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WINCHENDON TOWN CLERK  
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# TOWN OF WINCHENDON



## Finance Committee

Telephone (978)-297-5419

### Regular Meeting/Public Hearing

Finance Committee Minutes

March 12, 2024 6:30PM

Town Hall 2nd Floor Auditorium

**Members Present:** Vice-Chair Dr. Maureen Ward, Charles C. Corts, Doug Delay, Anthony Dickson,  
Adrian Guerrero, James Reid

**Absent:** Chair Thomas J. Kane Jr.

**Guests:** Town Manager- Bill McKinney

### List of Documents Presented at Meeting:

- March 12, 2024 Meeting Agenda
- February 12, 2024 Minutes
- Town Manager's Proposed FY25 Budget Presentation
- YTD Reports

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

**Minutes:** February 12, 2024

Approval of the February 12, 2024 minutes was tabled to the next meeting.

### Town Manager's Proposed FY25 Budget Presentation:

Bill McKinney was present to discuss the proposed FY25 budget. There were a few updates from the presentation provided last month. The previous proposal included figures based off of what it would really cost to run each department effectively. The total amount was significantly higher than the available revenues, requiring each department to go back and make some adjustments.

#### Expenses

Category	FY24 Amount	FY25 Amount	Difference
School Dept	\$16,983,226	\$17,432,926	\$449,700
Police	\$2,026,087	\$2,094,210	\$68,123
Fire	\$1,504,323	\$1,613,375	\$109,052
DPW	\$1,560,672	\$1,679,950	\$119,278
TM/Select/Fin Com	\$553,203	\$539,050	\$(14,153)

Finance Legal	\$533,198	\$597,290	\$64,092
IT/Town Clerk	\$370,476	\$431,915	\$61,439

**Expenses (cont.)**

Category	FY24 Amount	FY25 Amount	Difference
Conserv/Planning/TH	\$265,923	\$284,585	\$18,662
Building Health	\$184,094	\$206,500	\$22,406
COA/Lib/Vet/Rec	\$674,387	\$741,630	\$67,243
Monty/Transp/Tuit	\$3,325,944	\$3,374,490	\$48,546
Other Cherry Sheet	\$42,148	\$39,650	\$(2,498)
Debt	\$1,153,598	\$857,600	\$(295,998)
Prop/Liab Insurance	\$354,484	\$381,000	\$21,516
Retirement	\$2,101,010	\$2,307,100	\$206,090
Workers Comp	\$162,000	\$180,000	\$18,000
Unemployment	\$50,000	\$100,000	\$50,000
Health/Life Insurance	\$2,384,102	\$2,688,000	\$303,898
Medicare	\$239,850	\$290,000	\$50,150
Total	\$34,468,725	\$35,839,271	\$1,370,546

**Revenues**

Category	FY24 Amount	FY25 Amount	Difference
Chapter 70/Local Aid	\$16,012,136	\$16,111,292	\$99,156
Property Tax	\$14,562,139	\$15,012,476	\$450,337
Motor Vehicle Excise	\$1,309,371	\$1,250,000	\$(59,371)
Transfers in	\$420,864	\$420,864	\$0
HT, AL, SOL, SSP	\$49,163	\$49,160	\$(3)
Cable PEG	\$37,337	\$37,400	\$63
SPED Medicaid	\$60,600	\$60,600	\$0
Penalties/Int	\$210,693	\$200,000	\$(10,693)
PILOT	\$54,302	\$55,000	\$698
Meals Tax	\$101,063	\$105,000	\$3,937
Cannabis Tax	\$ -	\$140,000	\$140,000
TCML, RMV	\$9,640	\$9,640	\$0
Other Cherry Sheet	\$302,549	\$409,515	\$106,966
Interest Income	\$22,414	\$60,000	\$37,586
Treasurer misc	\$221,235	\$250,000	\$28,765
Town Clerk	\$42,299	\$42,400	\$101
CC,PB,ZB,PO,FL,PT,FP	\$72,858	\$30,300	\$(42,558)
Ambulance	\$710,883	\$650,000	\$(60,883)
Building Permits	\$145,273	\$150,000	\$4,727
Cem, BOH	\$56,777	\$51,000	\$(5,777)
Total	\$34,443,211	\$35,094,648	\$651,437

