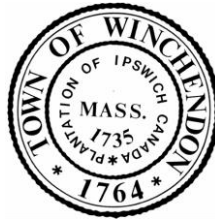


TOWN OF WINCHENDON



Finance Committee

Telephone (978)-297-5419

Regular Meeting

Finance Committee Minutes

July 14th, 2020

Remotely Recorded via Zoom

Present: Chairman Thomas J. Kane Jr., Vice-Chair Maureen Ward, David Alexander, Charles C. Corts, Douglas Delay, Keith Kent

Guest: Keith Hickey, Town Manager

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

He read Governor Baker's order on conducting remote meetings followed by the rules and regulations for the meeting.

Approval of Minutes: 6/9/2020

Dr. Ward motioned to table the minutes from 6/9/2020, Seconded by Mr. Corts. The board unanimously voted aye.

Alexander (Y) Corts (Y) Delay (Y) Kent (Y) Ward (Y) Kane (Y) 6-0

Reorganization of the Board:

Dr. Ward motioned to retain Mr. Kane as Chairman, 2nd by Mr. Alexander. The board unanimously voted aye.

Alexander (Y) Corts (Y) Delay (Y) Kent (Y) Ward (Y) 5-0

Mr. Kane motioned to appoint Dr. Ward as Vice-Chair, 2nd by Mr. Corts. The board unanimously voted aye.

Alexander (Y) Corts (Y) Delay (Y) Kent (Y) Kane (Y) 5-0

The board decided to table appointing members to the Audit and Capital Planning Committee's to another meeting.

Final FY20 Budget Account Transfer Requests:

Mr. Hickey presented the first transfer request: moving \$6,175.20 from Conservation Department Head into Community Development Principal Planner. In FY20 the BOS approved the reorganization of the Planning Department and Conservation Department by having the Conservation agent work as a dual position of assistant planner and Conservation Department Head.

Dr. Ward motioned to approve the transfer for the Planning Department from the Conservation Department through the Community Development Principal Planner of \$6,175.20, 2nd by Mr. Delay. The board unanimously voted aye.

Alexander (Y) Corts (Y) Delay (Y) Kent (Y) Ward (Y) Kane (Y) 6-0

The next transfer request was to move overtime money from the Highway Foreman account to the Cemetery Overtime account in the amount of \$1,000 to cover a shortage in cemetery overtime during Christmas FY20.

Dr. Ward motioned to approve the transfer from the Highway Foreman account to the Cemetery Overtime account in the amount of \$1,000 , 2nd by Mr. Alexander. The board unanimously voted aye.

Alexander (Y) Corts (Y) Delay (Y) Kent (Y) Ward (Y) Kane (Y) 6-0

The next transfer request was to move \$3,600 from In-Town Transportation to the Community Development Principal Planner Position.

Dr. Ward motioned to approve the transfer from In-Town Transportation to the Community Development Principal Planner in the amount of \$3,600, 2nd by Mr. Alexander. The board unanimously voted aye.

Alexander (Y) Corts (Y) Delay (Y) Kent (Y) Ward (Y) Kane (Y) 6-0

The next transfer request was to move \$113,000 from In-Town Transportation to the Town Health Insurance account. There was a budget deficit in health insurance this year due to an increase in employees opting to be covered by the town health insurance after the switch to Maya in FY20.

Dr. Ward motioned to approve the transfer from In-Town Transportation to Health Insurance in the amount of \$113,000, 2nd by Mr. Kent. The board unanimously voted aye.

Alexander (Y) Corts (Y) Delay (Y) Kent (Y) Ward (Y) Kane (Y) 6-0

The next transfer request was to move \$9,400 from In-Town Transportation to the Town Manager Department Head wage line item. The request is due to the town manager annual salary line that was approved in the FY20 budget does not include any type of wage adjustment if the BOS were to provide the town manager with one. This transfer would fund that adjustment and also fund the cash out of 2 weeks vacation time.

Dr. Ward motioned to approve the transfer from In-Town Transportation to the Town Manager Department Head in the amount of \$9,400, 2nd by Mr. Kent. The board unanimously voted aye.
Alexander (Y) Corts (Y) Delay (Y) Kent (Y) Ward (Y) Kane (Y) 6-0

The next transfer request was to move \$3,000 from In-Town Transportation to Local Access Cable Studio. There was a change in personnel in the town managers office and this transfer would fund the town managers secretary wages.

Dr. Ward motioned to approve the transfer from In-Town Transportation to the Local Access Cable Studio in the amount of \$3,000, 2nd by Mr. Alexander. The board unanimously voted aye.
Alexander (Y) Corts (Y) Delay (Y) Kent (Y) Ward (Y) Kane (Y) 6-0

The next transfer request was to move \$11,300 from In-Town Transportation to the Town Clerk Department Head wages. This request was due to a misunderstanding by the town manager. When the former town clerk retired during FY20, she had an employment contract that outlined benefits she was eligible for when she retired. The town manager misunderstood a clause in the employment contract and when the FY20 budget was created, the amount ended up being short by \$11,300.

