

Date Approved/Released: 4/13/17  
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School Committee Chair: Janet Corbosiero

TRI-BOARD MEETING OF THE  
SCHOOL COMMITTEE, BOARD OF SELECTMEN, FINANCE COMMITTEE  
THURSDAY, FEBRUARY 27, 2017  
TOWN HALL AUDITORIUM

1. **Call to order:** 6:40 PM.

2. **Pledge of Allegiance**

Present: Janet Corbosiero, Dawn Fronte, Larry Murphy, Steven Haddad, Superintendent,  
Richard Ikonen-School Business Manager

Board of Selectmen:

Present: Barbara Anderson, Michael Barbaro, Audrey LaBrie, Austin Cyganiewicz, Amy Salter

Finance Committee:

Present: Thomas Kane, Maureen Ward, James Robichaud, Tonya Dokulil, Robert Guenther

Debra Dennis - Recording Secretary, Finance Committee

Keith Hickey -Town Manager

Linda Daigle - Executive Assistant, Recording Secretary Board of Selectmen

William Schlosstein -Town Accountant

Town-wide Audit Committee - Maureen Ward, Michael Barbaro, Dawn Fronte, Roger Doucette

Town Auditor -Tony Roselli, Roselli, Clark and Associates

B. Anderson called the Board of Selectman (BOS) to order. J. Corbosiero called the Joint Board Meeting to order and called the School Committee to order in the joint meeting. T. Kane called the Finance Committee (FinCom) to order (6:41 PM).

Announce audio/video recording disclosure.

**Public Comments:** M. Ward, Audit Committee Chair-person, thanked K. Hickey, his staff and every department who came together to correct the deficiencies.

3. **Six Month Review of the FY17 Budget:**

Presentation of FY16 Audit Results -Mr. Roselli reported there has been significant turn-around regarding the processes and finances. He recognized the participants and urged everyone to keep the trend moving in the right direction.

Mr. Roselli reviewed the findings detailed in the FY16 Audit Management letter. He commended and stressed the importance of the improved communication between the municipal and school district offices. Management weaknesses have been resolved; however, the Operating System still needs to work properly with Munis. Areas of concern were discussed.

IV. School (Department) - Mr. Roselli stressed these are repeat findings and he has met and discussed them with the School Committee. He noted the new Business Manager, Richard Ikonen, is learning the process and the Munis system. This resulted in a number of significant deficiencies and inaccuracies in the End-of-Year Report. At his recommendation, R. Ikonen was assigned and has been working with a very experienced mentor, Steve Hemen, since January, 2017. S. Haddad stated the goal is to have these problems cleared up by this time next year. Net School Spending is being met; line item discrepancies have been amended. J. Corbosiero stated the new Business Manager has the full backing of the School Committee. L. Murphy noted the figures that R. Ikonen was given to work with were inaccurate, in the wrong places and did not tell the true story from the school districts' point of view. He added that R. Ikonen is cleaning those up and we anticipate the mistakes and alternate facts/errors will be corrected. He stressed the importance of having the correct, accurate facts to work with. Mr. Roselli noted the prior unpaid bills need to be cleared up, adding this was not included in the letter. The implementation of an internal control framework for Single Audit requirements was noted; Mr. Roselli recommended the site where the department can get the new template.

After a discussion regarding municipal spot audits, M. Ward noted the Audit Committee voted unanimously to approve a 3-year contract renewal with a 2-year automatic renewal option for Mr. Roselli. M. Barbaro moved that Mr. Roselli's contract be entered into for 3-years with a 2-year option afterwards. The extensive knowledge and historical data that Mr. Roselli has and what he has brought to the table to this community over the last couple years was noted. Second by A. Cyganiewicz. Town Manager Hickey stated the matter must be put on a Board of Selectmen's agenda. M. Barbaro amended his motion to say 'to enter into negotiations with Mr. Roselli'. Second by A. Cyganiewicz. Mr. Roselli has been out of a contract since last Wednesday; K. Hickey will forward the draft contract to FinCom for their review.

