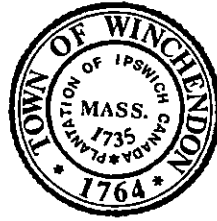


Approved: 8/9/2022

# TOWN OF WINCHENDON

WINCHENDON TOWN CLERK  
RCUD OCT 13 2022 PM1:09



## Finance Committee

Telephone (978)-297-5419

### Quad-Board Meeting

**Board of Selectmen, Finance Committee, School Committee, and Audit Committee**

July 11, 2022 6:30PM

Town Hall 2<sup>nd</sup> Floor Auditorium

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#### Board of Selectmen Members Present:

Audrey LaBrie, Chair  
Richard Ward, Vice-Chair  
Barbara Anderson  
Amy Salter

Justin Sultzbach, Town Manager  
Linda Daigle, Executive Assistant  
Tamarah S.Estes, Administrative Assistant

Absent- Danielle LaPointe

#### Finance Committee Members Present:

Thomas Kane Jr., Chair  
Dr. Maureen Ward, Vice-Chair  
Douglas Delay  
Adrian Guerrero

Absent- Robert O'Keefe  
Phillip Levine

#### School Committee Members Present:

Dr. Ryan Forsythe, Chair  
Greg Vine, Vice-Chair  
Alicia Jordan

Absent- Larry Murphy  
Karen Kast-McBride

#### Audit Committee Members Present:

Dr. Chris Casavant, Chair  
Chris Corts  
Audrey LaBrie

Absent- Karen Kast-McBride  
Michelle Comeau

#### Guests:

Tony Roselli- Roselli, Clark & Associates

**6:30PM:** Board of Selectmen Chair Audrey LaBrie called the meeting to order followed by The Pledge of Allegiance. A. LaBrie asked if anyone in the audience was audio or video recording, hearing none.

Thomas Kane, Finance Committee Chair, called the Finance Committee meeting to order at 6:30PM.

Dr. Ryan Forsythe, School Committee Chair, called the School Committee meeting to order at 6:31PM.

A. LaBrie mentioned that the Audit Committee did not have a quorum so she would be recusing herself from the Board of Selectmen so she could vote with the Audit Committee when the time came.

### **Joint Meeting with Audit Committee, Finance Committee, School Committee:**

A. LaBrie reused herself from the Board of Selectmen to sit on the Audit Committee. Rick Ward, became acting Chair during this portion of the meeting.

Dr. Casavant called the Audit Committee meeting to order at 6:35PM.

#### **6.1 Audit Committee Presentation of FY21 Audit:**

Tony Roselli with Roselli, Clark & Associates, introduced himself and presented his Audit report to the committees. A main factor that he recommended be addressed was the employee turnover. Constant turnover can be quite problematic due to the learning curve of the new employees and the costs associated with hiring and training. Regionalizing with surrounding towns is a great solution that Mr. Roselli suggested Winchendon should consider for certain positions.

The towns unassigned fund balance is currently at \$3.6 Million, with \$1.2 Million being stabilization funds. In regards to long term obligations such as Pension obligation, expect to incur a 10% increase in the foreseeable future.

There is currently only \$12,000 in OPEB which Mr. Roselli stated is quite low. Mr. Kane mentioned there is now a policy in place built into the budget to contribute a percentage of funds to OPEB. About \$100,000 will be contributed this year.

Compensated absences and the systems in place have been an issue in the past that need to be addressed by the School Committee.

As for Tax Titles, there are currently 13 parcels that do not have a name attached to them and are just sitting there. Mr. Roselli suggested consulting legal advice to address the unnamed parcels.

Personnel files need to be regularly combed through to make sure all required paperwork is correct and up to date. Implementing a human resource position to address those issues was suggested.

The single audit focused mainly on the School Department. There were 3 findings; 2 final reports beyond the 90 day submission time, time & effort certifications for grant employees, and invoices charged outside the period of performance. The School Department is aware of the findings and have plans in place to address them.

The last point Mr. Roselli wanted to address was making sure the Capital Assets list is kept current and up to date.

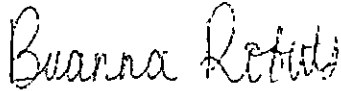
**7:07PM-** Dr. Ward motioned to adjourn the Finance Committee meeting, 2nd by D. Delay. The board unanimously voted aye.

**Delay (Y) Guerrero (Y) Ward (Y) Kane (Y) 4-0**

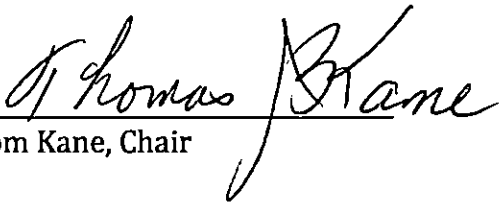
**ADJOURNMENT:**

**The Finance Committee adjourned at 7:07PM**

Respectfully submitted:



Brianna Roberts, Finance Committee Recording Secretary



Tom Kane, Chair

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Maureen Ward, Vice-Chair

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Charles C. Corts

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Doug Delay

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Phi Levine

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Adrian Guerrero

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Robert O'Keefe