

**Town of Winchendon
Winchendon Finance Committee Meeting Minutes
December 8, 2015**

CALL TO ORDER: 7:02 p.m.

MEMBERS IN ATTENDANCE: Thomas Kane, Ulysse Maillet, James Robichaud and Christian Orobello Maureen Ward and Robert Guenther
Cyndi Leroy arrived at 7:05p.m.

MATERIALS: Minutes for November 17, 2015
Agenda for December 8, 2015

MINUTES: The minutes of November 17, 2015 were tabled until the next meeting.

FINANCE COMMITTEE RESOURCE DOCUMENTS: Chairman Kane said this is something Jim Robichaud has brought up when we were talking about policies and procedures. The Finance Committee should receive a copy of the Audit and management letter when available. Jim said he was trying to set down a date. Ulysse said the Audit Committee is responsible for that now. The Audit Committee will put together a document to present to the Board of Selectmen. Ulysse said this year was very troublesome. He said next year things will be different and it will be more structured. Chairman Kane said we could get a quarterly report on tax collection and local revenues. Jim said he would like to get as much as they can monthly. Chairman Kane said expenditures give you an idea as to how the budget is spent. Christian said if you see that your revenues are low it gives us an opportunity to say this one area isn't working out. Some other reports that they discussed getting them quarterly are schedule of town finance meetings, quarterly reports of the town's stabilization account and the fund balance accounts. He said the recap reports show local receipts and what was budgeted. They keep those really close. Chairman Kane said he will talk to the Donna Allard and Donna Spellman and try to get the reports. He said when it is finalized we can add it to the policies.

Chairman Kane said he wondered what the town budget would look like with the budget allocation breakdown. He said he would like a write-up of what is expected when someone writes up a warrant article and comes before the Finance Committee.

TOWN-SCHOOL REVENUE SHARING BUDGET MODEL FOR DISCUSSION: Chairman Kane said the Financial Management Review looks at a way to develop a budget that separates fixed costs and looks at the rest of the pie that allocates a percentage of that money between the school and the town. He said the share is equitable and cut backs are shared.

Chairman Kane said this is the costs related to the school and town departments and fixed costs. He said he went through a couple of years budgets. He said it's a way of developing a budget that makes sure that new revenues and cut backs are shared equitable and consistent. He said he took a look at FY15 and FY16 and looked at the fixed costs. He said you can look at trends of overall spending. He said this is an attempt to look at the budget at a bird's eye view.

NOVEMBER YTD REPORTS: Chairman Kane said with the year to date report the last school department payroll has not been posted. Christian said it's been three years and no one has figured it out. He said other towns around us have. Chairman Kane said he met with Mark Chaplis to discuss special education tuition issues. He said the printout shows \$7000 budgeted for collaborative tuitions but the original budget was \$650,000." He said he wants to know what has changed, what is the cost of special education tuitions and how are they paying for it. He said he asked Mark how they put encumbrances in if you know the number is not true. He said Mark said he looks at the total dollar amount. Christian said we have expenses but not income and it's a big part of the budget.

MEMBER COMMENTS: Chairman Kane said we need a liaison from the Finance Committee to the Board of Selectmen and School Committee. He asked if anyone was interested on taking this on. He said it would include attending the BOS or the School Committee meetings. Ulysse said the only benefit would be with the School department. Chairman Kane said we could get a couple of people to do it. He said he will try to commit to one School Committee meeting a month and see if it's useful and then go from there. Jim Robichaud said he would go to a Board of Selectmen meeting once a month.

Chairman Kane said he would like to know how many members are attending the MMA conference in January. Maureen Ward said she would like to go, Chairman Kane said he is going. Ulysse Maillet and Jim Robichaud said they weren't sure.


PUBLIC INPUT: None

A motion was made by Ulysse Maillet to adjourn the meeting. The motion was seconded by Jim Robichaud.

Kane(Y) Maillet(Y) Leroy(Y) Guenther(Y) Orobello(Y) Robichaud(Y) Ward(Y)

The meeting was adjourned at 8:27 p.m.

Respectfully submitted,



Debra Dennis
Recording Secretary

Minutes Approved

