

**TOWN OF WINCHENDON  
FINANCE COMMITTEE REGULAR MEETING MINUTES  
Tuesday, July 11, 2017 6:30 P.M.  
Town Hall 2nd Floor Conference Room  
109 Front Street, Winchendon, Mass.**

**Present:**

Thomas Kane, Chairman  
Christian Orobello, Vice Chairman  
James Robichaud, Member  
Tonya Dokulil, Member  
Charles Corts, Member  
Douglas Delay, Member

Debra Dennis, Recording Secretary

**Absent:** Dr. Maureen Ward

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**List of Documents Presented at Meeting:**

- Minutes May 9, 2017 Regular Meeting  
June 13, 2017 Regular Meeting
  - End of Year Budget Transfers
  - Year to Dates
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The meeting was called to order by Chairman Kane at 6:31 p.m. with the *Pledge of Allegiance to the Flag of the United States of America*.

Chairman Kane asked if anyone would be recording the meeting, there was no reply.

**Minutes- James Robichaud moved to approve the minutes of May 9, 2017 as presented; Tonya Dokulil seconded.**

**KANE (Y) OROBELLO (Y) ROBICHAUD (Y) DOKULIL (Y) CORTS (Y) DELAY (A)**

**A motion was made by Tonya Dokulil to approve the meeting minutes of June 13, 2017; James Robichaud.**

**KANE (Y) OROBELLO (Y) ROBICHAUD (Y) DOKULIL (Y) CORTS (A) DELAY (A)**

**End of Year Budget Transfer:** Chairman Kane said the Town Manager, Mr. Hickey is here tonight to present the end of year budget transfers. Mr. Hickey came forward.

Chairman Kane said the first transfer is for \$250.00 from the Finance Committee Subscriptions to Finance Committee Secretary. **James Robichaud moved to transfer \$250.00 from Finance Committee Subscriptions to Finance Committee Secretary; Tonya Dokulil seconded.**

**KANE (Y) OROBELLO (Y) ROBICHAUD (Y) DOKULIL (Y) CORTS (Y) DELAY (Y)**

Mr. Hickey explained the next transfer if for \$852.31 from Principle Planner to Community Development Office Supplies for software costs. He said by purchasing the software adobe they will be able to develop brochures to market the town. It will also allow them to market the Fall Festival. James Robichaud said the Principle Planner balance is just over \$5,000. **Tonya Dokulil moved to transfer \$852.31 from Principle Planner to Community Development Office Supplies; James Robichaud seconded.**

**KANE (Y) OROBELLO (Y) ROBICHAUD (Y) DOKULIL (Y) CORTS (Y) DELAY (Y)**

Mr. Hickey said this is to transfer \$544.16 from Veterans Services to Veterans Service Director to cover payroll. Chairman Kane said there is currently \$101,000 in Veterans Services account. **James Robichaud moved to transfer \$544.16 from Veterans Services to Veterans Service Director; Tonya Dokulil seconded.**

**KANE (Y) OROBELLO (Y) ROBICHAUD (Y) DOKULIL (Y) CORTS (Y) DELAY (Y)**

Mr. Hickey explained the next transfer is from Health Services to Health Agent for a shortage in payroll. There is currently \$2,500 in Health Services. **Tonya Dokulil moved to transfer \$539.80 from Health Contingency Services to Health Agent; Christian Orobello seconded.**

**KANE (Y) OROBELLO (Y) ROBICHAUD (Y) DOKULIL (Y) CORTS (Y) DELAY (Y)**

Mr. Hickey said this is to transfer \$6,000.00 from Property Liability to Legal Expense. He said there were additional legal expenses due to the Brandywine Property. James Robichaud commented they moved \$18,000 in May. **Christian Orobello moved to transfer \$6,000.00 from Property Liability to Legal Expense; James Robichaud seconded.**

**KANE (Y) OROBELLO (Y) ROBICHAUD (Y) DOKULIL (Y) CORTS (Y) DELAY (Y)**

Mr. Hickey said the next transfer is for \$866.00 from Property Liability to Town Manager Salary. He said this is for the payout of vacation time buyout. **Christian Orobello moved to transfer \$866.00 from Property Liability to Town Manager Salary; James Robichaud seconded.**

**KANE (Y) OROBELLO (Y) ROBICHAUD (Y) DOKULIL (Y) CORTS (Y) DELAY (Y)**

Mr. Hickey explained this transfer is for \$1.35 from Veterans Services to Conservation to cover payroll deficit. **Tonya Dokulil moved to transfer \$1.35 from Veterans Services to Conservation; Charles Corts seconded.**