Approved 5-0-0.

7:45 PM Audrey LaBrie moved for a 5-minute recess. Second by Amy Salter. Approved 5-0-0.

7:45 PM D. Fronte moved for a 5-minute recess. Second by L. Murphy. Approved 3-0-0.

7:54 PM Reconvened

A. LaBrie moved to take Presentation of FY18 Capital Improvement Plan out of order. Second by M. Barbaro. Approved 5-0-0.

**5. Capital Improvement Plan Presentation:**

K. Hickey, Town Manager submitted the Capital Improvement Plan to the Capital Planning Committee. The plan was approved contingent upon funding. K. Hickey reviewed the process and the funding sources for each submitted project request. The projects requests total \$2,091,000.

8:15 PM Christian Orobello (Finance Committee) arrived.

8:45 PM D. Fronte announced that the Boys Varsity Basketball team won their first district game 57-36. The assembled parties applauded and congratulated the team.

**Review of FY17 Budget Status at December 31, 2016:**

W. Schlosstein reviewed the 6-month analysis of the general funds of the municipal and school district budgets, with some Enterprise Funds figures. He was pleased with the 49% revenues collected figure, noting at the end of January, 2017 the positive trend of 68.2% collected revenue meets the forecast and more. He explained his concerns regarding the Water Enterprise funding revenue, stressing there are still 4 months left in the fiscal year to be watchful. He and R. Ikonen will meet bi-weekly regarding the chart of accounts modifications; they will control and track deficits better. Reclassifications and reallocations, especially for Special Education and Health Insurance, will be made as funds come in. R. Ikonen will provide a spreadsheet to show the expenditures and receivables more clearly and accurately and provide it to the Finance Committee.

8:54 PM M. Barbaro left the meeting

**4. Review of FY18 Budget Calendar and Town Meeting Schedule:**

The dates for board meetings, Town Meeting warrant article submissions and Town Meeting were reviewed and discussed.

Discussion of City of Gardner's request to open Montachusett Regional Vocational Technical School District Agreement for review. Gardner and Fitchburg are interested in reviewing the 50-year old agreement. Discussion included who should or would be included in the process. B. Anderson noted the Montachusett Regional Vocational Technical School tuition takes up a large portion of the school budget; she stated that she would like to send a letter of support for Mayor Hawke's endeavor. T. Kane stated this is a BOS issue, not a School Committee issue, while acknowledging that the district has a vested interest and would advocate for it. S. Haddad reported that the School Committee had previously voted to begin the discussion. B. Anderson stated a BOS member should be on the sub-committee. L. Murphy stated he is most interested in fairness and equity; a collaborative atmosphere would be better than the competitive atmosphere we are in now. It was agreed that all of the towns involved are significantly impacted by the growth of Montachusett Regional Vocational Technical School. A. LaBrie moved to send a letter of support to Montachusett Regional Vocational Technical School Superintendent Reynolds with a cc to Mayor Hawke, and to form a sub-committee. Second by A. Salter. Approved 4-0-0.

Discussion of Meeting Rotation - B. Anderson stated we (the committees/boards) have been keeping to it per requirement of the Department of Revenue. The schedule was changed due to the audit reporting schedule; this was the night the majority of board and committee members could attend. The next Tri-Board meeting will be hosted by the Finance Committee on April 11<sup>th</sup>.

6. **Adjournment:** 9:18 PM M. Barbaro moved to adjourn the meeting of the Board of Selectman. Second by A. Salter. Approved 4-0-0.

T. Kane moved to adjourn the meeting of the Finance Committee. Second by J. Robichaud. Approved 5-0-0.

D. Fronte moved to adjourn the School Committee from the Tri-Board Meeting. Second by L. Murphy. Approved 3-0-0.

Respectfully submitted: Barrie E. Martins, School Committee Recording Secretary