

Approved: 10/11/2022

WINCHENDON TOWN CLERK
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TOWN OF WINCHENDON



Finance Committee

Telephone (978)-297-5419

Regular Meeting/Public Hearing Finance Committee Minutes September 13, 2022 6:30PM Town Hall 2nd Floor Auditorium

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

List of Documents Presented at Meeting:

- September 13, 2022 Meeting Agenda
 - July 12, 2022 & August 9, 2022 Minutes
 - Draft Warrant of the October 24, 2022 Special Town Meeting
 - YTD Report
-

6:30PM: Vice-Chair Dr. Maureen Ward called the Finance Committee meeting to order followed by the Pledge of Allegiance.

Approval of Minutes: July 12, 2022 & August 9, 2022

C. Corts motioned to approve the July 12, 2022 minutes, 2nd by D. Delay.
Corts (Y) Delay (Y) Guerrero (Y) Ward (Y) 4-0

C. Corts motioned to approve the August 9, 2022 minutes, 2nd by A. Guerrero.
Corts (Y) Delay (A) Guerrero (Y) Ward (Y) 3-0-1 Abstention

Dr. Ward requested to switch agenda items #2 & #3, and discuss the reserve funds request with the town manager first, followed by the review of draft warrant for the October 24, 2022 special town meeting. There was no opposition from the committee members.

Reserve Funds Request (Town Manager): Justin Sultzbach, Town Manager, explained the request is for the failed ransomware attack at Town Hall. The Town Hall incurred some extra expenses such as overtime, a server, etc. The expenses are covered by insurance, but they need to pay a \$10,000 deductible.

Dr. Ward questioned if the findings on the 2019 network assessment were addressed and corrected. J. Sultzbach responded that he was unaware of the document until recently, but he will be implementing better practices and procedures to further protect the security as they move forward.

Dr. Ward asked to clarify when overtime is applied to employees that are paid a salary versus hourly. J. Sultzbach replied it would be based on comparable hours and for certain circumstances.

D. Delay motioned to accept the transfer from the reserve fund account 011562524310 to information technology software support in the sum of \$10,000, 2nd by C. Corts.

Corts (Y) Delay (Y) Guerrero (Y) Ward (Y) 4-0

The 2nd request is to transfer the amount of \$9.67 from the reserve fund account to the DPW Clerk account, due to a small accounting error.

C. Corts motioned to approve the request to transfer \$9.67 from the reserve fund account to DPW Clerk account, 2nd by A. Guerrero.

Corts (Y) Delay (Y) Guerrero (Y) Ward (Y) 4-0

The 3rd request is to transfer \$397.15 from the reserve fund account to treasurer department salary.

D. Delay motioned to approve the request to transfer \$397.15 from the reserve fund account to treasurer department salary, 2nd by C. Corts.

Corts (Y) Delay (Y) Guerrero (Y) Ward (Y) 4-0

Review Draft Warrant of the October 24, 2022 Special Town Meeting: J. Sultzbach presented the draft warrant articles and reviewed with the Finance Committee.

Article 1- To see if the Town will vote to hear and act on the reports of the Finance Committee, and any other Board or Committee, or act in relation thereto. (usual and customary article)

Article 2- To see if the Town will vote to transfer from Free Cash the sum of \$TBD for the payment of bills of a prior fiscal year as follows:

Capital Articles: Article 3- To see if the Town will vote to raise and appropriate, transfer from available funds, and/or borrow the sum of \$100,000 for the purchase of Supplemental Downtown Streetlight Improvements.

Article 4- To see if the Town will vote to raise and appropriate transfer from available funds, and/or borrow the sum of \$215,000 for Phase 2 of the Library Repairs.

J. Sultzbach mentioned they are expecting it to be reduced by about \$75,000.

Article 5- To see if the Town will vote to transfer from Free Cash the sum of \$95,000 to supplement the FY23 Highway Materials line for the purpose of the infrastructure improvements on Pleasant Street, Summer Street, and Island Road.

Article 6- To see if the Town will vote to authorize a debt exclusion in the sum of \$618,750 to fund design services for a new Fire Station.

Article 7- To see if the Town will vote to raise and appropriate, transfer from available funds, and/or borrow the sum of \$9,560,000 through the Clean Water and Drinking Water State Revolving Fund for the purpose of replacing the main water line from the Ashburnham-Winchendon Water Filtration Plant, or take any action relative thereto.

Article 8- To see if the Town will vote to transfer from Free Cash the sum of \$110,593 to the OPEB Trust Account that was established to mitigate the Town's liability for Other Post-Employment Benefits (OPEB), or act in relation thereto.

