

Approved: 9/13/2022

WINCHENDON TOWN CLERK
RCUD OCT 13 2022 PM 1:09

TOWN OF WINCHENDON



Finance Committee

Telephone (978)-297-5419

Regular Meeting/Public Hearing

Finance Committee Minutes

July 12, 2022 6:30PM

Present: Chairman Thomas J. Kane Jr., Dr. Maureen Ward, Charles C. Corts, Doug Delay, Adrian Guerrero,
Absent: Phil Levine, Robert O'Keefe
Guests: Brian Croteau, Thomas Smith, Justin Sultzbach, Rick Ward

List of Documents Presented at Meeting:

- July 12, 2022 Meeting Agenda
 - End of Fiscal Year Transfer Requests
 - YTD Reports
-

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

Approval of Minutes: June 22, 2022 Regular Meeting

Dr. Ward motioned to approved the minutes from June 22, 2022 Regular Meeting, 2nd by Mr. Corts.

Corts (Y) Delay (Y) Guerrero (Y) Ward (Y) Kane (Y) 5-0

FY 22 End of the Year Transfers:

1. Dr. Ward moved to transfer \$378.12 from Health Insurance to Life Insurance and to transfer \$50.63 from Health Insurance to Retire Life Insurance for a total of \$428.75. Corts seconded.

Corts (Y) Delay (Y) Guerrero (Y) Ward (Y) Kane (Y) 5-0 Approved

2. Dr. Ward moved to transfer \$160,000 from Vet. Services, \$100,000 from Health Insurance,

\$58,000.00 from Monty Tech and \$5,400.00 from Homeless Transport to cover a budget shortfall of \$323,400.00 to Snow & Ice Materials. Corts seconded.

Corts (Y) Delay (Y) Guerrero (Y) Ward (Y) Kane (Y) 5-0 Approved

3. Dr. Ward moved to transfer \$26,620.00 from Homeless Transport to Snow & Ice Overtime. Corts seconded.

Corts (Y) Delay (Y) Guerrero (Y) Ward (Y) Kane (Y) 5-0 Approved

4. Dr. Ward moved to transfer \$117.00 from DPW Dues to Cemetery Materials. Corts seconded.

Corts (Y) Delay (Y) Guerrero (Y) Ward (Y) Kane (Y) 5-0 Approved

5. Dr. Ward moved to transfer the amount of \$13,000.00 from Highway Supplies to Highway Vehicle Maintenance. Corts seconded.

Corts (Y) Delay (Y) Guerrero (Y) Ward (Y) Kane (Y) 5-0 Approved

6. Dr. Ward moved to transfer \$10,000 from Highway Supplies to Highway Vehicle Fuel. Corts seconded.

Corts (Y) Delay (Y) Guerrero (Y) Ward (Y) Kane (Y) 5-0 Approved

7. Dr. Ward moved to transfer \$7,000.00 from Dam Inspections to Highway Vehicle Fuel. Corts seconded.

Corts (Y) Delay (Y) Guerrero (Y) Ward (Y) Kane (Y) 5-0 Approved

8. Dr. Ward moved to transfer \$8,500.00 from Fleet Maintenance Payroll to Highway Vehicle Fuel. Corts seconded.

Corts (Y) Delay (Y) Guerrero (Y) Ward (Y) Kane (Y) 5-0 Approved

9. Dr. Ward moved to transfer \$300.00 from Medical Supplies to Cemetery Materials. Corts seconded.

Corts (Y) Delay (Y) Guerrero (Y) Ward (Y) Kane (Y) 5-0 Approved

10. Dr. Ward moved to transfer \$5,404.00 from Monty Tech Assessment to Hardware Support. Corts seconded.

Corts (Y) Delay (Y) Guerrero (Y) Ward (Y) Kane (Y) 5-0 Approved

11. Dr. Ward moved to transfer \$2,948.12 from CD Director Salary to Land Use Clerk. Corts seconded.

Corts (Y) Delay (Y) Guerrero (Y) Ward (Y) Kane (Y) 5-0 Approved

12. Dr. Ward moved to transfer \$500.00 from TM Building & Equipment Repair to BML Building Repair. Corts seconded.

Corts (Y) Delay (Y) Guerrero (Y) Ward (Y) Kane (Y) 5-0 Approved

13. Dr. Ward moved to transfer \$655.00 from TM In-State Travel to BML Building Repair. Corts seconded. It was clarified that these transfers were for the Beals Memorial Library skylight project.

