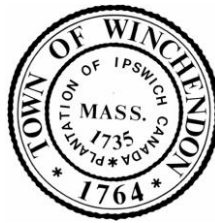


# TOWN OF WINCHENDON



## Finance Committee

Telephone (978)-297-5419

### **Finance Committee Regular Meeting &**

### **Tri-Board Meeting: Board of Selectmen, School Committee, & Finance Committee**

June 11<sup>th</sup>, 2019

Town Hall 2<sup>nd</sup> Floor Auditorium

109 Front Street, Winchendon, MA 01475

#### **Finance Committee Members Present:**

Thomas J. Kane Jr., Chair  
Christian Orobello, Vice-Chair  
Charles C. Corts  
Douglas Delay  
Charles (CJ) Husselbee  
Maureen Ward

Brianna Roberts, Recording Secretary

#### **Absent:**

Amy Salter

---

#### **Board of Selectmen Members Present:**

Audrey LaBrie, Chair  
Michael Barbaro, Vice-Chair  
Barbara Anderson

Keith R. Hickey, Town Manager  
Joanne Goguen, Town Accountant  
Lindsay Kuchta, Administrative Assistant

#### **Absent:**

Linda Daigle, Executive Assistant

---

#### **School Committee Members Present:**

Larry Murphy, Chair  
Roann Demanche  
Felicia Nurmsen- Connected via phone

#### **Absent:**

Dawn Fronte  
Greg Vine

---

#### **Guests:**

Joan Landers, Interim Superintendent  
Carolyn Hendricks, Administrative Assistant

---

**List of Documents Presented at Meeting:**

- Financial Review 2019, July 2018-May 2019 Presentation
- YTD Budget Reports
- MT Quarterly Report: April, May, June 2019

---

**6:30PM: Finance Committee Meeting- 2<sup>nd</sup> Floor Auditorium:**

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

**Approval of Minutes: 4/30/19 & 5/14/19**

Dr. Ward motioned to approve the minutes from the 4/30/19 as presented and Mr. Husselbee seconded. The board unanimously voted aye.

**Corts (Y) Delay (Y) Husselbee (Y) Orobello (Y) Ward (Y) Kane (Y) 6-0**

Dr. Ward motioned to approve the minutes from the 5/14/19 as presented and Mr. Husselbee seconded.

**Corts (A) Delay (Y) Husselbee (Y) Orobello (Y) Ward (Y) Kane (A) 4-0-2 Abstentions**

**New Business: Budget Transfer Requests**

Mr. Kane asked Mr. Hickey to explain the transfer requests in more detail. Mr. Hickey stated in Fiscal 2019, the town went out to bid on outside services to manage the wastewater department. The reason behind the first five requests is to transfer money from the wage and expense accounts into the contracted services account to properly fund the contracted wastewater service.

- 1. Transfer \$20.03 from the Sewer Safety Account to cover overhead costs.**
- 2. Transfer \$13,000.00 from the Sewer Overtime Account.**
- 3. Transfer \$832.62 from the Sewer Certification Account**
- 4. Transfer \$19,610.97 from the Sewer Operators Account**
- 5. Transfer \$31,182.54 from the Sewer Chief Operator Account**

Dr. Ward motioned to approve the first five transfers as presented from the various Sewer Departments to cover Veolia Costs. Mr. Orobello seconded. The board unanimously voted aye.

**Corts (Y) Delay (Y) Husselbee (Y) Orobello (Y) Ward (Y) Kane (Y) 6-0**

**6. Transfer \$340.74 from the Police Patrolman Account to the Contracted Service Account.**

The balance in the account was \$73,671.51

Dr. Ward asked Mr. Hickey if that was in regards to the Animal Control Officer resigning over the winter. Mr. Hickey replied yes.

Dr. Ward motioned to approve the transfer from the Police Patrolman Account to the ACO Contracted Services Account of \$340.74. Mr. Husselbee seconded.

