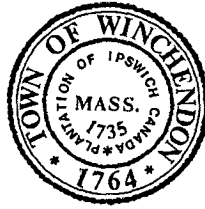


TOWN OF WINCHENDON



Finance Committee

Telephone (978)-297-5419

JOINT MEETING: Board of Selectmen- School Committee- Finance Committee

August 23, 2018

Town Hall 2nd Floor Auditorium
109 Front Street, Winchendon, MA 01475

Board of Selectmen Members Present:

Audrey LaBrie, Chair

Austin Cyganiewicz, Vice-Chair

Barbara Anderson

Michael Barbaro

Charles Husselbee

Keith R. Hickey, Town Manager

William Schlosstein, Town Accountant

Linda Daigle, Executive Assistant

School Committee Members Present:

Gregory Vine, Chair

Dawn Fronte

Felicia Nurmsen

Larry Murphy

Absent: Roann Demanche

Steve Haddad, Superintendent

Rich Ikonen, School Business Manager

Barrie Martin, Recording Secretary

Finance Committee Members Present:

Tom Kane, Chair

Maureen Ward, Vice-Chair

Christian Orobello

Charles Corts

Absent: Doug Delay

Brianna Roberts, Recording Secretary

Guests:

Joan Landers, Interim Supt. of Schools

Joanne Goguen, Impending Town Accountant

List of Documents Presented at Meeting:

- FY18 General Fund Revenues, Total General Fund Expenses, Balance Sheet (attached)
- Draft Fall Town Meeting Schedule (attached)

Chairman Greg Vine called the School Committee meeting to order at 6:37 PM

Chairman Audrey LaBrie called the Board of Selectmen meeting to order at 6:37 PM

Chairman Tom Kane called the Finance Committee meeting to order at 6:37 PM

Finance Committee Minutes

August 23rd, 2018

All stood for the Pledge of Allegiance to the Flag of the United States of America.

Announce audio/video recording disclosure:

Barrie Martin disclosed she would be audio recording the meeting this evening.

New Business: Introduction of Interim Superintendent of Schools Joan Landers.

Joan introduced herself and states she is happy to be working in Winchendon. She worked in the North Middlesex Regional School District for 6 years as the superintendent, prior to that she worked in Wakefield Public schools for 10 years. She was hired as the Director of student services and then became the assistant superintendent of people personnel. She was the assistant superintendent of curriculum and instruction and became the interim superintendent for 6 months, then was the superintendent for 5 years. She started her career as a special education teacher for the city of Lynn. She opened a therapeutic elementary school to service students K-8, who would otherwise be sent to outside placement. She was also in the Amesbury Public Schools as the director of special education.

Comments: Keith Hickey formally thanked Steve Haddad for everything he has done and accepting him in the community when he was appointed town manager two and a half years ago. He is confident Joan will be a fitting replacement and continue the great relationship the town and school have had with the help of Steve Haddad. He thanked Steve again and wished Joan the best of luck in her new position here.

Maureen Ward thanked Steve Haddad for the tremendous job he did, he came in at a difficult time and did a lot to change the culture of the schools. It was nice to see him at the events and always making everyone in the community cheerful and happy.

Chairman Audrey LaBrie thanked Steve and says it has been a pleasure working with him. She wished him the best and thanked him for his service.

Steve Haddad thanked the school committee, the schools, and the town for allowing him to serve as superintendent for the last three years.

Chairman Greg Vine thanked Steve for his service; he came in and did this job at a very difficult time when relations between the town and the District were not great. He kept the district going, he found the services that we needed for our students. For everything he did for the kids, for the taxpayers, and for the community as a whole, the town will be forever grateful.

Greg Vine introduced Irene Woodward, the new assistant business manager for The Winchendon School District.

Dawn Fronte asked the Chair to motion that business be taken out of order and to move forward with discussion on preliminary FY-18 financial results. Audrey LaBrie seconded the motion. Chairman Vine announced the motion has been made and seconded, and asked for any discussion.

Greg Vine- School Committee Members, all in favor say aye. All said aye.

Audrey LaBrie- Board of Selectmen members, all in favor say aye. All said aye.

Tom Kane- Finance Committee members, all in favor say aye. All said aye.

Chairman Vine invited Bill Schlosstein to the podium. Keith Hickey started off the presentation saying he is here to share where the town stands financially at the end of fiscal 2018. He said they have made

significant headway and are on their way to paying off the last of the deficit legislation 6 years early, freeing up \$400,000 worth of tax payer money that had been going to deficit legislation bond payments and stabilization accounts. He stated to all three boards that they are meeting a month earlier than last year and about two months earlier than the prior year. He thanked Bill Schlosstein for his work as he is leaving at the end of the calendar year and this will most likely be his last tri-board meeting. He also thanked Rich Ikonen. With the Chair's approval the meeting was handed over to Mr. Schlosstein to go over the slides and review where they believe they stand financially at the end of the fiscal 2018-year.

