanimously.

Motion to accept the donation to the Fire Departments Gift Account by Selectman Krumsiek, seconded by Selectman Despres Motion carried unanimously.

Happy Valentine's Day

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Executive Session-cancelled

Executive Session in accordance with M.G.L c. 30A Section 21(a), Purpose 3, to discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining position of the Board and the Chair so declares

- A. MA Laborer Public Employee Council-Clerical
- B. MA Laborers Public Employee Council-Dispatchers
- C. MA Laborers Public Employee Council-Public Works

7:38 Adjourn Meeting

Motion to adjourn by Selectman Krumsiek, seconded by Selectman Sora. Motion carried unanimously.

Respectfully submitted,

Amy Fleming, Secretary

Chris Naff

Scott Despres

Mary Krumsiek

Katie McKenna

Brian Sora



Handwritten signatures of five individuals, each on a horizontal line. From top to bottom: a signature that appears to be "Chris Naff", a signature that appears to be "Scott Despres", a signature that appears to be "Mary Krumsiek", a signature that appears to be "Katie McKenna", and a signature that appears to be "Brian Sora". The signature of "Amy Fleming" is crossed out with a large X.

2-12-24

To: Board of Selectman

Planning Board

Someone has been altering the assessors map, Grid 53

It started 40 years ago and was still being altered up to 10 years ago.

Multiple times and different dates.

My question to the "Board of Selectman" is who has been changing these maps and why?

I would like to put this issue in the next Selectmen's meeting agenda to be openly discussed.

I am giving all of you the information you need, to show these changes, along with questions I need answers to.

Regards,

Bob Simmler
8 Grove Street
508-328-2810

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Question 1

On the assessors' map, pre-1986, someone deliberately alter Grid 53, Lots 68 and 89 to show an increase of the Grove Street parking lot entrance from 25 feet to 40 feet wide.

Look at "5 Grove Street deed dated 1972" on how the assessors map for that property is supposed to look.

Why was the assessors' map altered and who changed it?

Question 2

Pre 1984 assessors map, Grid 53, Lots 80, 81, and 87

If you add up the total square footage of these lots, it comes out to 77,346 total square footage.

After 1986 when theses lots were re-configured and then sold, the total square footage increased to 80,165 square feet.

It grew 2,802 square feet! How does that happen?

The Elm Street properties, A, B, and C seem to be correct, so it must have been added to Lot D, the municipal parking lot.

Again, who and why?

Question 3

A deed dated April 14, 1986, shows the municipal parking lot and 110, 112, and 114 Elm Street also on the deed labeled as Lots A, B, C and D.

On the deed, it shows all measurements and the true outline of these properties' boundaries.

Shortly after the new deed came out, the assessors map was changed to show the new lot configuration.

Why were the back property boundaries of all three properties, 110, 112, and 114 (Lots A, B, and C) moved northward and the length of 125' omitted on the new assessors' map?

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Question 4

Then on the 2014 assessors map, someone deliberately moved the measurement of 251' on the southwest section of the parking lot. They moved that 251' measurements to inside Lot 80 on Grid 53.

Again, who changed it and why?

Why is someone deliberately changing these maps?

2/13/24
BUS
GP-1

- Required communications letter dated November 20, 2023 was previously provided to the Select Board. Some highlights from that letter include:
 - Management is responsible for selecting and employing appropriate accounting policies.
 - Accounting estimates and their related disclosure are integral parts of the financial statements. The most sensitive accounting estimates pertain to:
 - Pension and OPEB liabilities
 - Allowances for doubtful accounts
 - We did not encounter any significant difficulties in completing the 2023 audit and we didn't have any disagreements with management on accounting, reporting or other auditing matters.

It's very important to note that the focus of our audit was on the fair presentation of the financial statements as taken as a whole. This was not a forensic audit; our audit is not intended to identify and detect theft or fraud. Management is in the best seat to address these risks given their oversight of the Town's day-to-day operations.

- The Town's 2023 audited financial statements were issued on November 2, 2023 with an unmodified, or clean, audit opinion. There were no internal control matters or deficiencies observed during the audit that required formal communication to this Board.
- The audited financial statements consist of several key sections including:
 - Government Wide financial statements – i.e., full accrual f/s
 - Fund financial statements – i.e., modified accrual – closest to your internal records (UMAS)
 - Proprietary f/s for sewer – full accrual for business-type activities
 - Fiduciary f/s for OPEB trust
 - Notes to the f/s
 - Required supplementary information on pension/opeb/budget to actual as well as the MD&A that precedes the financial statements themselves

- In the governmental funds financial statements, the Town ended FY 2023 with a deficit fund balance of nearly \$4 million. The Town's construction of its fire station and Shaw Elementary School (completed in 2023) incurred significant costs during fiscal year 2023 and the capital projects fund reported a deficit fund balance of over \$20.4 million at June 30, 2023.

