

TOWN OF WINCHENDON



Finance Committee

Telephone (978)-297-5419

Joint Meeting with BOS/Regular Meeting

Finance Committee Minutes

July 11, 2024 6:00PM

Town Hall 2nd Floor Auditorium

Fincom Members Present: Chair Thomas J. Kane Jr, Vice-Chair Dr. Maureen Ward, Charles C. Corts,
Doug Delay, James Reid

Absent: Anthony Dickson

BOS Members Present: Chair Richard Ward, Vice-Chair Andrew Beauvais, Melissa Blanchard,
Erika Eitland, Audrey LaBrie

List of Documents Presented at Meeting:

- July 11, 2024 Public Meeting Agenda
- June 11, 2024 Minutes
- FY24 Budget Transfer Requests
- FY24 Fincom Reserve Fund Transfer Requests
- FY24 YTD Reports
- August Meeting Agenda

6:00PM: Chair Thomas Kane Jr. called the Finance Committee meeting to order followed by the Pledge of Allegiance. Chair Richard Ward called the Board of Selectmen meeting to order.

FY24 Budget Transfer Requests: Town Manager Bill McKinney explained when the town votes on the budget, they vote by each department and category. Within the categories, some could be overspent and some could be underspent, but it's the bottom line within each category that's voted on at the town meeting. While going through these items, part of the challenge is there are several entries that the town accountant still needs to make, which are not reflected. Also, the payroll is a split payroll, so the last week of June and first week of July was a payroll period, so the whole payroll shows up in July, but then the town accountant has to go back with each payroll and put half of it back into June. That still needs to be done and is not reflected on this report.

The first item was Monty Tech, it would have been over by 4 cents, but they shorted 1 penny on each payment so they did not have to go through that like last year.

School Transportation was way over budget. The school department let B. McKinney know in May they were going to be over budget in the SPED transportation category, which did not allow for enough time to make any changes. B. McKinney told the department they would have to come up with most of the funding as the town could not cover it. They agreed to fund \$100,000 of the deficit, leaving the town to fund the remaining \$26,800. Dr. M. Ward commented that the town needs to take control of the transportation. A. LaBrie agreed and stated that has been discussed for years but has not happened, and with this large of a deficit, it needs to be investigated and addressed.

CAC was paid in full.

Selectmen expenses are slightly over and will be dealt with.

Unpaid bills still show a negative amount. That money was what the town voted last year to take out of stabilization and put back into free cash. That is a bookkeeping entry the town accountant needs to make.

Town manager personnel is over by \$56,000, most of which was a payout to the prior town manager and a payout to the prior town manager executive assistant who retired, came back to help, and now fully retired.

Under the Finance Committee, it shows \$44,500 for professional services, which was for the audit. They have not been billed on the audit yet, but the maximum price would be \$50,000.

The treasurer collector personnel shortfall was due to a payout to the prior treasurer, and the current treasurer came in at a bit of a higher salary. Under the treasurer collector expenses, the 2nd line item is negative \$25,000, but it will be corrected by the accountant. The deputy collector gets the money and issues demands, fees, fines, etc. to people who haven't paid their bills. They collect the fees including their own. So that money, instead of being an expense, is actually revenue.

Legal was over due to an extra meeting and some legal work, and will be repaid out of the retiree health insurance.

There were some extra costs for cyber security under technology expenses that were built into the FY25 budget.

The Cable PEG access account was short \$145,071, but will be moved over to take care of the deficit.

Communication expenses were over due to having the extra special town meeting.

Registrar of voter expenses- the town clerk budgets for 3 elections each year, which left some funding available as they only had 2.

Conservation agent was budgeted in case they need extra help, fortunately they have not needed it, leaving \$8,400 to fund other shortfalls.

There was some money left under Town Hall expenses, \$7,663.24 will be going towards paying off the rest of the snow and ice deficit. Under snow and ice, OT was underspent by \$13,000, and materials was overspent by \$150,000. \$35,000 will be transferred from the Finance Committee Reserve Fund, covering the remainder of the snow and ice deficit.

Council on Aging was overdrawn due to a large expense for elevator repairs.

Veterans Benefits had a large bill come in at the end of June from Walgreens. The good news is, the state reimburses 75% so it will show up eventually on the revenue side.

There was a debt payment in June that was never issued. It has since been issued. There was an interest payment of \$102,000 due in February, B. McKinney was told it was paid but they still need to determine where it was paid from.

Workers Compensation- when there is a higher payroll there is going to be higher workers compensation costs, which is reflected in the increased budget for this year.

Unemployment has been high for quite some time, budgeted at \$50,000, and was changed to \$100,000 going forward.

Health Insurance- All 12 payments were made and \$63,000 remained. \$61,900 is going to be transferred to other accounts to cover deficits.

Life Insurance reflects money remaining, but further investigation is required as it looks like payments were made from a different account and B. McKinney was unsure why at the moment.

There were a lot of insurance claims this year. The budget has been increased for next year.

The bottom line was \$266,000, \$200,000 will be put back in, and \$100,000 coming back out for interests. \$50,000 will be coming out for the audit along with some additional costs.

A. LaBrie thanked B. McKinney for the thorough breakdown and presentation, stating in her 15 years, this was the most thorough explanation she has seen.

Dr. M. Ward motioned to take from the general transfer sheet, line items 36 & 37, FinCom Snow and Ice \$95,000, to snow and ice material FinCom Reserve \$35,000, to snow and ice material, 2nd by C. Corts.
Corts (Y) Delay (Y) Reid (Y) Ward (Y) Kane (Y) 5-0

Dr. M. Ward motioned to accept the transfers presented by the Town Manager, #1-38, 2nd by D. Delay.
Corts (Y) Delay (Y) Reid (Y) Ward (Y) Kane (Y) 5-0

A. LaBrie moved to approve year end budget transfers as presented this evening on this list #1-38, 2nd by A. Beauvais.
Beauvais (Y) Blanchard (Y) Eitland (Y) LaBrie (Y) Ward (Y) 5-0

R. Ward motioned for the Board of Selectmen to adjourn, 2nd by A. Beauvais
Beauvais (Y) Blanchard (Y) Eitland (Y) LaBrie (Y) Ward (Y) 5-0

Dr. M. Ward motioned for a 5 minute recess, 2nd by C. Corts
Corts (Y) Delay (Y) Reid (Y) Ward (Y) Kane (Y) 5-0

6:40PM: Finance Committee- 5 Minute Recess

T. Kane called the Finance Committee meeting back to order

Minutes: June 11, 2024 Minutes

Dr. M. Ward motioned to approve the June 11, 2024 meeting minutes, 2nd by D. Delay

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

FY24 YTD Reports: The board stated they would discuss with the town manager at their next meeting to determine how close they are to receiving up to date YTD reports.

Member Comments: None.


Public Input: Dwayne Huggins came forward and suggested consolidating the separated vehicle maintenance accounts into one. Dr. M. Ward stated they need to be separated by each department to meet state guidelines. He questioned if they could be separated into scheduled and unscheduled repairs and if it could be a revolving fund. T. Kane stated that would not work due to logistics such as the remainder being used for shortfalls within that specific department. The DPW does have a vehicle maintenance department within the DPW.

Adjourn: 7:09PM- Dr. M. Ward motioned to adjourn, 2nd by C. Corts

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

Respectfully submitted:

Brianna Lindahl, Finance Committee Recording Secretary


Thomas Kane Jr., Chair

Dr. Maureen Ward, Vice-Chair

Charles C. Corts

Douglas Delay

Anthony Dickson

James Reid