Mr. Kane questioned why it is being requested when the account has \$5,000 in it. Mr. Hickey did not have an exact answer but said he would find out the explanation.

The board decided to vote and approve the request. The board unanimously voted aye.

**Corts (Y) Delay (Y) Husselbee (Y) Orobello (Y) Ward (Y) Kane (Y) 6-0**

**7. Transfer \$4,497.47 from the Police Patrolman Salary Account to Other Costs.**

The balance in the account was \$73,671.00 and month-to-date expenditures were \$33,000.

Dr. Ward motioned to approve the transfer from the Police Patrolman Salary Account to Other Accounts, particularly ACO Deficits. Mr. Orobello seconded. The board unanimously voted aye.

**Corts (Y) Delay (Y) Husselbee (Y) Orobello (Y) Ward (Y) Kane (Y) 6-0**

**8. Transfer \$500 from the Assistant Town Accountant Salary Account to the OPEB Study Account.**

The balance in the account was \$10,655 and the OPEB Study Account was -\$500.

Dr. Ward questioned what USI Consultant was. Mr. Hickey replied that it is the actual vendor used for the OPEB Calculation.

Dr. Ward motioned to approve the transfer of \$500 from the Assistant Town Accountant Salary Account to the OPEB Study Account. Mr. Husselbee seconded. The board unanimously voted aye.

**Corts (Y) Delay (Y) Husselbee (Y) Orobello (Y) Ward (Y) Kane (Y) 6-0**

**9. Transfer \$550 from the Miscellaneous Account to the Finance Committee Secretary Account.**

The balance in the Miscellaneous Account was \$557.38 and the Finance Committee Secretary Account was -\$225.

Dr. Ward motioned to approve the transfer of \$550 from the Miscellaneous Account to the Finance Committee Secretary Account. Mr. Husselbee seconded. The board unanimously voted aye.

**Corts (Y) Delay (Y) Husselbee (Y) Orobello (Y) Ward (Y) Kane (Y) 6-0**

**10. Request to transfer a total of \$25,000 from the Reserved Funds. \$8,000 to the Firehousemen Account and \$17,000 to the Fire Overtime Account.**

Mr. Kane stated that earlier in the year the town manager requested to use some of the reserve funds to address the issue on Lincoln Ave. Ext. The Finance Committee approved the expenditure. Due to procedures this request was handled differently.

Dr. Ward motioned to approve the transfer from the Reserved Funds of \$8,000 to the Firehousemen Account and \$17,000 to the Fire Overtime Account for a total of \$25,000. Mr. Orobello seconded.

Mr. Kane asked Mr. Hickey to explain the need for the above transfers. Mr. Hickey stated a Firefighter suffered an injury on duty on Christmas Day 2018. The Firefighter currently remains out of service with no idea of when he would be able to return. The town continues to pay the individual since it was an injury on duty. There is a need for an additional \$25,000 to fully fund the wage lines to restore the normal staffing levels.

The board unanimously voted aye.

**Corts (Y) Delay (Y) Husselbee (Y) Orobello (Y) Ward (Y) Kane (Y) 6-0**

**Review of YTD Reports:** No Comments.

Mr. Kane noted the board had to appoint a member to represent on the Capital Planning Committee.

Mr. Kane accepted. Dr. Ward motioned to continue with Mr. Kane as the representative. Mr. Husselbee seconded. The board unanimously voted aye.

**Corts (Y) Delay (Y) Husselbee (Y) Orobello (Y) Ward (Y) Kane (Y) 6-0**

Mr. Kane motioned to recess until the meeting with the Board of Selectmen at 7:00PM.

#### **6:57PM-7:00PM Recess**

---

**7:02PM:** Tri-Board Meeting with the Board of Selectmen, School Committee, & Finance Committee.

Mr. Kane reconvened the Finance Committee.

Ms. LaBrie called the Board of Selectmen to order.

Mr. Murphy called the School Committee to order.

Followed by the Pledge of Allegiance and the Audio/Video Recording Disclosure Announcement.