The Town has financed these and other capital projects construction through general obligation bond sales of over \$28.1 million in 2023 and nearly \$24.9 million in bond anticipation notes.

- Excluding the deficit in this school (\$6.5 million) and the fire station construction project (\$11.9 million), the fund balance would have been approximately \$14.7 million at June 30, 2023.

The general fund reported a positive \$11.6 million fund balance while the nonmajor governmental funds reported over \$5.0 million in fund balances. Both of these fund balances were larger than the prior year.

- Credit rating agencies often assess a community's budgetary flexibility by calculation a "reserve ratio" within the general fund. The reserve ratio represents the assigned and unassigned fund balance in the general fund as a percentage of general fund expenditures and normal transfers. The Town's reserve ratio was nearly 18% at June 30, 2023 versus 19% in 2022. S&P generally considers this to be strong.
- The Town's current credit rating is AA by S&P, which is the 3rd highest credit rating S&P assigns to long-term debt.
- In terms of budget to actual performance, on a statutory basis, the Town's fiscal year 2023 revenues exceeded budget by over \$1.9 million and expenditures were over \$1.0 million under budget with all reportable expenditure segments reporting turn backs.

- The Town entered fiscal year 2024 with a number of significant reserves:
 - Certified free cash of approx. \$3.6 million;
 - General stabilization funds of approx. \$2.3 million; and
 - Other stabilization funds of approx. \$2.1 million.
- As of June 30, 2023, the Town had deferred over \$1.9 million in ARPA receipts into fiscal year 2024. These funds will need to be obligated by 12/31/2024 and completely spent by 12/31/2026 under current federal law.
- The Town's general debt burden increased in fiscal year 2023 due to its issuance of approximately \$26.2 million in general obligation bonds for Shaw School construction. As previously noted, BANs totaling \$24.9 million were outstanding at year end and were used primarily to finance the remaining Shaw School construction costs as well as the construction of the fire station. Total long-term debt for the Town's general governmental activities approached \$30.6 million at June 30, 2023.
- Debt in the sewer fund totaled approximately \$11.3 million and is funded through user fees from the rate payers.
- In addition to long-term debt, the Town (like all its Massachusetts peers) faces significant future obligations for long-term personnel costs related to pensions and OPEB.
- The Town is a member of the Worcester Regional Retirement System, and therefore doesn't have much control in managing this liability save the adoption of a pension reserve fund. Based on its most recent actuarial valuation, the Worcester Regional Retirement System was approximately 48% funded at 12/31/2022 versus 56% funded at 12/31/2021. We expect that this ratio will increase in the December 31, 2023 valuation due to strong investment returns in calendar 2023. The WRRS currently uses a discount rate of 7.25% and its possible it may seek to reduce this to 7.0% in the coming years. This will have an effect on annual assessments.
- The Town's OPEB plan is approximately 1% funded at June 30, 2023. The Town has accumulated \$591 for this future liability, which its independent actuary estimates had a total liability of over \$51.6 million at June 30, 2023. Your town's funding percentage is not atypical. However, this is the Town's largest long-term liability reported in its full-accrual financial statements. A sustainable funding strategy would serve the Town well.

- We want to remind the Town of the risks it faces related to phishing scams and network security. We have discussed some of these scams and the red flags associated with these with your accounting and treasury personnel. We recommend that the Town, together with its outside IT service provider, continue to be diligent in deploying antivirus, malware and other security protections. Employee training is key too.

Wardens		
P3	Victoria	Aho
P4	Frances M.	Gauthier
P2	Martha	St. Denis
P1	Veronica A.	Wood

Clerks		
P3	Shelley	Beller-Lamire
P2	Kim M	Lauder
P4	Jo Ann	Luikey
P1	Ronald A.	Stead

Inspectors		
	Susan	Ballard
	Christine A.	Bott
	Mike	Boyle
	Nancy	Boyle
	Christine	Brady
	Pamela	Brown
	Carol F.	Burke
	John	Burke
	Robin	Cano
	Patricia	Comtois
	Brian	Contois
	Susan	Dineen
	Amanda	Dumas
	Donald J.	Gauthier
	Karen L.	Gerardi
	Shirley	Haglund
	Francine	Harrison
	Daniel R.	Jakes
	Karen	Johnson
	Wilfred A.	Kirkman, Jr
	Kim M	Lauder

	Nancy	Lucier
	Maxine	Mann
	Cynthia L.	Marine
	Ann	Molinari
	James R.	Mousseau
	Sarah	Murray
	Mary	O'Brien
	James (Jim)	Perry
	Jennifer T.	Remuck
	Scott T.	Remuck
	Linda A.	Sarsfield
	Gloria	Schimke
	Marguerite	Vallee
	Stephen	Walinsky
	David	Wood