

TOWN OF WINCHENDON



Finance Committee

Telephone (978)-297-5419

Joint Meeting with the Board of Selectmen

Finance Committee Minutes

August 24th, 2020

Remotely Recorded via Zoom

Board of Selectmen Members Present:

Mike Barbaro, Chairman
Barbara Anderson, Vice-Chairwoman
Richard Ward

Keith R. Hickey, Town Manager
Linda Daigle, Executive Assistant
Taylor Tower, Recording Secretary
Joanne Goguen, Town Accountant

Absent:

Audrey LaBrie
Amy Salter

Finance Committee Members Present:

Thomas Kane, Chairman
Maureen Ward, Vice-Chairwoman
Charles Corts
Douglas Delay
Keith Kent
Phil Levine

Absent:

David Alexander

6:30PM: Chairman Mike Barbaro called the Board of Selectmen meeting to order.

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

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

Member Comments:

Mr. Ward gave his condolences to the family of Robert Zbikowski who passed away unexpectedly on August 14th, 2020. Mr. Zbikowski was a former BOS member.

Public Input: None.

Presentation of Proposed FY21 Budget:

Mr. Hickey revised the proposed FY21 budget that was presented 6 months prior, and planned to go over some of the changes made. Local revenue was reduced by approximately \$133,000, due to COVID-19. The proposed property tax increase is typically 2.5% maximum but Mr. Hickey proposed an increase of only 1.25%. Funding for employment compensation is included in the budget at \$577,567, primarily from the school department layoffs. Funding sources include: \$250,000 from the general fund, \$250,000 from the CARES Act Fund, and \$77,567 included as an indirect cost for the school department budget. \$323,000 from the deficit legislation reserve that was approved and funded over the past 2 years by the town, was included in a finance committee reserve account to provide a contingency to the town for unknown expenses during FY21. Some of the health insurance, life insurance, and medicare line items were reduced based on the school departments proposed reductions to staffing. The capital budget was reduced from \$297,592 to \$165,032 and is proposed to be funded by free cash rather than through the budget. Regarding long term debt, there was a proposal to lease both a dump truck and an ambulance. Mr. Hickey proposed to reduce the debt payment and eliminate the purchase/lease of a dump truck for the Public Works Department. There are a number of unknowns regarding the school department but Mr. Hickey proposed to fund them at the same amount in the original FY21 budget at \$13,787,063. Currently, the school department is \$648,000 over net school spending. School transportation costs were level funded as well at \$1,347,000.

In the operating budget for the general fund, capital items funded through free cash were included along with the finance committee reserve account funded through the deficit legislation. These line items should have been two separate warrant articles. If the board agreed, the warrants could be opened up the following say from 8AM-12PM while Mr. Hickey works on them, or they may choose to bring them forward at the fall town meeting.

The YMCA requested \$10,000 and Mr. Hickey inadvertently funded \$25,000, so that line item could be reduced by \$15,000. The fall festival was cancelled, which means the \$5,000 line item can be removed from the budget.

Amended September 2020 Budget Schedule:

Joanne Goguen, Town Accountant, requested a total addition of \$410,995 to bring the town 1/12th budget from \$985,995 to \$1,396,990. The items that make up the \$410,995 are: \$250 to the Selectmen Admin Expense to pay compensation for minutes, \$500 to the Town Manager Office Supplies for paper purchases, \$300 to the Data Processing Office Supplies, \$125 for an increase in Internet Services, \$10 for an increase in Town Hall Copier, \$4,500 to fund Police Cert & Training to complete mandated training, \$2,000 to Police Uniforms, \$1,200 to Police Heating to purchase oil, \$3,410 to Police Building and Equipment Repair to provide for maintenance contracts for the generator and some back flow, \$2,500 to the Fire Spare Houseman to cover salaries, \$100 to Fleet Tools and Supplies, \$300 to cover maintenance on the counsel on aging vehicle, \$200 to the Library Holiday Sick Coverage, \$100 to Library Office Supplies, \$500 to Book Processing Fees for the Library, \$395,000 in debt service principal. The \$395,000 won't be spent, it needs to be added to the budget to equal or exceed \$2,833,956, as the DOR will not certify anything less. The total approved in June was \$2,426,392. Ms. Goguen asked for an increase of \$410,995 to bring the total to \$2,837,387.

Mr. Ward moved the Board of Selectmen approve the September 2020 monthly amendments as presented, 2nd by Ms. Anderson. The board unanimously voted aye.

Anderson (Y) Ward (Y) Barbaro (Y) 3-0

Mr. Ward moved the Town Warrant be opened from 8:00AM to 12:00PM on Tuesday August 25th, 2020 so the two articles could be added, 2nd by Ms. Anderson. The board unanimously voted aye.

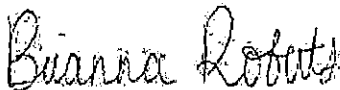
Anderson (Y) Ward (Y) Barbaro (Y) 3-0

Dr. Ward motioned to adjourn the Finance Committee meeting, 2nd by Mr. Corts. The board unanimously voted aye.

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

The Finance Committee meeting adjourned at 7:08PM.

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