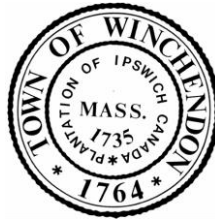


TOWN OF WINCHENDON



Finance Committee

Telephone (978)-297-5419

Regular Meeting/Public Hearing

Finance Committee Minutes

November 12th, 2019

Town Hall 2nd Floor Auditorium

Present: Chairman Thomas J. Kane Jr., David Alexander, Charles C. Corts, Douglas Delay, Keith Kent, Phillip Levine, & Maureen Ward

List of Documents Presented at Meeting:

- YTD Reports
- Accounting, Auditing, and Financial Planning Policies

6:30PM: Chairman Thomas Kane called the Finance Committee meeting to order followed by the Pledge of Allegiance.

Two new members were present and introduced to the board; Phillip Levine and David Alexander.

Approval of Minutes: October 9th, 2019 & October 28th, 2019

Dr. Ward motioned to approved the minutes from October 9th, 2019, 2nd by Mr. Corts.

Alexander (A) Corts (Y) Delay (Y) Kent (Y) Levine (A) Ward (Y) Kane (Y) 5-2-0

Mr. Levine motioned to approve the minutes from October 28th, 2019, 2nd by Mr. Kent.

Alexander (A) Corts (Y) Delay (A) Kent (Y) Levine (Y) Ward (Y) Kane (Y) 5-2-0

YTD Reports: The board discussed receiving the YTD Reports quarterly. Mr. Kane had a question regarding the balance of Article 6, ATMOPEB- Other Post Employment Benefits. In 2015, money was placed into the reserve account and this year the town had to pay for an Accountant to come in and do an assessment of the towns OPEB, which is required town-wide periodically.

In 2015, the town put aside \$60,000 for training and upgrading the accounting system (MUNIS).

There were several transfers made, specifically in salary accounts. There was \$125,000 set aside for salary negotiations with the police department, fire department, DPW, etc. Most of that money has been

transferred so Mr. Kane assumed the negotiations have concluded but he has not had a chance to speak with Mr. Hickey yet.

There seemed to be an error with the school custodial clothing account, the amount seemed to be the total salary amount. The police detail account also seemed high at \$60,000.

Review of the Accounting, Auditing, and Financial Planning Policy:

An audit is done yearly by a firm that is appointed every year and can continue for up to 3-5 years.

Mr. Kane planned on having a conversation with Mr. Hickey regarding a 5 year revenue projection.

The solar farms have brought in quite a bit of revenue this past year. Dr. Ward commented that she would like to see a spreadsheet on the revenue they are producing.

Dr. Ward mentioned that debt's may not exceed 20 years except for Enterprise Funds may exceed 30.

The town manager creates the operating budget and presents to the Board of Selectmen and the Finance Committee. In the past the presentations have been separate but the board mentioned it made more sense to combine the meetings with the Board of Selectmen so both boards can ask questions together and also to reduce the number of meetings.

Questions Concerning the Proposed Fire Station Renovation for the Capital Planning Committee:

The previous plan listed the Fire Station Renovation for \$1M, which has since changed to almost \$12M.

There have been 5 meetings regarding the renovation, with 4 only including solely fire personnel.

Mr. Kane commented that he had 3 categories of questions; the process, alternatives, and specifics.

Mr. Kent suggested possibly entertaining the idea of combining the elementary schools to a more efficient building. Dr. Ward brought up replacing the roof as that is needed and not being discussed either.

Dr. Ward mentioned that in 2018 there was a warrant article to perform a needs study for the fire department and what was done was basically a "wants" assessment. She suggested revising the plan to determine the actual needs vs. wants.

The board discussed having a joint meeting with the Selectmen to ask all their questions before the Capital Planning Committee meeting.

Member Comments: Dr. Ward mentioned that the preliminary management letter for the Audit Committee would be completed by the end of November and the next meeting would be December 18th, 2019.

Public Input: None.

Dr. Ward motioned to adjourn, seconded by Mr. Corts. The board unanimously voted aye.
Corts (Y) Delay (Y) Kent (Y) Ward (Y) Kane (Y) 5-0

The meeting adjourned at 8:07PM.

Respectfully submitted:



Brianna Roberts, Finance Committee Recording Secretary

Tom Kane, Chairman

Maureen Ward, Vice-Chair

David Alexander

Charles C. Corts

Douglas Delay

Keith Kent

Phillip Levine