

Approved: 11/10/15

**TOWN OF WINCHENDON
FINANCE COMMITTEE MEETING MINUTES
JOINT MEETING WITH SCHOOL COMMITTEE AND BOARD OF SELECTMEN
MONDAY, SEPTEMBER 28, 2015
Town Hall, 2nd Floor Auditorium
109 Front Street, Winchendon, Mass.**

Finance Committee Members:

Chairman Thomas Kane
Robert Guenther, Vice-Chair
James Robichaud

Cyndi Leroy
Ulysse Maillet
Maureen Ward

TCM Clerk

See agenda

Selectmen Present:

Michael Barbaro, Chairman
Barbara Anderson, Vice-Chair (6:50 p.m.)
Audrey LaBrie
Amy Salter
Austin Cyganiewicz

Bernard Lynch, Acting Town Manager
Linda Daigle, Executive Assistant
Donna Allard, Town Accountant
Debra Dennis, Recording Secretary

Present School Committee Members:

Chairman Dawn Harris
Danielle Hart
Janet Corbosiero
Greg Vine

Steven Haddad, Supt. of Schools
Mark Chapulis, School Business Office
David Lockewood, School Business Office
Barrie Martin, Recording Secretary

List of Documents: Town Accountant FY16 Financial Reports
Agenda for September 28, 2015 Meeting

The Finance Committee called the Joint Meeting to order at 7:00 p.m.

JOINT MEETING WITH SCHOOL COMMITTEE / BOARD OF SELECTMEN

Acting Town Manager/Town Accountant FY16 Financial Reports

Mr. Lynch passed out the Preliminary Town Meeting Articles and explained. Mr. Lynch said the Financials speak for themselves. We will address any questions. He said FY16 budget needs some adjustments. He said we have a gap in School Transportation that needs adjustments. We have some issues in FY16 where some line items were not properly funded. He said it is mostly increases and some decreases. We went through the numbers with the Department of Revenue and they have the final say. He said we didn't get the grant for the Planning Board and we won't have staff unless we increase it by \$46,000. He said the Planning department should be funded by the general fund and not by a grant.

*Winchendon Finance Committee
Joint BOS, SC, FC Minutes
September 28, 2015*

Selectman Barbaro asked if there is any money left over for the Snow and Ice deficit. Mr. Lynch said it is carried on a line item on our recap sheet.

Selectwoman Anderson asked about the number of grants we didn't get or why they were reduced. Mr. Lynch said it's hard to say, can't speak specifics on Council on Aging, \$2,900. He said in the case of the CDBG grant our grant application wasn't as competitive as other communities grant applications. He said also some demographics are working against us compared to other communities. He said he met with one group with a new application for next year and meeting with another group to write those grants for us. . He said demographics don't work for us for a variety of reasons.

Greg Vine asked where we are short was it a case of the town not appropriating enough money. He said in reference to payroll service, what was the reason. Mr. Lynch said that one wasn't funded at all. There was no money set aside in the budget. He said in the case of transportation, the bid came in last minute and it was more then was budgeted. Mr. Lynch said in the cases of Montachusett Planning Commission it was missed.

FY16 School Bus Contracts-Mark Chapilus explained the contract was out to bid and we got the bid and it was higher than expected. We have looked at the bus routes and have cut out two buses. He said we looked at the fuel as well and it wasn't feasible. He said we still have a gap of \$31,905. He said it was for a five year contract. Selectman Barbaro said going forward we have solid numbers.

FY17 Budget Process – Selectwoman LaBrie all new faces could we have an overview of timeline of budget process. She asked when we can expect things to be in place. Mr. Lynch said we are fortunate here; we do town meeting in May. He said that's helpful, it will give the new manager to come on in December and start working at that. He said the bylaw/charter is 120 days before the town meeting and 45 days to submit budget. It is worked on in January and February and submitted in early March to the Finance Committee. It is helpful for the Town Manager to work with new boards and department heads. It also gives an opportunity to see what state aid will look like. He said one of the first things to happen is he would submit a series of forms, instruction to department heads with basic guidelines and information he/she is requiring. He/She could work on a forecast if time allows which is sort of a guide project. In January and February you pull information in and then finalize and make any changes. The budget goes to the Board of Selectmen to approve it and then the Finance Committee. Chairman Kane said some issues in past. We had the School department give us a budget and then the Town Manager gave us a budget that made the School Department budget out of whack. Mr. Lynch said he advices good communication and using a formula as to how revenue is distributed plus any additional Chapter 70 money

Selectwoman LaBrie asked the School what the projected timeframe to have their budget submitted. Steven Haddad said we start in December we send out forms to administrators. We meet once a week in January and February and have pretty much what our budget will look like and then submit it to the Board of Selectmen. Mr. Lynch said the Superintendent and the Town Manager work together.

What is the timeline for capital request Selectman Barbaro asked. Mr. Lynch said looking to set up a meeting. He said the Charter says the Town Manger puts together the Capital Planning budget but there is some conflicting language. Greg Vine said the Town Manager puts together the budget and then the Capital Planning Committee looks at it. Mr. Lynch said it should be clarified that the Town Manager and the Capital Planning Committee work together.

Selectman Barbaro said the Town Manager sets together a plan and the Capital Planning Committee recommends what we should buy. Mr. Lynch said don't shy away from borrowing. He said every community needs to put money into facilities and equipment.