**Budget Totals**

Category	Expenses	Revenue	Difference
	\$35,839,271	\$35,094,648	\$(744,623)
ARPA		\$200,000	\$200,000
Cannabis Revenue		\$150,000	\$150,000



Free Cash		\$250,000	\$250,000
Treasurer Misc		\$144,623	\$144,623
Total	\$35,839,271	\$35,839,271	\$ -

#### **Revenues (from State)**

Category	FY22 Amount	FY23 Amount	FY24 Amount	FY25 Amount
Chapter 70	\$11,529,590	\$12,492,076	\$14,000,926	\$14,039,746
Local Aid	\$1,849,001	\$1,948,847	\$2,011,210	\$2,071,546
Total	\$13,378,591	\$14,440,923	\$16,012,136	\$16,111,292
Increase	\$101,017	\$1,062,332	\$1,571,213	\$99,156

#### **Revenue (Tax levy)**

Category	FY22 Amount	FY23 Amount	FY24 Amount	FY25 Amount
Tax levy prior yr	\$12,974,050	\$13,466,411	\$13,906,524	\$14,334,126
2.5% increase	\$324,351	\$336,660	\$347,663	\$358,353
New Growth	\$168,010	\$103,453	\$79,939	\$80,000
Total	\$13,466,411	\$13,906,524	\$14,334,126	\$14,772,479
Increase	\$492,361	\$440,113	\$427,602	\$438,353

#### **Revenue Budget FY22-FY25**

Category	FY22 Amount	FY23 Amount	FY24 Amount	FY25 Amount
Total Revenue	\$30,512,474	\$32,634,484	\$34,443,211	\$35,094,632
Increase prior yr	\$557,244	\$2,122,010	\$1,808,727	\$651,421
Chap 70/Local Aid	\$101,017	\$1,062,332	\$1,571,213	\$99,156
Tax Levy	\$492,361	\$440,113	\$427,602	\$438,353
Total Increase	\$593,378	\$1,502,445	\$1,998,815	\$537,509

#### **Net School Spending**

Category	FY22 Amount	FY23 Amount	FY24 Amount	FY25 Amount
Required	\$17,040,600	\$18,305,278	\$20,130,691	\$20,502,162
Actual	\$17,561,136	\$	\$	\$
Budgeted		\$18,670,799	\$20,180,691	

#### **WATER/SEWER Retained Earnings**

Category	FY19 Amount	FY20 Amount	FY21 Amount	FY22 Amount
Water	\$4,099	\$22,207	\$(81,563)	\$50,623
Sewer	\$41,560	\$(40,406)	\$(154,132)	\$58,965

#### **Water Enterprise Fund**

Expenses	FY24 Amount	FY25 Amount	Revenue	FY24	FY25
Personnel	\$244,076	\$194,110	Connection/CWA	\$11,615	\$11,500
Expenses	\$628,950	\$649,150	Liens	\$30,300	\$30,000
Debt Service	\$139,517	\$115,000	Int/Penalties/Misc	\$15,655	\$15,500
Indirect	\$193,815	\$205,270	Water Rates	\$1,184,700	\$1,331,550

Total	\$1,206,358	\$1,163,530	Total Difference	\$1,242,270	\$1,388,550
					\$225,020

#### **Sewer Enterprise Fund**

Expenses	FY24 Amount	FY25Amount	Revenue	FY24	FY25
Personnel	\$16,476	\$130,000	Connection	\$20,200	\$20,000
Expenses	\$1,159,745	\$1,206,500	Liens	\$30,300	\$30,000
Debt Service	\$271,313	\$60,000	Int/Penalties/Misc	\$7,070	\$5,050
Indirect	\$173,097	\$179,540	Sewer Rates	\$1,140,086	\$1,174,000
			Betterments	\$443,390	\$190,000
Total	\$1,620,631	\$1,576,040	Total	\$1,641,046	\$1,419,050
			Difference		\$(156,990)