**KANE (Y) OROBELLO (Y) ROBICHAUD (Y) DOKULIL (Y) CORTS (Y) DELAY (Y)**

Mr. Hickey said this transfer is a transfer if for \$1,028.00 from Software Support to Assistant Tax Collector to cover payroll deficit. **Tonya Dokulil moved to transfer \$1,028.00 from Software Support to Assistant Tax Collector; James Robichaud seconded.**

**KANE (Y) OROBELLO (Y) ROBICHAUD (Y) DOKULIL (Y) CORTS (Y) DELAY (Y)**

Mr. Hickey commented the next transfer is \$2,664.00 from Veterans Services to Technology Personnel to fund a shortfall in the technology support wages. **Tonya Dokulil moved to transfer \$2,664.00 from Veterans Services to Technology Personnel; Charles Corts seconded.**

**KANE (Y) OROBELLO (Y) ROBICHAUD (Y) DOKULIL (Y) CORTS (Y) DELAY (Y)**

Mr. Hickey said this transfer is for \$2,323.05 from Veterans Services to Land Use Department Head to cover a payroll deficit. **Tonya Dokulil moved to transfer \$2,323.05 from Veterans Services to Land Use Department Head; Charles Corts seconded.**

**KANE (Y) OROBELLO (Y) ROBICHAUD (Y) DOKULIL (Y) CORTS (Y) DELAY (Y)**

Mr. Hickey explained the next transfer is for \$1,100.00 from Veterans Services to Land Use Clerk to cover an overage in needed additional support staff. **James Robichaud moved to transfer \$1,100.00 from Veterans Services to Land Use Clerk; Tonya Dokulil seconded.**

**KANE (Y) OROBELLO (Y) ROBICHAUD (Y) DOKULIL (Y) CORTS (Y) DELAY (Y)**

Mr. Hickey said this transfer is for \$2,441.00 from Veterans Services to Tech Expense Hardware Replacement to purchase five iPad packets for the Board of Selectmen. **Christian Orobello moved to transfer \$2,441.00 from Veterans Services to Tech Expense Hardware Replacement; Tonya Dokulil seconded.**

**KANE (Y) OROBELLO (Y) ROBICHAUD (Y) DOKULIL (Y) CORTS (Y) DELAY (Y)**

**Christian Orobello moved to transfer \$3.56 from Cemetery Maintenance Fee to Cemetery Foreman; James Robichaud seconded.**

**KANE (Y) OROBELLO (Y) ROBICHAUD (Y) DOKULIL (Y) CORTS (Y) DELAY (Y)**

Mr. Hickey commented the next transfer is for \$3,617.09 from Veterans Services to Technology \$173.09 and Town Manager Executive Assistant Salary \$3,444.00. **Christian Orobello moved to transfer \$3,617.09 from Veterans Services to the following two accounts Technology \$173.09 and Town Manager Executive Assistant Salary \$3,444.00; Charles Corts seconded.**

**KANE (Y) OROBELLO (Y) ROBICHAUD (Y) DOKULIL (Y) CORTS (Y) DELAY (Y)**

Mr. Hickey said the next transfer is for \$53.90 from Transfer Station Maintenance to Transfer Station Foreman to cover a shortage due to longevity earned. **Christian Orobello moved to transfer \$53.90 from Transfer Station Maintenance to Transfer Station Foremen; James Robichaud seconded.**

**KANE (Y) OROBELLO (Y) ROBICHAUD (Y) DOKULIL (Y) CORTS (Y) DELAY (Y)**

Mr. Hickey said the next transfer is for \$1,300.00 from Ambulance New Equipment to Ambulance Salaries to cover overage in salaries due to emergency medical costs. **Christian Orobello moved to transfer \$1,300.00 from Ambulance New Equipment to Ambulance Salaries; Tonya Dokulil seconded.**

**KANE (Y) OROBELLO (Y) ROBICHAUD (Y) DOKULIL (Y) CORTS (Y) DELAY (Y)**

Mr. Hickey said the next transfer is for \$162.00 from Cemetery Material to Cemetery Foreman to cover payroll shortage. **Tonya Dokulil moved to transfer \$162.00 from Cemetery Material to Cemetery Foreman; James Robichaud seconded.**

