

# TOWN OF WINCHENDON



## Finance Committee

Telephone (978)-297-5419

### Regular Meeting

Finance Committee Minutes

October 8, 2024 5:00 PM

Department of Public Works Garage on Glenallen Street

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**Members Present:** Chair Thomas J Kane Jr, Vice-Chair Dr. Maureen Ward, Diane Coulter, Anthony Dickson

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#### List of Documents Presented at Meeting:

- October 8, 2024 Public Meeting Agenda
  - September 10 2024 and September 17 2024 Minutes
  - YTD Reports
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**5:04 PM** Chair Thomas Kane Jr. called the Finance Committee meeting to order.

#### Meeting with DPW:

**Goals:** Major goal is to retain staffing and offer a salary that is competitive with surrounding towns. Currently have 4 people on water/sewer; 2- 5 on cemetery; 2 mechanics; 1 at the transfer station; 1 engineer; and 6 highway personnel.

**Responsibilities:** 140 miles of roads to maintain; responsible for water, sewer, transfer station; all town buildings; writes grants for maintenance and repairs of infrastructure; develops a Capital Projects Plan for both school and town; water line replacement (3,000 feet out of 5 miles done).

**Concerns/Needs/Projects:** looking out 10 yrs to relocate current DPW location to make room for cemetery expansion; 2 bridges needing repair; paving; new bulk gas tank for all town use to save money; 3 garage doors have been replaced – 3 more need replacing; a new generator is in place should the power go out DPW garage can still operate; the break room, office and bathrooms have been updated without using town funds; switch from oil to propane for radiant heat saves money; use waste oil to heat service bays – no cost to town; grant funded defibrillators that are in place; new septic system is installed; all buildings have new roofs – no leaks; can salt all roads in 2 hrs and plow in 3.5-4 hrs; saving money by plowing/salting school parking lots.

Discussion on cost saving measures, working jointly with schools saves buying 2 sets of equipment and

always looking for and applying for available grant dollars.

**5:44 PM-** Dr. M. Ward motioned to Recess and reconvene at Town Hall. 2nd by A. Dickson  
**Coulter (Y) Dickson (Y) Ward (Y) Kane (Y)**

Respectfully submitted by Maureen Ward, Vice Chair

## TOWN OF WINCHENDON



### Finance Committee

Telephone (978)-297-

**Regular Meeting/Public Hearing**  
Finance Committee Minutes  
October 8, 2024 6:30 PM  
Town Hall 2nd Floor Auditorium

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**Members Present:** Chair Thomas J Kane Jr, Vice-Chair Dr. Maureen Ward, Diane Coulter  
Anthony Dickson  
**Absent:** Charles Corts, Doug Delay

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**List of Documents Presented at Meeting:**

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**6:30PM:** Chair Thomas Kane Jr. reconvened the Finance Committee meeting to order followed by the Pledge of Allegiance.

**Minutes:** September 10, 2024 & September 17, 2024 Minutes

Dr. Maureen Ward motioned to approve the September 10, 2024 meeting minutes, 2nd by Diane Coulter  
**Coulter (Y) Dickson (Y) Ward (Y) Kane (Y) 4-0**

Dr. Maureen Ward motioned to approve the September 17, 2024 meeting minutes, 2nd by Anthony Dickson.

**Coulter (A) Dickson (Y) Ward (Y) Kane (Y) 3-0-1 Abstention**

**Town Report Review:** T. Kane met with Katie the Town Accountant and she was able to answer a lot of questions. One question she was going to look into was the transportation billing schedule. There is an annual budget of \$800,000, and assuming it is a contractual number. There was \$740,000 allocated for

SPED transportation, and most of the money has been encumbered. He questioned why only one number would be encumbered.

Donna, the former treasurer, is filling in temporarily and she is being paid through the Treasurer's department head line item. She is doing a wonderful job helping the town catch up quickly.

Another area that has been problematic over the years is the debt numbers. The main issue is the imbalance between principle and the interest expense. Bill McKinney, Town Manager, stated a lot of that had to do with bonds that come due in a lump sum. The Committee used to get a report that listed all of the debt and details, and have requested to get that going forward from Bill McKinney.

Another area Katie was going to look into was regarding the town assessments. Under School Choice, Charter Tuition, SPED Assessment, Air Pollution, Registry of Motor Vehicles, those are all assessments against the town that haven't been recognized. He wasn't sure how they would get a check that would list the revenues then subtract the assessments and not have it on both forms.

Dr. M. Ward pointed out Workers Comp was at 87%, the Fire Department and Highway overtime were both already at 35%.

The enterprise funds- water, sewer, and transfer station, have not been entered into the budget yet. Tax and excise revenues have not been updated either.

T. Kane planned on speaking with the school department about where they budget the SPED tuition.

**Other Committees with Finance Representation Updates:** The Audit Committee is meeting on Monday October 28th. The Committee planned on checking in with James regarding the Fire Committee and with Doug regarding the Capital Planning. James Reid regretfully had to resign from the Finance Committee, resulting in an open position.

**Public Input:** None.

**Member Comments:** Dr. M. Ward wanted to thank DPW Director Brian Croteau for his time and helpful information and James Reid for his service to the Finance Committee.

**Adjourn: 7:08PM-** Dr. M. Ward motioned to adjourn the Finance Committee, 2nd by D. Coulter.  
**Coulter (Y) Dickson (Y) Ward (Y) Kane (Y) 4-0**

Respectfully submitted:

Brianna Lindahl, Finance Committee Recording Secretary



Thomas Kane Jr., Chair

Dr. Maureen Ward, Vice-Chair

Charles C. Corts

Diane Coulter

Douglas Delay

Anthony Dickson