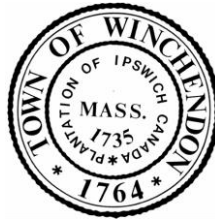


TOWN OF WINCHENDON



Finance Committee

Telephone (978)-297-5419

Regular Meeting

Finance Committee Minutes

May 12, 2020

Remotely Recorded via Zoom

Present: Chairman Thomas J. Kane Jr., Vice-Chair Maureen Ward, Charles C. Corts, Douglas Delay, Keith Kent, Phillip Levine

Absent: David Alexander

Guest: Keith Hickey, Town Manager

List of Documents Presented at Meeting:

- YTD Reports
- 4/14/2020 Minutes

6:30PM: Chairman Thomas Kane called the Finance Committee meeting to order, followed by the Pledge of Allegiance.

He read Governor Baker's order on conducting remote meetings followed by the rules and regulations for the meeting.

Approval of Minutes: 4/14/2020

Dr. Ward motioned to table the minutes from 3/10/2020 & 3/26/2020. Seconded by Mr. Corts. The board unanimously voted aye.

Corts (Y) Delay (Y) Kent (Y) Levine (Y) Ward (Y) Kane (Y) 6-0

Dr. Ward motioned to accept the minutes from 4/14/2020. Seconded by Mr. Corts. The board unanimously voted aye.

Corts (Y) Delay (Y) Kent (Y) Levine (Y) Ward (Y) Kane (Y) 6-0

YTD Reports:

Dr. Ward had a question for Mr. Hickey regarding the following, “The Town Manager department head salary will be short by an estimated \$9,000 due to pay increase and vacation buy back”. She asked why that was a surprise and not budgeted correctly. Mr. Hickey replied that the pay raise is not budgeted and the vacation buyout was unknown.

Mr. Kane reviewed the line items to determine areas of savings and pointed out the deficit in the health insurance category. In an overview of the different categories, Mr. Kane is estimating roughly \$350,000 in savings which could be used to offset the deficit. It was also mentioned that the Medicaid line item was very low. Nothing has been paid for private school tuition in the last month, so Mr. Kane is not sure if they are billing tuition or if the billing cycle wasn’t updated on the report. \$88,000 has been encumbered and \$26,000 as an expected balance, which leads Mr. Kane to believe the \$88,000 will go towards the tuition.

Mr. Kane reviewed the school side and assuming teachers would still be paid to teach remotely, supplies still need to be purchased, etc. There are some potential savings, including transportation, but the net school spending is still needed to pay teachers.

Mr. Hickey stated that he’s had several conversations with the accountant and superintendent, and the plan is to purchase some of the needs for fiscal 2021 before July 1st to meet the net school spending amount. Supplies are able to be purchased before June 30th for the following school year, but contractual services are not allowed to be paid with the previous years funds.

Mr. Kane thought the revenue reports looked healthy for where we are in the fiscal year. The deadline for property taxes were extended by a month to June 1st and Mr. Hickey stated about 85% have been collected which is a little less than previous years.

Strategic Rethinking of the FY21 Revenue Projections and FY21 Budget:

Mr. Kane stated there’s no clarity to the issue but the state revenue is going to be very different than what the governor had originally planned. It is estimated that there will be a difference of \$4.4 Million in revenue, which would result in about 14-15% cut in revenue collections.

Mr. Hickey explained his plan at the tri-board meeting is to work with the department heads and superintendent to provide assumptions to show the expected revenue reductions and how much money is needed to cut from the school budget. Some factors the BOS need to consider is the fact that there is \$600,000 in free cash, and whether or not they want to use some or all of it. There is \$300,000 for capital equipment. There is \$312,000 in reserve accounts that are not accessible, so Mr. Hickey is working to see if that can be changed to access the money in those accounts just in case it’s needed.

The BOS voted last night (5/11/2020) to postpone the Town Meeting, a date has not been set yet but it will likely be after June 30th and closer to August. If the meeting is after June 30th, the BOS will have to approve a 1/12th budget that the town will operate on for the month of July. It needs to be approved by the department of revenue before the town can spend any of the money. Mr. Hickey will present his recommended 1/12th budget at the June 1st meeting. His plan is to be conservative which will include no capital purchases until a full year budget has been approved. A spending and hiring freeze was put into place in March and there have been no turnover in staff so far.

Mr. Kane suggested May 28th for the Tri-Board Meeting, all the members agreed that date works for them.

Mr. Kent asked what Mr. Hickeys thoughts were on some of the bigger planned projects like the Senior Center and Fire Department. Mr. Hickey replied that there were no decisions made yet, the BOS have discussed the Senior Center and having the public vote on it but there have not been any discussion on the Fire Department yet.

Member Comments: Dr. Ward mentioned that the Town Election is June 15th 2020 from 8AM-8PM at the Senior Center, there is also a mail-in ballot option.


Public Comments: None.

Dr. Ward motioned to adjourn, seconded by Mr. Corts. The board unanimously voted aye.

Corts (Y) Delay (Y) Kent (Y) Levine (Y) Ward (Y) Kane (Y) 6-0

The meeting adjourned at 7:33PM.

Respectfully submitted:



Brianna Roberts, Finance Committee Recording Secretary

Tom Kane, Chairman

Maureen Ward, Vice-Chair

David Alexander

Charles C. Corts

Douglas Delay

Keith Kent

Phillip Levine