Selectman Barbaro talked about the PILOT funds being applied to the capital projects. Mr. Lynch said it's a good idea the town puts a certain amount of money aside for facilities and equipment whether through this or other revenue.

Student Safety – Sidewalks/Traffic Study – Selectwoman Anderson said residents are concerned about having intermittent sidewalks with kids walking to school in the Mill Street area. She said we want them to be safe. She asked if a traffic study had been done and what could be done about getting some sidewalks. Greg Vine said he is not aware of the School Committee asking for sidewalks. He said the master plan is looking into it. He said he spoke to Mr. Deline before he left to use some funding to improve sidewalks on Central Street. He said he doesn't know if because of the results of the budget crunch, nothing was done. Mr. Lynch doesn't know for certain either. Mr. Lynch said it's a good use of the capital budget. He said the Police Department has a sign board, speed radar, to see how fast they are going; maybe we can put something like that. He said Slow Children signs are not recommended any more but a sign board would be good. We should get one, borrow one, or rent one on short term basis. Mr. Haddard said this has been brought up in School Committee meetings and he has asked Mr. Murphy to look into this. Greg Vine said past Morse Avenue they are horrible.,

Selectwoman Anderson said on October 7th is International Walk to School Day. She said there are grants available if the school participates. Anything we can do to reach out and get extra funding. Dawn Harris said they did request Mr. Murphy to contact the traffic department and is waiting. Mr. Lynch said we don't have a full traffic department and there is probably someone in charge. He said he will check with police and DPW and thinks the Planning Department get involved too.

Mr. Lynch commented on sidewalks, concrete vs. blacktop. his recommendation is concrete but it's very expensive and difficult to maintain. He said you can get a lot more bang for the buck out of bituminous, it's easy to patch if you need to. Chairman Barbaro said the Police Department sits there in the morning when school opens and there has been a cruiser at Toy Town as well.

Harper's Payroll Service – Chairman Kane said 1st year using Harpers payroll, he questioned if the school was now fully using the payroll service. Mark Chapulis replied yes. He said last year, they were posting to Munis. This year we are taking harpers data and posting into Munis with each payroll.

Chairman Kane asked about the newspaper notice of Harpers and any impact or risk to the town. Mr. Lynch no it doesn't impact the delivery of services to us. We have a contingency plan if anything happens. He said our attention is focused on getting Munis up and running. He said in 3 or 4 months from now we can look at payroll and decide how to move forward.

Danielle Hart as review is done, could we consider about changing vendors, that the school be involved in that conversation. Mr. Lynch said school was involved in it before and certainly should be involved.

Health Insurance Audit

Chairman Kane said last fall the Finance Committee engage in some work reviewing the financial situation last year. He said the report from the DOR on financial analysis they did covered what we wanted to do as an independent town committee. We met with Cook and Co a couple of times but because the DOR recommended we hold off on it.

Mr. Lynch said Cook and Co. working with us looking at new Health Insurance plans. We are looking at new plans for next year. He said we are looking at a serious increase in Health Insurance premiums next year. The Board of Selectmen passed the Health Insurance Reform Act to expedite the process hoping to see savings as a result of Cook and Co. He said they are a good firm, we have engaged them to do an enrollment audit. He said he will have a report by the end of October. We have also engaged them to do a reinsurance audit. He said he will have a status update on that next week.

Ulysse Maillet said he has reached out to Roselli and Clark to meet and get a scope of what the audit is and see if we feel something might be dug into deeper. Danielle Hart said the Audit Committee was supposed to look into it. Mr. Lynch asked are you looking to see if we got reimbursements back other than that not sure what you are looking to find addressing Mr. Robichaud. Jim Robichaud said there are a lot of questions that need to be asked. Mr. Lynch said the Town of Winchendon should never have been self insured. It's a roulette wheel. He said you had years you didn't increase premiums and watched the trust fund decrease. We had a year of 13 claims came in and you had nothing in the account. The trust fund should have been more robust. He said Winchendon was not alone, other communities had problems. Cook and Co. is looking into the stop loss. Chairman Kane talked about wasting a lot of money for a complete forensic audit and so they focused on what the DOR said. Mr. Lynch said we are doing what the DOR recommended. Selectman Barbaro said the School Committee allowed the Finance Committee handle the audit. Robert Guenther asked what are you suggesting. Selectman Barbaro said you were put in charge of it that is why the School Committee withdrew. Danielle Hart said the School Committee and the people in town wanted something to happen. She said we need to inform the citizens of what the results of the Cook and Co audit is.

Selectman Barbaro announced the Open Meeting Law / Public Records Law Seminar which will be held on September 30, 2015 at 7:00 p.m.

ADJOURNMENT OF JOINT MEETING - BRIEF RECESS

A motion was made by Ulysse Maillet to adjourn the Finance Committee meeting. The motion was seconded by Robert Guenther.

KANE(Y) GUENTHER(Y) MAILLET(Y) LEROY(Y) ROBICHARD(Y) WARD(Y)

The meeting was adjourned at 8:07 p.m.

Respectfully submitted;



Debra Dennis
Finance Committee Recording Secretary

*Winchendon Finance Committee
Joint BOS, SC, FC Minutes
September 28, 2015*