

Approved: 7/12/22

TOWN OF WINCHENDON

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Finance Committee

Telephone (978)-297-5419

Regular Meeting/Public Hearing

Finance Committee Minutes

June 22nd, 2022 6:30PM

Remote Meeting via Zoom

Present: Chairman Thomas J. Kane Jr., Dr. Maureen Ward, Charles C. Corts, Doug Delay, Adrian Guerrero, Robert O'Keefe

Absent: Phil Levine

Guests: Brian Croteau, Thomas Smith, Justin Sultzbach, Bryan Vaine, Rick Ward

List of Documents Presented at Meeting:

- June 22nd, 2022 Meeting Agenda
 - End of Fiscal Year Transfer Requests
 - YTD Reports
-

6:30PM: Chairman Thomas Kane called the Finance Committee meeting to order.

End of Fiscal Year Transfers:

To transfer from Highway Materials and Supplies account to Vehicle Fuel account sum of \$20,000. Dr. Ward suggested passing over the transfer and waiting until the next meeting in July due to another transfer being required.

To transfer from Dam Inspection account to Vehicle Maintenance account sum of \$5,000. No dam inspections are required right now, Brian Croteau requested transferring the funds from that account to vehicle maintenance, and potentially transferred again later to fuel account due to high fuel costs. Dr. Ward motioned to transfer \$5,000 from Dam Inspection account to Vehicle Maintenance account, 2nd by R. O'Keefe.

Corts (Y) Delay (Y) Guerrero (Y) O'Keefe (Y) Ward (Y) Kane (Y) 6-0

To transfer from Highway Operations account to Cemetery Labor account sum of \$996. Dr. Ward motioned to transfer \$996 from Highway Operations account to Cemetery Labor account, 2nd by D. Delay.

Corts (Y) Delay (Y) Guerrero (Y) O'Keefe (Y) Ward (Y) Kane (Y) 6-0

Finance Committee Minutes
June 22nd, 2022

To transfer from Highway Operations account to Cemetery Overtime account sum of \$1,000.
Dr. Ward motioned to transfer \$1000 from Highway Operations account to Cemetery Overtime account,
2nd by C. Corts.

Corts (Y) Delay (Y) Guerrero (Y) O'Keefe (Y) Ward (Y) Kane (Y) 6-0

To transfer from Highway Operations account to Executive Secretary account sum of \$13,129.52.
Dr. Ward motioned to transfer \$13,129.52 from Highway Operations account to Executive Secretary
account, 2nd by C. Corts.

Corts (Y) Delay (Y) Guerrero (Y) O'Keefe (Y) Ward (Y) Kane (Y) 6-0

To transfer from Recycling Transfer to Transfer Station Overtime sum of \$500.
Dr. Ward motioned to transfer \$500 from Recycling Transfer account to Transfer Station Overtime
account, 2nd by C. Corts.

Corts (Y) Delay (Y) Guerrero (Y) O'Keefe (Y) Ward (Y) Kane (Y) 6-0

To transfer from Recycling Transfer to Transfer Station Foreman sum of \$4,725.
Dr. Ward motioned to transfer \$4,725 from Recycling Transfer account to Transfer Station Foreman
account, 2nd by C. Corts.

Corts (Y) Delay (Y) Guerrero (Y) O'Keefe (Y) Ward (Y) Kane (Y) 6-0

Thomas Smith, Fire Chief, explained the amount of transfer requests for overtime were due to numerous
employees being out with injuries and ailments throughout the year.

To transfer from Fire Department Subscriptions to the Overtime account sum of \$2,000.
D. Delay motioned to transfer \$2,000 from the Fire Department Subscriptions account to the Overtime
account, 2nd by R. O'Keefe.

Corts (Y) Delay (Y) Guerrero (Y) O'Keefe (Y) Ward (Y) Kane (Y) 6-0

To transfer from Ambulance Dues to Overtime account sum of \$2,000.
R. O'Keefe motioned to transfer \$2,000 from the Ambulance Dues account to the Overtime account,
2nd by R. D. Delay.