Dr. Ward motioned to approve the transfer from In-Town Transportation to the Town Clerk Department Head in the amount of \$11,300, 2nd by Mr. Kent. The board unanimously voted aye.
Alexander (Y) Corts (Y) Delay (Y) Kent (Y) Ward (Y) Kane (Y) 6-0

The next transfer request was to move \$3,507.75 from In-Town Transportation to the Snow and Ice Overtime Account.

Dr. Ward motioned to approve the transfer from In-Town Transportation to the Snow and Ice Overtime Account in the amount of \$3,507.75, 2nd by Mr. Corts. The board unanimously voted aye.
Alexander (Y) Corts (Y) Delay (Y) Kent (Y) Ward (Y) Kane (Y) 6-0

The next transfer request was to move \$6,110.81 from In-Town Transportation to the Snow and Ice Materials Account.

Dr. Ward motioned to approve the transfer from In-Town Transportation to the Snow and Ice Materials Account in the amount of \$6,110.81, 2nd by Mr. Alexander. The board unanimously voted aye.
Alexander (Y) Corts (Y) Delay (Y) Kent (Y) Ward (Y) Kane (Y) 6-0

The next transfer request was to move \$475 from Sewer Contingency to the Sewer Clerk Account. There was a change in the Union contract and the transfer would fund the increase.

Dr. Ward motioned to approve the transfer from Sewer Contingency to the Sewer Clerk Account in the amount of \$475, 2nd by Mr. Alexander. The board unanimously voted aye.
Alexander (Y) Corts (Y) Delay (Y) Kent (Y) Ward (Y) Kane (Y) 6-0

The water plant Winchendon and Ashburnham share is almost 20 years old and the majority of the plant is run solely by technology. The main component has started to fail this year and replacement is recommended. Winchendon and Ashburnham will split the cost of \$104,000-110,000. \$1,931.01 would be from the water certification training and \$51,750 from the water tank removal line item to fund the water systems maintenance improvement.

Dr. Ward motioned to approve the transfer from water certification and training to water systems maintenance in the amount of \$1,931.01, 2nd by Mr. Corts. The board unanimously voted aye.

Alexander (Y) Corts (Y) Delay (Y) Kent (Y) Ward (Y) Kane (Y) 6-0

Dr. Ward motioned to approve the transfer from water tank removal to water systems maintenance in the amount of \$51,750, 2nd by Mr. Delay. The board unanimously voted aye.

Alexander (Y) Corts (Y) Delay (Y) Kent (Y) Ward (Y) Kane (Y) 6-0

The next transfer request was to move \$1,050 from the Police Reserve Account to the Dispatch Account to cover resignations during FY20.

Dr. Ward motioned to approve the transfer from Police Reserve Account to the Dispatch Account in the amount of \$1,050, 2nd by Mr. Kent. The board unanimously voted aye.

Alexander (Y) Corts (Y) Delay (Y) Kent (Y) Ward (Y) Kane (Y) 6-0

The next transfer request was to move \$700 from the Police Reserve Account to the Dispatch Overtime to cover dispatch overtime during FY20.

Dr. Ward motioned to approve the transfer from Police Reserve Account to the Dispatch Overtime in the amount of \$700, 2nd by Mr. Kent. The board unanimously voted aye.

Alexander (Y) Corts (Y) Delay (Y) Kent (Y) Ward (Y) Kane (Y) 6-0

The next transfer request was to move \$800 from the Police Reserve Account to the Dispatch Certification and Training to cover a shortfall from the prior years grant.

Dr. Ward motioned to approve the transfer from Police Reserve Account to the Dispatch Certification and Training in the amount of \$800, 2nd by Mr. Alexander. The board unanimously voted aye.

Alexander (Y) Corts (Y) Delay (Y) Kent (Y) Ward (Y) Kane (Y) 6-0

There were firefighters injured last year. The following requests are for funding the expenses incurred due to the injured firefighters on medical leave and their coverage.

The request was to move \$1,397.22 from Ambulance Certification to Fire Department Houseman.

Dr. Ward motioned to approve the transfer from Ambulance Certification to Fire Department Houseman in the amount of \$1,397.22, 2nd by Mr. Kent. The board unanimously voted aye.

Alexander (Y) Corts (Y) Delay (Y) Kent (Y) Ward (Y) Kane (Y) 6-0

The next request was to move \$8,130 from Ambulance EMT to Fire Department Houseman.

Dr. Ward motioned to approve the transfer from Ambulance EMT to Fire Department Houseman in the amount of \$8,130, 2nd by Mr. Alexander. The board unanimously voted aye.