Article 9- To see if the Town will vote to transfer from Free Cash the sum of \$50,000 to the Reserve Account established to mitigate the Town's liability for Contractual Separation Pay-outs, or act in relation thereto.

Article 10- To see if the Town will vote to transfer from Free Cash the sum of \$160,000 to the Stabilization Fund, or act in relation thereto.

Article 11- To see if the Town will vote to transfer from Free Cash the sum of \$50,000 to establish a Finance Committee Special Reserve for Energy Costs, or act in relation thereto.

Other Articles:

Article 12- To see if the Town will vote pursuant to G.L. c.43B, §10(a) to amend the Town Charter as recommended by the Charter Bylaw Review Committee in a document entitled, "2021 Proposed Charter Revisions", on file in the office of the Town Clerk and available on the Town's website at <http://www.townofwinchendon.com/>, with text to be inserted underlined and text to be deleted shown in the margins; revisions include but are not limited to: ministerial and clerical amendments such as grammar, capitalization, gender neutrality, internal consistency, and references to and updates based upon state law and other matters; or act in relation thereto.

Article 13- To see if the Town will vote pursuant to G.L. c.43B, §10(a) to amend the Town Charter as recommended by the Charter Bylaw Review Committee as shown below with text to be inserted underlined and text to be deleted crossed out;

Charter: Pg.6 & 7

(a) Appointment Powers — The Board of Selectmen shall appoint those offices and multiple member bodies listed below, and such additional multiple-member bodies as may be established by Bylaw, or State Statute, in accordance with any requirements relative thereto that may be set forth by the Town Bylaws:

- Town Manager
- Town Accountant
- Board of Registrars of Voters and other election officers but not including the Town Clerk

- Zoning Board of Appeals
- Conservation Commission
- Planning Board
- Constables
- Board of Library Trustees
- Council on Aging
- Development and Industrial Commission
- Town Forest Committee
- Historic District Commission
- ~~Capital Planning Committee~~
- Industrial Development Financing Authority, as provided in chapter 40D of the General Laws
- Communications Committee
- Cultural Council
- Environmental Certifying Officer
- Fence Viewer / Field Driver
- Recreation Commission

A person shall not serve concurrently as a member of more than 1 of the following multiple-member bodies: Planning Board, Zoning Board of Appeals, or the Conservation Commission.
or act in relation thereto.

J. Sultzbach concluded the presentation with stating these are draft warrant articles and they will continue to work on them for the Special Town Meeting on October 24, 2022.

Dr. Ward asked for an update on the open Town Hall positions. J. Sultzbach explained there has been significant turnover over the past year, mostly due to employees retiring. The assistant treasurer was promoted to treasurer to fill that position, and they will be interviewing for the assistant position. The Director of Planning and Community Development position is still open. Chief Walsh is set to retire at the end of the year, and Sergeant Dan Wolski will be acting Chief. Joanne Goguen, Town Accountant, is also set to retire at the end of the year. Linda Daigle, Executive Assistant, is set to retire in a few months, and the administrative assistant role is open.

YTD Report: Dr. Ward was concerned due to the fact that the fire department overtime is at 31% and only 16% through the year.

Water and Sewer for the schools are all over 200% over budget. Workers comp is already 86% spent. D. Delay noticed in the Water Enterprise, the debt service budget is \$438,000 and \$394,000 has already been expended. The committee was going to ask Joanne Goguen to clarify.

FY22-23 Goals Discussion: Dr. Ward requested to table the discussion until the next meeting when T. Kane is present.

Public Input: Mr. Lucier wanted to stress the importance of Article 7 and added the funds need to start going to the town itself, not the school every year.

Member Comments: None.

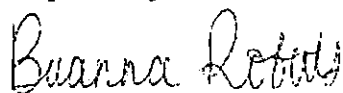
7:41PM- D. Delay motioned to adjourn at 7:27PM, 2nd by C. Corts

Corts (Y) Delay (Y) Guerrero (Y) Ward (Y) 4-0

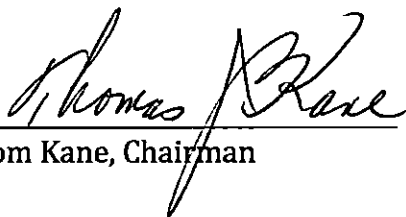
ADJOURNMENT:

The Finance Committee adjourned at 7:27PM

Respectfully submitted:



Brianna Roberts, Finance Committee Recording Secretary



Tom Kane, Chairman

Dr. Maureen Ward, Vice-Chair

Charles C. Corts

Douglas Delay

Adrian Guerrero

Philip Levine

Robert O'Keefe