New Business: Status of FY18 Financials

Bill Schlosstein thanked Steve Haddad for his service as superintendent. He stated they are really early on the numbers this year; he is comfortable with releasing them in draft form with all disclosures. The revenue report presents the general fund revenue accounts, estimated revenue for the budget, the actual revenue that came in, and a positive variance since the revenue was beat by .2% for a total of \$69,000. He points out with respect to the first main group where we live predominantly is in taxes and state aid. The taxes are always a challenge to meet the budget because some people won't pay or pay on time. So what they try to do in meeting taxes is between the current year levy of real estate and personal property tax, the one-year preceding levy, and tax titles, you try to meet current revenue expectations for taxes. He is still waiting for reimbursement of about \$17,000 on abatements and exemptions that the state takes a percentage of. That was not sent in time for these numbers but if it is received before the end of the fiscal year it is possible to add it in. Licenses and permits were strong thanks to all the solar fields being developed. The building department took in far excess what was expected, an extra \$74,000. Ambulance did well thanks to the EMS & Fire Chief who recovered a special one-time grant of \$17,000 from Medicaid for the capital costs of operating the ambulances. Between the cemetery and the ambulance there was a positive variance of \$65,000 in revenue. Licenses and fees show a positive revenue variance of \$66,000. Bottom line shows that revenues have exceeded their target by \$69,000. Reviewing the next page, which shows the expenditures, Schlosstein said the yellow highlighted numbers show accounts in an excess of \$10,000. The Town Manager led by example and turned back \$35,000. The Finance Committee had very little need for their reserve accounts so the budgets were sufficient. In the figure of \$117,000, is \$75,000, which is appropriated to the supplemental reserve that's required we have in accordance with the deficit legislation. That was turned back but it's turned back into a special savings account. There was \$12,000 for data processing, communications department about \$11,000, and the police department with \$10,000 demonstrating good control with overtime.

Larry Murphy asked Bill what the figure of \$245,630 under state assessment is. The main share of that is for charter tuition and school choice out. Mr. Murphy asked if this meant that there are less kids going out on school choice? Mr. Schlosstein responded with yes it could mean that, he will talk to Mr. Ikonen about the exact factors that contributed to this number. The town is sufficiently budgeted in worker benefits. After the state assessments, the bottom line in spending is a positive variance of \$870,382.

Mr. Schlosstein reviewed the next page and stated that the general fund draft balance sheet showed assets of \$4,498,512.88.

Greg Vine asked where the excess variance goes, referring to the \$870,382. Mr. Schlosstein responded that his question would be answered later in the presentation.

Schlosstein pointed out the number highlighted towards the bottom of the handout is the undesignated fund balance totaling \$1,099,658.27. Total fund balance is \$1,504,195.81. The last page of the handout is the general fund equity balance. Starting with the ending balance of \$1,099,658.27 and subtract the

overlay reserve for abatements and provision for deficits in other funds, ending with a free cash estimate of \$1,030,548.19. There is a revenue surplus of \$69,242 and unspent appropriations of \$939,624 going on the third strong year of no deficits, strong closing, and better management. Bill thanked his assistant Joanne Goguen for her great work. He asked the board if they have any questions regarding the financials.

Michael Barbaro thanked the department heads for creating a tight budget and staying within it. We are the only school district to come out from under performing within the state.

Maureen Ward asked Rich Ikonen if FY-2017 has been completed and submitted to the state. Ikonen responded that it has not, but they are diligently working on it and expect to submit it soon. They received an extension to the deadline.

New Business: Chairman Vine moved on to the next item, the proposed fall town meeting schedule.

Comments: Keith Hickey referred to the calendar handout; the first date being proposed is the fall town meeting on October 29, 2018, which is a little earlier this year because of the elections. On September 17th, the Board of Selectmen have a meeting to work on policies and procedures. They are proposing to open up the warrant on Tuesday the 18th then review and close the warrant on the 24th at noon. The proposed date of October 9th is open for the finance committee. They would present the board of selectmen's warrant, hold their public hearing, and vote on the warrant. Chairman Kane addressed his concern with the meeting being on the 9th as it conflicts with his schedule and proposes it to be changed to the 10th. Audrey LaBrie asked the Chair if the 10th works for him and the finance committee. They all agreed and made the change to move the finance committee meeting to October 10th, 2018. Chairman Vine asked the board if there are any questions or comments. There were none.

Old Business: None.

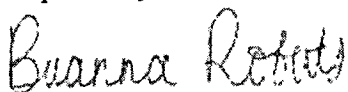
Felicia Nurmsen thanked Bill for his hard work and leadership. Larry Murphy echoed those comments and thanked Bill for his service. Tom Kane personally thanked Bill for taking the time to explain and answer any questions. He often took the time to explain it so everyone could understand everything. Bill thanked everyone for their comments and kind words. Audrey LaBrie thanked Bill and said it has been a pleasure having Bill on our town roster. She was on the search committee for the town accountant and Bill stood out head and shoulders above the rest. Steven Haddad thanked Bill for working with the town and for all the kind words he had spoke when he gave his letter of resignation.

Maureen Ward asked if the salary section mirrored Mr. Haddad's salary. Greg Vine responded, yes it did and it is prorated.

Mr. Barbaro motioned the meeting to adjourn. Dawn Fronte seconded the motion. The finance committee unanimously voted aye. The Board of selectmen unanimously voted aye and the School Committee unanimously voted aye.

The meeting adjourned at 7:30PM

Respectfully submitted:



Brianna Roberts, Finance Board Recording Secretary