

TOWN OF WINCHENDON



Finance Committee

Telephone (978)-297-5419

JOINT MEETING: Finance Committee & Board of Selectmen

April 8th, 2019

Town Hall 4th Floor Conference Room
109 Front Street, Winchendon, MA 01475

Finance Committee Members Present:

Thomas J. Kane Jr., Chair
Christian Orobello, Vice-Chair
Charles C. Corts
Charles (CJ) Husselbee

Brianna Roberts, Recording Secretary

Absent:

Maureen Ward
Douglas Delay
Amy Salter

Board of Selectmen Members Present:

Audrey LaBrie, Chair
Michael Barbaro, Vice-Chair
Barbara Anderson

Keith R. Hickey, Town Manager
Linda Daigle, Executive Assistant
Joanne Goguen, Town Accountant
Lindsay Kuchta, Administrative Assistant

List of Documents Presented at Meeting:

- YTD Reports ending 4/4/19
- Special Town Meeting Warrant Annual Town Meeting Warrant May 20, 2019
- Proposed Warrant Articles to Sell Town Property and Transfer Ownership of Town Property to the Winchendon Redevelopment Authority

6:00PM- Finance Committee Meeting 4th Floor Meeting Room:

Chairman Tom Kane called the Finance Committee meeting to order at 6:00 PM

All stood for the Pledge of Allegiance to the Flag of the United States of America.

Mr. Kane announced the meeting started without a quorum and any voting would have to wait.

On the agenda was the approval of the minutes from the 3/11 and 3/14 meetings. Since the board did not meet quorum, approval of the minutes had to be postponed.

Review Revised School Department Budget:

The board met with the school committee on March 21st to review the school department budget. Questions were raised about the circuit breaker and school choice funding sources. The school choice funding is set up as a revolving account and the school committee has control over letting the account increase over time. The circuit breaker is different as the money is only allowed to roll over for one year. School choice is identified on the cherry sheet, which is reimbursement for the kids coming in and expenses for the kids going out of town. The Circuit breaker is funded through DESE (Department of Elementary and Secondary Education). Typically, the funding is never at 100%, but they do generally project how much money they will reimburse. The school department relies on this funding and the amount that gets rolled over to the next year. If any unexpected special education expenses occur, it could really affect the budget.

Superintendent Landers thanked the board for meeting again to discuss and clarify the school department budget. Regarding the Circuit Breaker, the FY2020 projected revenue is \$247,387. \$75,000 has been budgeted under contracted services for a speech and language pathologist, which leaves a projected balance of \$172,387 to cover any unanticipated costs. There is a pending situation, which is not a responsibility of the district, in which two students may come back to the district and are not accounted for in the budget. Mr. Husselbee asked what happens to the balance if it is not spent. Ms. Landers replied it goes back to the town. A lot of the tuitions are paid through the 240 grant which can be rolled over, which allows reclassifying of expenses. Ms. Landers announced they just received a grant for \$110,000 for behavior and mental health services.

The school choice account is projected in 2020 at \$261,665. In FY19 the art teacher was paid through school choice. The guidance counselor and a dean for the middle & high school are accounted for in the budget. A central office position was cut last year in order to fund 3 paraprofessionals but the position was reinstated after looking at the funding for this year. The pay roll specialist was eliminated and the receptionist does the accounts payable now. The school and town are looking into consolidating their services to implement a joined accounting service in order to save money across the board.

Mr. Kane questioned what was included in the added \$311,000 compared to the number when the budget was presented last month. Ms. Landers replied it was mostly staff including the director of instruction/curriculum and a dean of students. The school department did not want to set up any reoccurring costs for the remaining \$178,000, as the number will fluctuate in the future.

Mr. Kane stated that the questions they had did not relate to the budget in the general fund, just with the additional revenues and school choice/circuit breaker accounts.

The board thanked Ms. Landers for her clarification and time.

YTD Reports (ending 4/4/19):

The two transfers that were proposed and accepted at the last finance meeting from the reserve funds have not gone through accounting yet to show up on the YTD reports.

Mr. Husselbee stated he was glad the board was able to meet with the town manager to clear up the question regarding the treasurer's miscellaneous revenue.

Mr. Husselbee questioned when revenue from the updated street lighting would appear.

Mr. Kane stated the town manager should review that at the special town meeting. One of the articles included was to increase the line item to cover the deficit. Also, even if the money were received this year it would not be able to count as actual revenue until next year since it was not included as expended revenue this year.

Out of district special education line items have been reclassified and are showing balances. Until the grants are entered, the accounts need to show an encumbrance. It's anticipated to use the grant money to pay the balance, but can look like a concerning expense until the grants are entered.

Mr. Husselbee asked how often the water and sewer bills are collected and how many more billing cycles are left in the year. Mr. Kane was unsure but stated he thinks it is quarterly with one more bill left for the fiscal year. There are a few articles in the special town warrant regarding water/sewer and the transfer station to adjust the budgets due to increased costs especially with recycling.

6:28PM: Mr. Orobello arrived. The board achieved a quorum.

Approval of Minutes: 3/11/19 & 3/14/19

Mr. Husselbee motioned to approve the 3/11/19 minutes. Mr. Corts seconded. Mr. Orobello abstained.
Orobello (Y) Corts (Y) Husselbee (Y) Kane (Y) 3-0-1 Abstention

Mr. Husselbee motioned to move the 3/14/19 minutes to the next meeting. Mr. Orobello seconded. The board unanimously voted aye.