Mr. Kane announced the School Committee did not have a quorum with only 2 members present and 1 connected via phone, but stated they did not have any official matters to vote on.

#### **FY19 Budget Update with Town Accountant:**

Ms. Goguen started the presentation with a review of the General Fund in the YTD Budget Report. The first item addressed was the Sped Medicaid Reimbursement Account. The remaining revenue to be collected was \$76,709.68 and they are expecting a shortage of about \$25,000.

Property Tax is up \$11,396.68 due to the additional \$12,000 committed for omitted tax.

As of May 2019, 97.2% of the real estate tax revenue has been collected leaving a balance of \$336,892.56. In the last month about \$95,000 had been collected. Last year, 95.9% had been collected leaving a balance of \$607,776.68.

The State Misc. is not a regular item, \$8364.20 was paid from the state. A year or two ago, trees were cut down at Lake Dennison and as the state sells the lumber, the town gets paid a portion of the sales.

\$20,000 was budgeted for Earnings on Investments and \$48,825.65 has been collected as of April 2019. Donna Spellman found higher rates of return through Athol Savings Bank (2%, was .25%), Century Bank (1.8%, was .50%), and Unibank (2%, was .75%). Last year only \$14,409.71 was collected.

\$525,000 was budgeted for Ambulance and \$542,887.18 had been collected.

\$167,000 was budgeted for Building Department Fees and \$232,266.08 had been collected. \$14,300 for Electric, \$11,185 for Plumbing, \$56,864 for Building, \$1,255 for Weights & Measures, \$146,447 for Solar, and \$2,215 for Annual Restaurant Fees.

Interfund transfers to be done in June (final quarter) of \$128,999.

\$162,830 was budgeted for Treasurer's Misc. Revenue and \$305,210.28 had been collected.

\$62,296.20 was transferred from School Grants. This money was from old grants that were incorrectly posted to the wrong accounts.

MIAA Dividends of \$24,890 were transferred. The town receives credits for doing good work.

\$43,972 from the Street Light Rebate.

\$10,000 from auction bid fees.

EMD is a state grant for 911 regional dispatch and \$104,380.66 was transferred.

The last large transfer was \$27,116.95 from MAPC- Retro Fit Street Lt. Mr. Hickey stated the Commonwealth of MA gave the Regional Planning Commission a sum of money from their budget to reward/reimburse communities for the cost of updating the street lighting.

As of May 31, 2019, the remaining revenue to be collected was \$1,273,066.76. \$1,152,336 in State Aid to be collected in June and \$128,999 in interfund transfers to be done in June. That left \$1,281,335 in remaining revenue to be collected which would give a net surplus of \$8,268.24. Ms. Goguen anticipates \$200,000 in local revenue to be collected from June. In 2018 \$461,033.21 was collected and in 2017 \$625,133 was collected.

The town saved \$28,425.66 in electricity from October 2018-April 2019.

The town expense projection is as followed: \$285,599.98 encumbered, \$1,683,446.46 available, for a total available of \$1,969,046.44. After actual and projected expenses, Ms. Goguen estimated a balance of \$166,280.53 left in expense appropriations, which would go to the free cash account.

The school expense projection is as followed: \$302,819.48 encumbered, \$2,400,880.48 available, for a total available of \$2,703,699.96. After actual and projected expenses, Ms. Goguen estimated a balance of \$94,369.57 left in expense appropriations, which would go to the free cash account.

For School Grants \$14,835.33 is to be returned, \$281,628.55 to be reviewed, \$564.03 to be reclassified, totaling \$370,937 for all school grants. There was a typo under FY19 of \$475,037.22, which should actually be \$75,037.22. Dr. Ward commented that this was one of the bigger issues in the last three years for the audit committee. Originally it seemed that there was close to 300,000 to be returned and now it is at only \$14,000.

### **Budget Transfer Requests:**

**1. Transfer \$2,559.42 from the Board Of Selectmen Administrative Expenses to the Town Manager Executive Assistant.** The balance in the account was \$3,375.

