

TOWN OF WINCHENDON

WINCHENDON TOWN CLERK
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Finance Committee

Telephone (978)-297-5419

Regular Meeting/Public Hearing

Finance Committee Minutes

January 12, 2021

Held Remotely via Zoom

Present: Chairman Thomas J. Kane Jr., Maureen Ward, Keith Kent, Chuck Corts, Douglas Delay, Philip Levine, David Alexander. Town Manager Keith Hickey and DPW Director Brian Croteau

Absent: None

List of Documents Presented at Meeting:

- Minutes of the December 8, 2020 Meeting
- YTD Reports
- Request Form for Transfer from Finance Committee Reserve Fund

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

Minutes:

12/8/20

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

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

YTD Reports: Mr. Delay wondered if we could get some certification on the School budget. He noted some activities that remain in the budget that are not occurring due to the pandemic. Dr. Ward informed the committee that the School Committee voted to resume some athletic activities with safety measures in place. She recommended not cutting those line items until the spring to see what happens with the pandemic.

Mr. Alexander joined the meeting at 6:37 p.m.

Dr. Ward thanked Town Accountant, Joanne Goguen, for her detailed reports.

Mr. Hickey, Town Manager, noted that one of the agenda items for the Tri-Board meeting on January 25th is to review the financial performance of the School for the first six months of fiscal year 2021. Within the

In-Town Transportation line item, the Town is spending 78% of what was initially expected, meaning there is a 22% savings on local transportation. He also noted that there is an additional \$250,000 included in the State budget to assist in updating the School HVAC systems due to the requirements mandated by the State to help mitigate COVID in the Schools.

Reserve Fund Requests: The DPW is requesting to transfer \$93,000 from the Reserve Fund to the DPW Snow & Ice Materials account.

Dr. Ward motioned to approve the transfer of \$93,000 from the Finance Committee Snow and Ice Reserve Fund, 011312-578032, to the DPW Snow & Ice Materials, 014232-553000, seconded by Mr. Corts. The board voted aye.

Ward (Y) Kent (Y) Corts (Y) Levine (Y) Alexander (Y) Delay (Y) Kane (Y) 7-0 Approved

Dr. Ward motioned to approve the transfer of \$6,000 from the Finance Committee Reserve Fund, 011312-578032, to the Board of Selectmen Contingency, 011222-578000. She noted that the current balance if we take this \$6,000 would be about \$34,000 in the Finance Committee Reserve Fund. \$5,000 has already been appropriated for Fuel Assistance for the COA. Her motion was seconded by Mr. Corts.

Ward (Y) Kent (Y) Corts (Y) Levine (Y) Alexander (Y) Delay (Y) Kane (Y) 7-0 Approved

Dr. Ward motioned to approve the transfer of \$16,500 from the Finance Committee Reserve Fund, 011312-578032, to the COA Building Repair and Maintenance, 015412-543005. She noted that taking the \$16,500 from the \$34,000 leaves \$17,500 in the Finance Committee Reserve Fund. The motion was seconded by Mr. Alexander. Mr. Hickey detailed the repairs being conducted to the Senior Center to address the falling bricks. This transfer will cover engineering design and exploratory work pertaining to the falling bricks.

Ward (Y) Kent (Y) Corts (Y) Levine (Y) Alexander (Y) Delay (Y) Kane (Y) 7-0 Approved

Dr. Ward motioned to approve the transfer of \$82,242 from the Finance Committee Special Reserve Fund, 011312-578035, to the COA Building Repair and Maintenance, 015412-543005. She noted that taking the \$82,242 from the Finance Committee Special Reserve Fund would leave a balance of \$241,534. The motion was seconded by Mr. Alexander. Mr. Hickey noted that the engineering work that was done identified the best temporary repairs that will ensure the structural integrity of the building. It is proposed that the areas of the tower that lost bricks will be wrapped with a rubber-type material as well as some enhancements being made inside the clock tower to strengthen the previously weakened areas. This is temporary work to prevent further deterioration since the 3-phase repair was voted down at the September 2020 Town Meeting.

Ward (Y) Kent (Y) Corts (Y) Levine (Y) Alexander (Y) Delay (Y) Kane (Y) 7-0 Approved

Tri-Board Meeting, Jan. 25th: The proposed budget timeline will be discussed at this meeting. Due to the imminent departure of the Town Manager, the timeline is more compressed than previous years. Mr. Hickey is currently developing his budget; the Governor will present his budget by January 27th. Mr. Hickey estimates that we will not have state revenues in time for the budget to be presented at the January 25th meeting. There will be some large pieces, primarily state impact, that will need to be adjusted in the future, once that information is available.

Member Comments: The committee thanked Mr. Hickey for his hard work and guidance, and wished him well. Dr. Ward congratulated Mr. Croteau for his promotion to DPW Director. Mr. Kent expressed he

was happy to see that the Fire Chief and the Police Chief renewed their employment contracts with the Town.

Public Input: None was heard.

Dr. Ward motioned to adjourn, seconded by Mr. Alexander. With a unanimous vote of all aye, the meeting adjourned at 7:21 p.m.

Respectfully submitted:

Taylor C. Tower

Taylor Tower, Recording Secretary

Thomas J. Kane

Tom Kane, Chairman