Corts (Y) Delay (Y) Guerrero (Y) O'Keefe (Y) Ward (Y) Kane (Y) 6-0

To transfer from Ambulance EMT account to Overtime account sum of \$9,000.
R. O'Keefe motioned to transfer \$9,000 from the Ambulance EMT account to the Overtime account,
2nd by Dr. Ward.

Corts (Y) Delay (Y) Guerrero (Y) O'Keefe (Y) Ward (Y) Kane (Y) 6-0

To transfer from Fire Department Building Repairs to Overtime account sum of \$5,500
D. Delay motioned to transfer \$5,500 from the Fire Department Building Repairs account to the Overtime
account, 2nd by Dr. Ward.

Corts (Y) Delay (Y) Guerrero (Y) O'Keefe (Y) Ward (Y) Kane (Y) 6-0

To transfer from Civil Defense Planning Agent account to the Conservation Agent account sum of
\$5,159.30.

Dr. Ward motioned to transfer \$5,159.30 from Civil Defense Planning Agent account to Conservation Agent account, 2nd by C. Corts.

Corts (Y) Delay (Y) Guerrero (Y) O'Keefe (Y) Ward (Y) Kane (Y) 6-0

To transfer from Monty Tech Assessment account to Collector/Treasurer Department Head account sum of \$2,950.

Dr. Ward motioned to transfer \$2,950 from Monty Tech Assessment account to Collector/Treasurer Department Head account, 2nd by C. Corts.

Corts (Y) Delay (Y) Guerrero (Y) O'Keefe (Y) Ward (Y) Kane (Y) 6-0

To transfer from Monty Tech Assessment account to Daily Processing Software Account sum of \$5,500.

Dr. Ward motioned to transfer \$5,500 from Monty Tech Assessment account to Daily Processing Software Account account, 2nd by C. Corts.

Corts (Y) Delay (Y) Guerrero (Y) O'Keefe (Y) Ward (Y) Kane (Y) 6-0

To transfer from Civil Defense Certification account to Civil Defense Miscellaneous account sum of \$200.

D. Delay motioned to transfer \$200 from Civil Defense Certification account to Civil Defense Miscellaneous account, 2nd by R. O'Keefe.

Corts (Y) Delay (Y) Guerrero (Y) O'Keefe (Y) Ward (Y) Kane (Y) 6-0

YTD Reports: T. Kane spoke with J. Goguen regarding some questions related to the cannabis revenues. Under revenues there is impact and sales. Impact is a percentage (3%) of the sales that the town and vendor agreed on that would go to the town, due to the "impact" of the business on the town. When the state originally discussed allowing cannabis retail in towns/cities, the percentage was required to benefit the town having to deal with extra traffic etc. The state has since passed on that responsibility to each municipality individually.

T. Kane mentioned the personal property tax line item was \$100,000 (21%) over budget. The explanation was that a lot of bills were sent out late last year.

Under the Enterprise Funds, the Sewer Electrical bill was \$4,000 over budget. J. Goguen assumed it was the balance between the solar farm and national grid, over/under estimating costs and revenue.

Member Comments: Dr. Ward suggested dedicating time at the next meeting to discuss the management letter.

There will be a quad-board meeting of the Finance Committee, Audit Committee, Board of Selectmen, and School Committee on July 11th, 2022 at 6:30PM.

Public Input: None.

7:38PM- Dr. Ward motioned to adjourn at 7:38PM, 2nd by C. Corts.

Corts (Y) Delay (Y) Guerrero (Y) O'Keefe (Y) Ward (Y) Kane (Y) 6-0



ADJOURNMENT:
The Finance Committee adjourned at 7:38PM

Respectfully submitted:

Brianna Roberts

Brianna Roberts, Finance Committee Recording Secretary

Tom Kane, Chairman

Maureen Ward, Vice-Chair

Charles C. Corts

Douglas Delay

Adrian Guerrero

Philip Levine

Robert O'Keefe