Alexander (Y) Corts (Y) Delay (Y) Kent (Y) Ward (Y) Kane (Y) 6-0

The Board skipped to #10 to complete the fire department transfers. The request was to move \$29,000 from Fire Department Equipment to Fire Department Houseman.

Dr. Ward motioned to approve the transfer from Fire Department Equipment to Fire Department Houseman in the amount of \$29,000, 2nd by Mr. Delay. The board unanimously voted aye.

Alexander (Y) Corts (Y) Delay (Y) Kent (Y) Ward (Y) Kane (Y) 6-0

The next request was to move \$852 from School In-Town Transportation to the Hardware Support line.

Dr. Ward motioned to approve the transfer from School In-Town Transportation to the Hardware Support line in the amount of \$852, 2nd by Mr. Corts. The board unanimously voted aye.

Alexander (Y) Corts (Y) Delay (Y) Kent (Y) Ward (Y) Kane (Y) 6-0

The next request was to move \$85.76 School In-Town Transportation to Regional Transit.

Dr. Ward motioned to approve the transfer from School In-Town Transportation to Regional Transit in the amount of \$85.76, 2nd by Mr. Alexander. The board unanimously voted aye.

Alexander (Y) Corts (Y) Delay (Y) Kent (Y) Ward (Y) Kane (Y) 6-0

The next request was to move \$450 from DPW Highway Foreman to Cemetery Foreman.

Dr. Ward motioned to approve the transfer DPW Highway Foreman to Cemetery Foreman in the amount of \$450, 2nd by Mr. Kent. The board unanimously voted aye.

Alexander (Y) Corts (Y) Delay (Y) Kent (Y) Ward (Y) Kane (Y) 6-0

The next request was to move \$2,600 from DPW Fleet Electric to DPW Streetlight.

Dr. Ward motioned to approve the transfer DPW Fleet Electric to DPW Streetlight in the amount of \$2,600, 2nd by Mr. Corts. The board unanimously voted aye.

Alexander (Y) Corts (Y) Delay (Y) Kent (Y) Ward (Y) Kane (Y) 6-0

YTD Reports:

Mr. Kane stated that overall the bottom line looks good with a nice free cash balance. He asked Mr. Hickey if he heard anything regarding the State's budget to which he replied no, he has not heard anything yet but expects to know in the near future. Mr. Hickey also hopes to set a Town Meeting date for the end of September. A few of the surrounding towns have held their town meetings recently, while others have chose to wait. Mr. Hickey stated since its already close to the Annual Town Meeting in the fall, and the special town meeting in May had to be postponed, they might be able to combine the meetings into one.

Mr. Kane stated he was concerned with all the unknowns regarding the budget. Dr. Ward brought up a point that if the town meeting was not held until the fall, school would already be in session, and the budget controls the school department spending. Mr. Kent questioned how the town meeting would go regarding COVID-19 and the safety protocol. Mr. Hickey stated they are still discussing specifics and all the protocols would be determined soon. The town hired a professional company to clean and sanitize the Senior Center after the recent town election. He commented that the safety of the town citizens and board members are their number one priority. Mr. Kane and Dr. Ward asked Mr. Hickey is he thought holding a town meeting before school starts would be possible. He replied yes, there are some deciding factors but if the boards were able to draft up their numbers and agree on them, it could happen. They did not believe net school spending number would change.

Dr. Ward asked about the increase in the Water/Sewer number. Mr. Hickey replied that they did an independent study on water/sewer use and found out that the rate needed to be increased. This has been an ongoing issue for a few years and a rate increase is necessary. Mr. Kent asked about sewer studies and if anything has been completed in town. Mr. Hickey replied that a few studies have been done recently and improvements are in place to make the processes more efficient.

Dr. Ward stated she added up all the negative balances in the school department and it equaled over 3 million dollars. She asked Mr. Kane if that was due to the cuts in teachers to which he replied he was not sure but would look into it.

Dr. Ward commented that the state would be mailing applications for mail-in ballots to all registered voters. Once the town receives the application, a mail-in ballot would be sent to the voter to complete and mail back. Early voting in person starts August 22nd for the primary at the town hall. All the information is on the town website. The date for the primary is Tuesday, September 1st from 8AM-8PM at the town Senior Center.

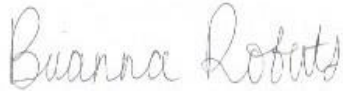
Member Comments: None.

Public Input: None.

Dr. Ward motioned to adjourn, seconded by Mr. Alexander. The board unanimously voted aye.
Alexander (Y) Corts (Y) Delay (Y) Kent (Y) Ward (Y) Kane (Y) 6-0

The meeting adjourned at 8:16PM.

Respectfully submitted:

A handwritten signature in cursive script that reads "Brianna Roberts".

Brianna Roberts, Finance Committee Recording Secretary

Tom Kane, Chairman

Maureen Ward, Vice-Chair

David Alexander

Charles C. Corts

Douglas Delay

Keith Kent

Phillip Levine