Corts (Y) Delay (Y) Guerrero (Y) Ward (Y) Kane (Y) 5-0 Approved

14. Dr. Ward moved to transfer \$195.00 from the TM Out-of-State Travel to BML Building Repair. Corts seconded.

Corts (Y) Delay (Y) Guerrero (Y) Ward (Y) Kane (Y) 5-0 Approved

15. Dr. Ward moved to transfer \$7,513.29 from Vacation Buy Back to Vehicle Fuel. Corts seconded.

Corts (Y) Delay (Y) Guerrero (Y) Ward (Y) Kane (Y) 5-0 Approved

16. Dr. Ward moved to transfer \$7,400.00 from Monty Tech Assessment to Town Hall Fuel Oil. Corts seconded.

Corts (Y) Delay (Y) Guerrero (Y) Ward (Y) Kane (Y) 5-0 Approved

17. Dr. Ward moved to transfer \$2,020.00 from Unemployment Insurance to RMV Non-Renewal. Corts seconded.

Corts (Y) Delay (Y) Guerrero (Y) Ward (Y) Kane (Y) 5-0 Approved

18. Dr. Ward moved to transfer \$16,178.94 from Health Insurance to Medicare. Corts seconded.

Corts (Y) Delay (Y) Guerrero (Y) Ward (Y) Kane (Y) 5-0 Approved

19. Dr. Ward moved to transfer \$3,364.17 from Debt-Principal to Debt Interest Long Term. Corts seconded.

Corts (Y) Delay (Y) Guerrero (Y) Ward (Y) Kane (Y) 5-0 Approved

20. Dr. Ward moved to transfer \$960.00 from Veterans' Memorial Day to Veterans Services Director Salary. Corts seconded.

Corts (Y) Delay (Y) Guerrero (Y) Ward (Y) Kane (Y) 5-0 Approved

YTD Reports: R. O'Keefe wanted to point out the town accountant produced the reports Thursday at 4PM, the same day the ransomware attack happened at 4AM and was impressed she was able to complete the reports.

T. Kane planned to address a few matters with the superintendent regarding the school reports including, the number of encumbrances occurred and a lot of negatives in the salary accounts.

FY22-23 Goals Discussion: At the beginning of the year, the committee set some goals to work towards. The members reviewed the goals and discussed the current status.

The first goal was to develop the policies around the reserve funds. The policy passed but the OPEB funding did not happen on this year's budget. The town manager stated it was an oversight and not intentional to work around the policy. It would be addressed at the fall town meeting.

The second goal was to develop a capital planning funding policy. Between debt and line item accounts, have a certain percentage of the overall budget going to capital- around 5%. The policy called for taking the current percentage, 3%, and gradually over time increasing that to 5%. T. Kane mentioned he wanted to add a statement in there that recognizes the town benefits from the Robinson Broadhurst Foundation. The process the Capital Planning Committee has to request Capital Planning projects should include the requests made through the Robinson Broadhurst Foundation. There was a situation a few years ago where the Fire Department, Police Department, and DPW requested money from Robinson Broadhurst for a new radio system which cost about \$400,000. The request never went to the Capital Planning Committee, leaving \$200,000 unfunded since Robinson Broadhurst only approved half of the cost over a two year period.

R. O'Keefe questioned if the money from the solar farms that set up a PILOT (payment in-lieu of tax) arrangement was funded into the Capital Planning Account. There was a vote 6-7 years ago requiring all the money to be funded into the Capital Planning Account, not the general fund. Dr. Ward suggested adding statements to the bylaws in the future to further clarify funding sources. T. Kane stated it was discussed meeting at the beginning of the year to discuss the fiscal policies.

A. Guerrero asked where the cannabis revenue goes. T. Kane responded it is revenue for the town. R. O'Keefe stated he located the town meeting article vote regarding the solar PILOT arrangement. It was at the 2015 town meeting, Article 16. The other two reserve accounts that were approved were the contractual separation benefits and the stabilization fund.

The proposal for the ARPA fund planning was to have the Board of Selectmen set up a committee to oversee the allocation of the ARPA money, which did not happen. Dr. Ward mentioned she did not agree with the inconsistencies of the spending with no real explanation. She suggested having a monthly meeting to discuss the plans, projects, and funding.

The last goal was to be proactive with budget monitoring. Dr. Ward mentioned the year started off great with being proactive, but fell apart towards the end of the budget season.

R. O'Keefe mentioned the snow and ice account is a very unique account, the budget can never be lowered once it's set. If one year, the snow and ice fund requires a lot more money, it is standard practice to still have the budget set low and transfer as needed.

Dr. Ward stated the Fire Department schedule needed to be addressed to avoid overtime and funding multiple employees when it was not needed. She suggested meeting monthly with the Fire Department to review the budget. Also suggested was to meet monthly to discuss the audit findings. T. Kane mentioned wanting to receive updates on capital items passed at town meeting.

CPA Discussion: A. Guerrero has been a member of the Committee Preservation Act Committee representing the Finance Committee. The CPA enables communities to create the community preservation fund which is only used for these items including; outdoor recreation, open space protection, historical preservations, and affordable housing. As of May 2022, 65% of Massachusetts lives within a CPA community, and so far has raised \$2.65 Billion. It has 32,000 acres, 3,000 outdoor recreational fields/trails, supports housing units, and historical projects. The money is raised through local surcharge and matching funding from the state. More information can be found on Communitypreservation.org.

Member Comments: Dr. Ward mentioned wanting to meet with the town manager sooner than later to get the timeline for the fall town meeting.

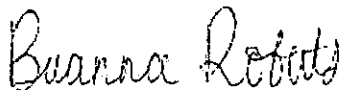
Public Input: None.

7:41PM- Dr. Ward motioned to adjourn at 7:41PM, 2nd by C. Corts
Corts (Y) Guerrero (Y) O'Keefe (Y) Ward (Y) Kane (Y) 5-0


ADJOURNMENT:

The Finance Committee adjourned at 7:41PM

Respectfully submitted:



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