

Approved: 12/10/2024

TOWN OF WINCHENDON

WINCHENDON TOWN CLERK
RCUD DEC 17 2024 AM 10:24



Finance Committee

Telephone (978)-297-5419

Regular Meeting

Finance Committee Minutes

November 12, 2024 5:00 PM

Winchendon Police Department, Central Street

Members Present: Chair Thomas J. Kane Jr., Vice-Chair Dr. Maureen Ward, Chuck Corts, Doug Delay, Mike Giovannucci

5:04 PM Chair Thomas Kane Jr. called the Finance Committee meeting to order.

Meeting with WPD/ Chief Wolski:

Staffing:

- 16 Full time Officer; 5 full time Dispatchers; 3 on call Animal Control Officers
- Salary is a challenge – especially for dispatchers as surrounding towns pay much more so once we pay for training they leave to take higher paying positions
- Fully staffed but no leeway as with the 2020 Police Officer Reform Bill it created issues with retaining part time Police Officers

Immediate Needs/Concerns:

- Upgrade of Tasers (companies upgrade systems and equipment that are NOT compatible with older models forcing total replacement at a high cost) – applied to Robinson Broadhurst for funding
- Upgrade of Body Cameras needed – exploring grants for this

Longer Term Needs:

- Building Maintenance – over 100 years old; HVAC and A/C need attention; applied for and received Green Communities Grant – waiting for them to start)
- Building bricks need repointing
- A dedicated part time IT person needed that is familiar with police systems
- Police Equipment needed for officer safety – for those extreme calls

Grant Funding:

- 911 Support & Incentive Grant – used to purchase cruisers **(\$180,868)**
- 911 Training Grants – pays a percentage of up-to-date training **(\$19,876.74)**
- 911 Development Grant
- Body Camera Grant - must be used for NEW cameras **(\$12,490)**

- Robinson Broadhurst Grants – limited scope of acceptable requests

Call Types:

- 597 calls ranging from arson, robbery, extortion, larceny, theft, fraud, drug, liquor related, trespass etc.
- 881 accident related calls – 346 without injury, 223 involving school buses, others with no or minor injuries, etc.
- 401 civil charges - arrests, civil charges, etc.
- Total collected from fines **\$9,685.00**
- Total **calls for service 17,619**
- Total **911 calls 2,643**

Other Collections:

- License to Carry **\$5,362.50**
- Special Agency Admin Fee **\$3,328.85**

6:11 PM- Dr. M. Ward motioned to Recess and reconvene at Town Hall. 2nd by C. Corts
Delay (Y) Corts (Y) Giovannucci (Y) Ward (Y) Kane (Y)

Respectfully submitted by Maureen Ward, Vice Chair

TOWN OF WINCHENDON



Finance Committee

Telephone (978)-297-5419

Regular Meeting/Public Hearing

Finance Committee Minutes

November 12, 2024 6:30 PM

Town Hall 4th Floor Conference Room

Members Present: Chair Thomas J. Kane Jr., Vice-Chair Dr. Maureen Ward, Chuck Corts, Doug Delay

List of Documents Presented at Meeting:

- November 12, 2024 Public Meeting Agenda
- October 8, 2024 Minutes
- YTD Reports

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

Minutes: October 8, 2024 Minutes

Dr. M. Ward motioned to approve the October 8, 2024 meeting minutes, 2nd by T. Kane

Corts (A) Delay (A) Ward (Y) Kane (Y) 2-0-2 Abstentions

YTD Report Review: T. Kane stated there was some progress from the last report as they now have a budget for Enterprise Funds. He met with Katie that afternoon to answer some questions he had, which he will review. In regards to the Fire Department, the overtime was at 55%, which was a 20% increase from September. They seem to call the regular firefighters when needed over the on-call firefighters. Dr. M. Ward stated it had to do with their contract, but it is causing a problem with the budget. They plan to meet with them next month and will address the issue with the Chief. The Secretary and On-call firefighters line items were at 0. The total budget was at $\frac{1}{3}$ spent, and that matches up with being $\frac{1}{3}$ of the way throughout the year, but the line items were not reflecting that, so maybe some adjustments needed to be made per the actual line items.

Under Ambulance, the line item for Ambulance computer repair services was at negative \$888, \$44,000 for billing, 85% for service plan, 62% for dues and memberships, which totals expenses at 51% for the year so far.

DPW Service Director was at negative \$36,000. T. Kane stated the assistant director and engineer were the same person, so it looks like they just budgeted the wrong account. Highway department overtime was already at 44% and we were not even into the winter season yet.

An area of concern T. Kane previously discussed with Bill McKinney and recently talked to Katie about was debt. Upon looking at the debt service, it didn't make sense, Principal was listed at \$272,000 and Interest was \$180,000, which did not add up. The same thing was true for the Enterprise Funds. Under Water, it was budgeted \$65,000 for principal and \$50,000 for interest. For Sewer debt service, principal was \$80,000 and \$10,000 for interest, which seems like a "ballpark" figure, and that is unacceptable.

Back to the Town, Dr. M. Ward pointed out they are already at 46% of the budget.

Property liability insurance was short, most likely due to an increase in premiums. Under the deductible, \$17,000 was spent with only \$6,000 budgeted.

Highway materials were already at 57% and maintenance was almost at 50%. The Committee planned on inviting DPW Director Brian Croteau to a meeting in the near future to discuss.

Revenues were only at 14.6%, but the Committee was unsure how up to date the reports were, as they are behind on reporting.

Under the School report, there were negative encumbrances. It was explained that they were from the end of the fiscal year. T. Kane stated in past years that it would show up under transfers and adjustments, but they could not do that until they were done closing the books for FY24. It will show as negative encumbrances until they can move it over to transfers and adjustments.

T. Kane handed out the Charter to review.

Update on Deficiencies identified in the FY23 Audit Report: The Committee has asked the Town Manager to identify some of the key areas that have issues; identify the goal for each issue, who would be

responsible for addressing them, and what kind of progress they expect to make. The purpose is to not lose sight of it, and be able to chronicle the progress.

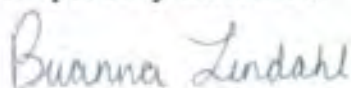
Other Committees with Finance Representation Updates: The Audit Committee had a meeting last month, Bill McKinney provided an update on the progress they have made.

Public Input: None.

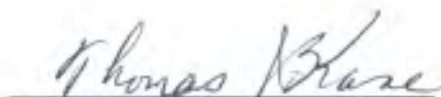
Member Comments: Next month the Committee plans to visit the Fire Station.

Adjourn: 7:11PM- Dr. M. Ward motioned to adjourn the Finance Committee, 2nd by Doug Delay .
Corts (Y) Delay (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

Mike Giovannucci