

TOWN OF WINCHENDON



WINCHENDON TOWN CLERK
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Finance Committee

Telephone (978)-297-5419

Regular Meeting/Public Hearing

Finance Committee Minutes

December 8, 2020

Held Remotely via Zoom

Present: Chairman Thomas J. Kane Jr., Maureen Ward, Keith Kent, Chuck Corts, Douglas Delay, Philip Levine, David Alexander

Absent:

List of Documents Presented at Meeting:

- Minutes of the September 2, 8, 16 and November 10, 2020 Meeting
- YTD Reports
- Proposed FY'22 Budget Schedule

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

Minutes:

9/2/20

Dr. Ward motioned to approve, seconded by Mr. Corts. The board voted aye.

Ward (A) Kent (Y) Corts (Y) Levine (A) Delay (Y) Kane (Y) 4-0-2 Approved

9/8/20

Dr. Ward motioned to approve, seconded by Mr. Corts. The board voted aye.

Ward (Y) Kent (Y) Corts (Y) Levine (A) Delay (Y) Kane (Y) 5-0-1 Approved

9/16/20

Dr. Ward motioned to approve, seconded by Mr. Corts. The board voted aye.

Ward (Y) Kent (A) Corts (Y) Levine (A) Delay (Y) Kane (Y) 4-0-2 Approved

Mr. Alexander joined the meeting at 6:42 p.m.

11/10/20

Dr. Ward motioned to approve, seconded by Mr. Cortis. The board voted aye.

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

YTD Reports: Mr. Kane met with Town Accountant, Ms. Goguen to review the YTD reports. Mr. Delay asked about the notes provided, there was a comment that not all the revenue for October had been posted. Delay asked if November has been posted or if it's just a portion of October that has not been posted. Dr. Ward said the DPW Highway Overtime is already over 75%, which she finds concerning. 74% of snow and ice has already been expended as well. Kane noted there is \$73,000 encumbered for the purchase of salt and sand. He also pointed out encumbrances within the DPW Materials account. Mr. Kent had a question regarding the Water/Sewer Enterprise fund and how the betterments/liens relate to the revenue amount. Mr. Kent said he will ask Ms. Goguen how the betterments are billed. Mr. Kane noted that the School Transportation account agreement with bus company is that they would only be charged for services actually provided, which will allow for some savings. At the last Finance Committee meeting, the committee voted to approve a transfer from the reserve transfer account to the Council on Aging for fuel assistance. This amount was actually taken out of the special reserve account. This will be corrected shortly to be sourced from the reserve account. Mr. Kane also noted that the Fire Department moved \$60,000 from Housemen into the Spare Housemen account. The percent used for the overtime averages out to 46%. All the other salary accounts are somewhere around 35%, so Mr. Kane asked this to be brought to the Fire Chief. Mr. Kane said the unemployment accounts are doing okay, surprisingly, because COVID Cares Grants are covering COVID-related unemployment claims. Mr. Delay questioned the amount of money in the debt service within General Funds; to which Mr. Kane will ask Ms. Goguen. Mr. Kane provided an explanation as to the fluctuation of the Street Light account, since such a question was raised at their last meeting. He said that the power is provided by National Grid and also by a solar company.

Mr. Kane predicts quite an impact on personnel budgets moving forward, due to multiple upcoming vacancies including the Town Manager, Superintendent of Schools, Treasurer & Collector and Director of Public Works. In lieu of the impending vacancy of Town Manager and Superintendent of Schools, Mr. Kane has asked Mr. Hickey and Ms. Landers to put together a budget schedule before they leave. Dr. Ward noted her disappointment in the fact that the Audit Committee has not met once this year. The schedule of the Committee and the audit itself was discussed; it was settled that Mr. Kane will ask Mr. Hickey to investigate and help the Committee get the ball rolling.

Capital Planning Items: Mr. Kane noted that within the financial policies, there is an account called the Capital Reserve fund, which calls for a fund to be maintained that would be there when the Town needs to buy capital items (trucks, buildings, significant repairs, etc.). Unfortunately, it's tough for the Town to contribute money into this account. Mr. Kane said the town of Arlington has a policy that calls for 5% of the operating budget to be used for capital funding. While it's not enough to solve all the problems at once, it gives a steady income to address these issues. Mr. Kane explained that currently, about 3.5% of the total budget goes toward capital funding, so he has begun to search for ways to get that number up to 5%. Mr. Kent asked if this would be approved by the voters; Mr. Kane answered it is part of the budget that will be presented at Town Meeting and that the Board of Selectmen will decide on fiscal policies. Mr. Kent expressed support in moving forward with trying to establish such a policy, as the Town cannot keep leaning on Robinson Broadhurst. Mr. Kane will bring this proposed policy to the Capital Planning Committee at their meeting tomorrow.

- **Member Comments:** Mr. Kent said since we know everyone is being level funded, just a heads up that this coming Sunday restaurants must be going back to 40% capacity. There will be a hit on incoming taxable income in Winchendon.

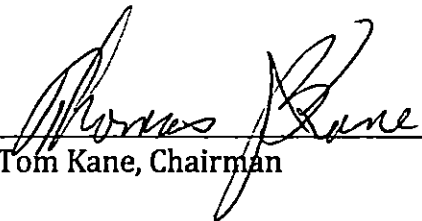
Mr. Delay thanked Mr. Hickey for all he's done to assist the Finance Committee; he has been an invaluable resource and will be sorely missed. Mr. Kane agreed, he is happy for Mr. Hickey but not for us. There is no doubt that Mr. Hickey has done a great job in turning the Town around.

Public Input: None was heard.

Dr. Ward motioned to adjourn, seconded by Mr. Corts. With a unanimous vote of all aye, the meeting adjourned at 7:26 p.m.

Respectfully submitted:

Taylor Tower, Finance Committee Recording Secretary


Tom Kane, Chairman

Maureen Ward, Vice-Chair

David Alexander

Charles C. Corts

Douglas Delay

Keith Kent

Phillip Levine