Dr. Ward motioned to accept the transfer as presented and Mr. Husselbee seconded. The board unanimously voted aye.

**Corts (Y) Delay (Y) Husselbee (Y) Orobello (Y) Ward (Y) Kane (Y) 6-0**

Ms. LaBrie asked the board to entertain a motion. Mr. Barbaro motioned to approve and Ms. Anderson seconded. The board unanimously voted aye.

**Anderson (Y) Barbaro (Y) LaBrie (Y) 3-0**

**2. Transfer \$2,500 from the Highway Operator Account to the Cemetery Summer Help Account.**

The balance in the Cemetery Summer Help Account was \$35,556.

Dr. Ward motioned to accept the transfer as presented and Mr. Husselbee seconded. The board unanimously voted aye.

**Corts (Y) Delay (Y) Husselbee (Y) Orobello (Y) Ward (Y) Kane (Y) 6-0**

Ms. LaBrie asked the board to entertain a motion. Mr. Barbaro motioned to approve and Ms. Anderson seconded. The board unanimously voted aye.

**Anderson (Y) Barbaro (Y) LaBrie (Y) 3-0**

**3. Transfer \$100 from the Conservation Instate Travel Account to the Conservation Secretary.**

Dr. Ward motioned to accept the transfer as presented and Mr. Husselbee seconded. The board unanimously voted aye.

**Corts (Y) Delay (Y) Husselbee (Y) Orobello (Y) Ward (Y) Kane (Y) 6-0**

Ms. LaBrie asked the board to entertain a motion. Mr. Barbaro motioned to approve and Ms. Anderson seconded. The board unanimously voted aye.

**Anderson (Y) Barbaro (Y) LaBrie (Y) 3-0**

**4. Transfer \$50 from the Conservation Office to the Conservation Secretary Account.**

Dr. Ward motioned to accept the transfer as presented and Mr. Husselbee seconded. The board unanimously voted aye.

**Corts (Y) Delay (Y) Husselbee (Y) Orobello (Y) Ward (Y) Kane (Y) 6-0**

Ms. LaBrie asked the board to entertain a motion. Mr. Barbaro motioned to approve and Ms. Anderson seconded. The board unanimously voted aye.

**Anderson (Y) Barbaro (Y) LaBrie (Y) 3-0**

**5. Transfer \$1,500 from the Differential Account to the Dispatch Overtime Account.**

The balance in the Differential Account was \$3,439.

Dr. Ward motioned to accept the transfer as presented and Mr. Husselbee seconded. The board unanimously voted aye.

**Corts (Y) Delay (Y) Husselbee (Y) Orobello (Y) Ward (Y) Kane (Y) 6-0**

Ms. LaBrie asked the board to entertain a motion. Mr. Barbaro motioned to approve and Ms. Anderson seconded. The board unanimously voted aye.

**Anderson (Y) Barbaro (Y) LaBrie (Y) 3-0**

**6. Transfer \$1,700 from the Reserves Account to the Dispatch Salary Account.**

The balance in the Reserves Account was \$2,565.

Dr. Ward motioned to accept the transfer as presented and Mr. Orobello seconded. The board unanimously voted aye.

**Corts (Y) Delay (Y) Husselbee (Y) Orobello (Y) Ward (Y) Kane (Y) 6-0**

Ms. LaBrie asked the board to entertain a motion. Mr. Barbaro motioned to approve and Ms. Anderson seconded. The board unanimously voted aye.

**Anderson (Y) Barbaro (Y) LaBrie (Y) 3-0**

## **7. Transfer \$300 from the Reserves Account to the Per Diem Account**

The balance in the Reserves Account was \$2,565.

Dr. Ward motioned to accept the transfer as presented and Mr. Husselbee seconded. The board unanimously voted aye.