#### **PEG Access Enterprise Fund**

Expenses	FY24 Amount	FY25Amount	Revenue	FY24	FY25
Personnel	\$35,000	\$67,500	Capital Payment	\$30,000	\$30,000
Expenses	\$46,300	29,000	PEG Quarterly Fee	\$80,000	\$96,000
Capital	\$30,000	\$30,000	User Assessment Fee	\$1,300	\$1,000
Indirect	\$ -	\$500			
Total	\$111,300	\$127,000	Total	\$111,300	\$127,000

#### **Challenges going forward FY26-**

- Health Insurance 10% increase = \$265K
- Pension contribution 10% increase = \$230K
- Debt- About \$3.5M was authorized and borrowed in the last year. Principal not due in FY24 or FY25 but will be due in FY26. 10 year borrowing = \$350K principal + \$200K int
- Water and sewer funds have fun a deficit in some of the past few years. Sewer deficit estimated at \$124,250 for FY23
- \$9.5M water line project to be paid for with the water rate increase
- Union contracts expire at the end of FY25

The Final Budget Presentation will be held on March 26, 2024 at 6:30PM.

The Draft Presentation with BOS will be held on April 8, 2024 at 6:30PM.

The Public Hearing will be held on April 23, 2024 at 6:30PM.

Brian Croteau, DPW Director, spoke with Chairman Thomas Kane previously regarding a snow & ice transfer. request. He was requesting to transfer \$95,000 from the Fin Com Snow & Ice Account to the DPW Snow and Ice Account.

D. Delay motioned to transfer \$95,000 from the Finance Committee Snow & Ice Account 011312-578032 to DPW Snow & Ice Account 014232-553000, 2nd by C. Corts.

**Corts (Y) Delay (Y) Dickson (Y) Guerrero (Y) Reid (Y) Ward (Y) 6-0**

**YTD Reports:** B.McKinney confirmed the expenses were up to date.



Dr. M. Ward pointed out the School Departments YTD line items, 58 line items were under 45% spent when they should be around 70%, and 21 line items were extremely over spent.

The next School Department public hearing will be held on Thursday the 21st at 5PM, and the Finance Committee is meeting with Monty Tech that same night at 6:30PM. Dr. M. Ward suggested combining the meetings so the Finance Committee could have a chance to ask questions and discuss their YTD's. Dr. M. Ward wanted to thank Deb Dennis for retrieving the School Department Final Draft for the Fin Com.

**Other Committees with Finance Representation Updates:**

D. Delay mentioned the Capital Planning Committee met last week for the first time in over year. They are looking at some Capital Items for 2025, but without the Free Cash number, they are solely ranking by priority right now. The Committee plans to meet again next week to discuss those matters further.

For the Audit Committee, C. Corts stated they are still waiting on Free Cash to be certified. Once it is ready, they will plan to have a Tri-Board meeting.

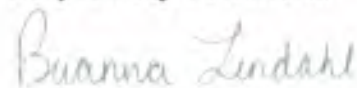
**Member Comments:** None.

**Public Input:** Jane LaPointe commented the presentation contained a lot of helpful information and was curious how the Town planned to get this information out to the community.

**7:28PM-** D. Delay motioned to adjourn, 2nd by A. Dickson

**Corts (Y) Delay (Y) Dickson (Y) Guerrero (Y) Reid (Y) Ward (Y) 6-0**

Respectfully submitted:



Brianna Lindahl, Finance Committee Recording Secretary

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Thomas Kane Jr., Chair

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Dr. Maureen Ward, Vice-Chair

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Charles C. Corts

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Douglas Delay

Anthony Dickson

Adrian Guerrero

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James Reid