**KANE (Y) OROBELLO (Y) ROBICHAUD (Y) DOKULIL (Y) CORTS (Y) DELAY (Y)**

**Tonya Dokulil moved to transfer \$938.72 from Cemetery Material to Cemetery Laborer; Charles Corts seconded.**

**KANE (Y) OROBELLO (Y) ROBICHAUD (Y) DOKULIL (Y) CORTS (Y) DELAY (Y)**

Mr. Hickey said the next transfer is for \$423.00 from Cemetery Material to Cemetery Summer Help. **James Robichaud moved to transfer \$423.00 from Cemetery Material to Cemetery Summer Help; Tony Dokulil seconded.**

**KANE (Y) OROBELLO (Y) ROBICHAUD (Y) DOKULIL (Y) CORTS (Y) DELAY (Y)**

Mr. Hickey explained the next transfer is for \$500.00 from Highway Vehicle Fuel to Highway Foreman to cover foreman payroll. **James Robichaud moved to transfer \$500.00 from Highway Vehicle Fuel to Highway Foremen; Tonya Dokulil seconded.**

**KANE (Y) OROBELLO (Y) ROBICHAUD (Y) DOKULIL (Y) CORTS (Y) DELAY (Y)**

**Tonya Dokulil moved to transfer \$198.72 from Transfer Station Maintenance Supplies to Transfer Station Overtime; Charles Corts seconded.**

**KANE (Y) OROBELLO (Y) ROBICHAUD (Y) DOKULIL (Y) CORTS (Y) DELAY (Y)**

**James Robichaud moved to transfer \$1,834.14 from Transfer Station Recycling Expense to Transfer Station Foreman; Tonya Dokulil seconded.**

**KANE (Y) OROBELLO (Y) ROBICHAUD (Y) DOKULIL (Y) CORTS (Y) DELAY (Y)**

**Christian Orobello moved to transfer \$3,500.00 from Sewer Vehicle Maintenance to Sewer Operators; Charles Corts seconded.**

**KANE (Y) OROBELLO (Y) ROBICHAUD (Y) DOKULIL (Y) CORTS (Y) DELAY (Y)**

**Tonya Dokulil moved to transfer \$6,000.00 from Sewer Maintenance to Sewer Overtime; Charles Corts seconded.**

**KANE (Y) OROBELLO (Y) ROBICHAUD (Y) DOKULIL (Y) CORTS (Y) DELAY (Y)**

**Christian Orobello moved to transfer \$1,060.67 from Selectmen Legal and \$2,400.00 from Senior Work Off Program for a total of \$3,460.67 to Town Hall Copier; Charles Corts seconded.**

**KANE (Y) OROBELLO (Y) ROBICHAUD (Y) DOKULIL (Y) CORTS (Y) DELAY (Y)**

Mr. Hickey said yearend closed two weeks ago. We will finish this year in sound financial shape. He said we will have free cash. The Transfer Station earned a small profit. We will meet all deadlines. The Town Accountant and his staff have done a good job this year. There is an outside vendor assisting the School Department. The software has some problems and needs some updates. There is \$70,000 set aside for that project.

**Year to Date Reports:** Chairman Kane said the School Department posted a lot of expenditures to various grant and funding sources. He said we seem to be in pretty good shape. He said he has some concerns with the Transfer Station which looks like they are negative \$42,000. The Water and Sewer Department is looking good in terms of revenues.

James Robichaud asked about the ambulance information he requested. Chairman Kane said he did speak to Mr. Hickey and he said he would get in touch with Fire Chief Smith.

**Budget Allocation Review:** Chairman Kane said he is collecting information about Budget Sharing to do a presentation on fixed costs. He said there are a couple of variables. The trends you see is fixed costs have dropped because of the drop in people taking health insurance. He said this will allow us to look at sections of the budget and break it into three parts. They are fixed costs, school department budget and town operating budget. In budget sharing you look at what is outside of fixed costs.

Chairman Kane said James Robichaud gave us information from Marshfield at the last meeting and he said he found some other ones. He said he would like to keep this item on the agenda. Chairman Kane and James Robichaud explained budget sharing to the new Finance Committee member Douglas Delay. Chairman Kane said we are in the discussing stage.

**Members Comments:** None

**Adjourn:** Christian Orobello moved to adjourn; James Robichaud seconded.

**KANE (Y) OROBELLO (Y) ROBICHAUD (Y) DOKULIL (Y) CORTS (Y) DELAY (Y)**

**The meeting was adjourned at 7: 38 pm.**

Respectfully Submitted;

Debra A. Dennis  
Recording Secretary