**Corts (Y) Delay (Y) Husselbee (Y) Orobello (Y) Ward (Y) Kane (Y) 6-0**

Ms. LaBrie asked the board to entertain a motion. Mr. Barbaro motioned to approve and Ms. Anderson seconded. The board unanimously voted aye.

**Anderson (Y) Barbaro (Y) LaBrie (Y) 3-0**

### **Interim School Management Position:**

Ms. Landers stated that Mr. Ikonen would be leaving at the end of the month. She posted for an Interim School Manager as she felt it was the appropriate way to go until things settle down. There are already applicants waiting to meet with Ms. Landers. She is looking for someone with a long-term history as a business manager with expertise in grants.

Ms. LaBrie thanked Mr. Ikonen for his time and wished him well.

### **Changes to the School & Town Accounting Staff Responsibilities:**

Mr. Hickey stated with the resignation of Mr. Ikonen, he and Ms. Goguen had a conversation regarding the school and town accounting and how to organize it in the most efficient way possible. Having one person take care of the payroll responsibilities makes sense, as everything would be in continuity. In regards to accounts payable both the town and school will be processed by an existing school department employee. The DOR has planned to come out in July to perform a study to better determine the needs of the school and town.

### **Monty Tech Quarterly Update April, May, June 2019 from Dr. Ward:**

Dr. Ward has become the Towns Board Member on the Monty Tech School Board.

Dr. Ward stated her plan is to do quarterly reports. In the current year of 2018-2019, 160 Winchendon students attended Monty Tech for a total of \$919,899. Next year it is expected to decrease by 21 students, which would be a savings of \$62,900, due to other communities meeting their full quota. The total proposed budget is \$28,760,202, which is 3.62% increase from last year and 1.1% over net school spending. 15% of the students are on IEP's and another 13% have 504 accommodation plans.

Monty Tech is the second largest vocational school in the state, supporting 18 communities. They offer 21 vocational technical programs and a graduation rate of 99.7%. MCAS results from Science, Math, and ELA range from 82-95%.

For local assistance in April, Monty Tech students started the replacement of water fountains at the Winchendon Public Schools, at a cost savings between \$5,000-6,000.

Manual King, Winchendon Library Director and Rick Ward, Library Trustee met with James Hachey, Monty Tech Director of Vocational Services and Floyd Morrison, Department of House Carpentry to discuss plans for the Children's Library.

At the Skills USA Competitions held March 13, Monty Tech Students collected 34 medals: 10 Gold, 9 Silver, and 15 Bronze.

**Member Comments:** Dr. Ward stated Dawn Fronte was not present but wanted thank her and note that she has been a great school board member.

Ms. Anderson thanked Mr. Kane for his report. She asked if the 15% of students with IEP's stay at that percent until senior year. Ms. Demanche commented that the 15% is the average and it fluctuates.

Mr. Murphy expressed that he was surprised Monty Tech does not accept students with severe disabilities. He added that they should have the same opportunity to attend a vocational school. Ms. Nurmsen agreed with Mr. Murphy. The board members agreed to discuss this matter further at a later time.

**8:15PM:** Mr. Kane asked the Finance Committee for a motion to adjourn. Dr. Ward motioned to adjourn and Mr. Husselbee seconded. The board unanimously voted aye.

**Corts (Y) Delay (Y) Husselbee (Y) Orobello (Y) Ward (Y) Kane (Y) 6-0**

**8:15PM:** Ms. LaBrie asked the Board of Selectmen for a motion to adjourn. Mr. Barbaro motioned to adjourn and Ms. Anderson seconded. The board unanimously voted aye.

**Anderson (Y) Barbaro (Y) LaBrie (Y) 3-0**

**8:16PM:** Mr. Murphy asked the School Committee for a motion to adjourn. Ms. Demanche motioned to adjourn and Ms. Nurmsen seconded.

**Demanche (Y) Nurmsen (Y) Murphy (Y) 3-0**

**The Tri-Board Meeting was adjourned at 8:16PM**

Respectfully submitted:



Brianna Roberts, Finance Committee Recording Secretary