Orobello (Y) Corts (Y) Husselbee (Y) Kane (Y) 4-0

The next finance meeting is on 4/30/19 at 7:00PM for the public hearing on the warrant.

Member Comments: None

Public Comments: None

Mr. Kane asked the Finance Committee to make a motion to recess until the meeting with the Board of Selectmen. Mr. Husselbee motioned to recess until 7:00PM. The board unanimously voted aye.

Orobello (Y) Corts (Y) Husselbee (Y) Kane (Y) 4-0

6:35PM-7:00PM Recess

7:00PM: Joint Meeting with the Board of Selectmen and Finance Committee

Ms. LaBrie reconvened the Board of Selectmen.

Mr. Kane reconvened the Finance Committee.

Ms. LaBrie announced the next item on the agenda was the presentation of the draft special and annual town meeting warrant. The final presentation is scheduled on May 20, 2019.

Mr. Hickey created a PowerPoint presentation for the members and viewers to follow. Three warrant articles were proposed with one new article and one removed, since the last joint meeting with the

finance committee and Board of Selectmen. The new warrant article is #2: FY19 Street Lighting. Mr. Hickey was under the assumption that the town would be able to utilize the reimbursement grant that was received from National Grid to reduce the expenditure in the streetlight accounts. In the past, \$65,000 was budgeted and last year only \$20,000 was budgeted for streetlights. He is seeking \$44,000 from free cash to fund the additional expenses. After receiving the \$43,000 from National Grid and \$25K-\$30K from the Regional Planning Commission for the updates, it will cover the additional expense and the money will be returned to the free cash account. Article 3 is to raise and appropriate \$12,894 through retained earnings to address the cost associated with unexpected retirement of wastewater employees. Article 4 is to appropriate \$17,000 that was approved in funding increases for fee increases at the transfer station.

Annual Town Meeting Articles

Article 1- Hear and act on the report of the Finance Committee.

Article 2- Appoint or discharge committees.

Article 3- Authorize New Revolving Funds- Establish a CDBG Program Income Revolving Loan Fund.

Article 4- Raise and appropriate \$8,800 for the Senior Work-Off Program.

Article 5- Raise and appropriate \$25,000 for the Community Action Committee. This is an increase of \$7,000 from the previous years request.

Article 6- FY20 Town Operating Budget of \$15,074,999.85.

Article 7- FY20 Water Budget of \$1,128,984.33

Article 8- FY20 Wastewater Budget of \$1,457,859.82

Article 9- FY20 Transfer Station Budget of \$200,574.72

Article 10- FY20 School Department Budget of \$13,781,095.72

Article 11- FY20 Monty Tech Budget of \$856,996

Article 12- DPW Roof Repair of \$250,000 to be funded by Robinson Broadhurst, if approved.

Article 13- Proposed Town Charter change for date elected officials take office.

Article 14 & 15- Authorize the Town to negotiate with Central Street property owners for permanent or temporary easements as part of the Central Street Reconstruction project slated to begin in 2021.

Article 16- Authorize the Board of Selectmen to negotiate a PILOT agreement for a solar array on the Winchendon School property.

Article 17- Requesting authority to allow the Selectmen to sell tax titled property (land and building) located at 33 Morse Avenue (Assessors Map 5B2 Parcel 0-51).

Article 18- Requesting authority to allow the Selectmen to sell tax titled property (land) located at 252 Mill Glen Road (Assessors Map 13 Parcel 0-215).

Article 19- Authorize the Selectmen to sell lots 7-0-52 and 7-0-53 on New Boston Road and lot 4-0-100 on Sibley Road to Mass. Fisheries and Wildlife.

Article 20- Authorize the transfer of the following properties to the Winchendon Redevelopment Authority: Map/Lot #2D2-0-3 Lincoln Ave. Extension Land and Building (Formerly Diehl Building). Map/Lot #5B2-0-118 Oak Street Land and Buildings (Formerly Poland & Streeter Schools).

Articles 21-25- Proposed changes to current zoning sponsored by the Planning Board.

Article 21- Allow self-service storage by Special Permit in existing structures in the PD zone.

Article 22- Allow light manufacturing by Special Permit with no outside storage in the R10 zone.

Article 23- Include vegetated buffers as a requirement on solar projects.

Article 24- Clarify that obtaining State Licensing is NOT a Special Permit/Site Plan application requirement but proceeding with application is done so at applicants risk. State licensing is required to qualify for final Town Licensing.

Ms. LaBrie asked if any members from the planning board were present as she questioned this article and was not sure she was in support of it. Mr. Art Amenta commented that the state takes a long time and this would just speed up the process. Both town and state licensing would still be required.

Article 25- Clarify that the marijuana facility may not be located within the 500' buffer zone.

Mr. Husselbee asked Mr. Hickey to clarify Article 2. Mr. Hickey stated this article would allow the board to appoint new committees as needed and discharge the committees that are no longer needed.

Mr. Kane noted the finance committee scheduled a public hearing on the warrant for April 30th at 7:00PM.

Mr. Kane asked the board to entertain a motion to adjourn. Mr. Husselbee motioned and Mr. Corts seconded. The board unanimously voted aye.

Orobello (Y) Corts (Y) Husselbee (Y) Kane (Y) 4-0

The Finance Committee meeting was adjourned at 7:26PM

Respectfully submitted:

Brianna Roberts, Finance Committee Recording Secretary