

Approved: 7/11/24

WINCHENDON TOWN CLERK  
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# TOWN OF WINCHENDON



## Finance Committee

Telephone (978)-297-5419

### Regular Meeting/Public Hearing

Finance Committee Minutes

June 11, 2024 6:30PM

Town Hall 2nd Floor Auditorium

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**Members Present:** Chair Thomas J. Kane Jr, Vice-Chair Dr. Maureen Ward, Doug Delay, Anthony Dickson, James Reid

**Absent:** Charles C. Corts

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#### List of Documents Presented at Meeting:

- June 11, 2024 Public Meeting Agenda
  - May 14 & May 20, 2024 Minutes
  - YTD Reports
  - Special Town Meeting Warrant Articles
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**6:30PM:** Chair Thomas Kane Jr. called the Finance Committee meeting to order followed by the Pledge of Allegiance. Audio/video recording disclosure was announced, hearing none.

**Minutes:** May 14 & May 20, 2024 Minutes

Dr. M. Ward motioned to approve the May 14, 2024 meeting minutes, 2nd by D. Delay

**Delay (Y) Dickson (A) Reid (A) Ward (Y) Kane (Y) 3-0-2 Abstentions**

Dr. M. Ward motioned to approve the May 20, 2024 meeting minutes, 2nd by D. Delay

**Delay (Y) Dickson (Y) Reid (A) Ward (Y) Kane (Y) 4-0-1 Abstention**

**YTD Reports:** As it gets closer to the end of the fiscal year, there was enough data to determine some predictions in regards to the next fiscal year. T. Kane mentioned some significant shortfalls in several different account numbers, the total being roughly around \$350,000, and it did not look like the town had that amount to offset them. Moving forward, one thing they will look at carefully will be any end of the year "spend it before we lose it" behaviors. Another point to mention, as of the end of May, the revenue report suggests it is not up to date. After speaking with the town manager, they are working hard to update it but items such as property and motor vehicle tax have only been updated to March. Bill McKinney added that there is an extra step after the information is put into MUNIS to reflect in the reports, but as of the end of April, motor vehicle collections are at \$1,057,000, real estate collections are

at \$13.2M, and personal property is at \$750,000. The combination of the new software not working correctly for a few months and the personnel changes in the middle of the year have significantly delayed keeping up with the reporting, but it should not be a regular issue going forward. The biggest items that will be overdrawn are unemployment, Medicare, legal, and some salaries due to buyouts (vacation).

D. Delay mentioned that since the expenses are up to date and we're at almost 90% spent for the year, that seemed to be in line, but on page 21 where a lot of the debt through the debt principle expense, debt service expense, interest expense, and some of the state assessments, there is roughly \$825,000 that has yet to be expended throughout the course of the year. They will have to expend that money before the end of the year, changing the 90% to 94-95% without the last month of the year being accounted for, which leads to the assumption that they will be over-expensed. B. McKinney stated they should not be over-expensed for everything, they should be able to be maintained within the budget. For the debt, there will be some left over but there is the police station payment that has to be posted and run through the warrant and a few other items that will be posted as well.

**End of the Year Transfers Timeline:** The fiscal year ends on June 30th, and they have until July 15th to complete any transfers. The Finance Committees regular scheduled meeting is on July 9th. Between now and then, they should have firm numbers in terms of balances in each individual line item account, and more importantly the totals of expenses. On July 9th, the committee will meet to complete the budget transfers. One thing the town manager has asked the committee to consider, is to rescind their vote of March 12th when they released the \$95,000 in reserve snow and ice. The purpose of that is to free up some money to be available to balance off some of those shortfalls. The snow and ice accounts are the only accounts that can be in a deficit at the end of the year. Even with the \$95,000, the snow and ice account is going to be short \$55,000.

Dr. M. Ward motioned to rescind the March 12th, 2024 FinCom motion to transfer \$95,000 from the FinCom reserve account to the DPW Snow and Ice account, 2nd by D. Delay.

**Delay (Y) Dickson (Y) Reid (Y) Ward (Y) Kane (Y) 5-0**

#### **7:00PM- PUBLIC HEARING for Special Town Meeting Warrant:**

Last Thursday the School Committee held a public hearing to review the newly revised budget. There was only one warrant article for the School Department Budget, it is the same figure that was on the original article for the annual town meeting.

To see if the Town will vote to raise and appropriate and or transfer from available funds the sum of \$17,432,926 for the operating budget of the Winchendon public schools, fiscal year beginning July 1st, 2024.

Michael Barbaro of 375 Brown St. came forward to highlight some of the changes that were made to the budget. It was agreed upon to add a certified librarian at about \$67,000. The superintendent's salary is frozen at the current rate. Some of the administration took pay cuts, which freed up some money to fund the certified librarian. The music program will be split between the two schools as it was before. The cost saving for special education contractual service line was also put into place.



**Vote on recommendations for the Warrant Articles:** Dr. M Ward motioned to recommend the warrant article, 2nd by D. Delay.

**Delay (Y) Dickson (Y) Reid (Y) Ward (Y) Kane (Y) 5-0**

**Member Comments:** Dr. M. Ward stated that last night at the Selectmen meeting, it was reiterated that each of the committees that has a representative on the capital planning committee needs to send an email or letter to the selectboard to ask that their member continue on the committee. She also wanted to give a shoutout to Liz Latoria, the school accountant, as soon as the budget was approved she sent over a copy to the committee and it was much appreciated. Deb Dennis also deserved some recognition as she knows some of the members appreciate hard copies and provided those as well.

**Public Input:** None.

**Adjourn: 7:19PM-** Dr. M. Ward motioned to adjourn, 2nd by D. Delay

**Delay (Y) Dickson (Y) Reid (Y) Ward (Y) Kane (Y) 5-0**

Respectfully submitted:

*Brianna Lindahl*

Brianna Lindahl, Finance Committee Recording Secretary

*Thomas Kane Jr.*  
Thomas Kane Jr., Chair

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Dr. Maureen Ward, Vice-Chair

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Charles C. Corts

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Douglas Delay

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Anthony Dickson

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James Reid