

TOWN OF GROVELAND

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Board/Committee Name: Finance Board
Date: January 19, 2022
Time: 5:00 p.m.
Location: Town Hall – Main Meeting Room
183 Main Street, Groveland, MA 01834

Present:

Board Members: Ruth Rivard, James Scanlon, Theresa Dunn, Melissa Baker (via Zoom) and Sarah McGrath

Absent Members: Susan Yaskell

Other Attendees: Rebecca Oldham, Town Administrator, Amanda Fisher, Council on Aging Director, Anita Wright, Council on Aging Board Member, Jeffrey Gillen, Chief of Police, Annie Schindler, Environmental Program Coordinator and Town Planner, Julie Yebba, Assessing Manager

Opening:

The regular meeting of the Finance Board was called to order at 5:00 p.m. on January 19, 2022 by Ruth.

Department Budget Reviews - Council on Aging ('COA'):

Amanda Fisher and Anita Wright joined the meeting to co-present the Council on Aging budget. Anita introduced Amanda, the newly hired COA Director, to the Finance Board. The two noted that the increase in the budget was due to requested salary increases. Anita noted that there had been a need to increase the Director's salary in order to attract candidates when the position needed to be filled. Amanda noted that the Program/Transportation Coordinator role should be reclassified to 'Assistant COA Director' because of the changes that had occurred over the years, which resulted in additional duties and, at times, stepping into the role of COA Director when that position was open. It was noted that part of the requested increases was being offset by decreases in expenses, which is partially attributable to the new van that requires less maintenance. A discussion ensued regarding the request. Ruth noted that the expense line for the old van, which was used to cover repairs due to its age, is no longer needed given the purchase of a brand new van and that those expenses should be reallocated to other expense lines. When there were no further questions, Amanda and Anita excused themselves from the meeting.

Department Budget Reviews - Police Department & Emergency Management Budget Review:

Jeffrey Gillen joined the meeting to present the Groveland Police Department and Emergency Management budgets. Chief Gillen noted that he has historically been able to present a flat or decreased budget but, unfortunately, that is not the case this year due to the elimination of reserve officers as well as the increase in calls and projected growth. He explained the legal changes that have resulted in the elimination of reserve officers, which is impacting cities and towns, some more than others, across the Commonwealth of Massachusetts. He also noted that the call volume continues to increase and that there are certain locations within town that are known to have a higher frequency of calls. Chief Gillen also explained that the new Section 40b housing being built will also have an impact on future needs. At this time, he noted that the need is for three full-time officers. He further explained that one position can be hired budget neutral because of officers leaving and/or retiring and that one position can be postponed at this time. However, the third position would need to be funded by the town. A discussion ensued regarding his request and when there were no further questions, Chief Gillen excused himself from the meeting.

Department Budget Reviews - Economic Development, Planning & Conservation Budget Review:

Annie Schindler joined the meeting to present the Economic Development, Planning & Conservation budget. She introduced herself to the Finance Board noting that she was recently hired as the Town Planner in addition to her role as the Environmental Program Coordinator. Annie noted that the budget for the most part had been re-worked to reflect the current staffing model, which will better suit the needs of the department, but a request was being made to add an Administrative Assistant role to assist her. A discussion ensued regarding her request and when there were no further questions, Annie excused herself from the meeting.

Approve Meeting Minutes:

Melissa noted that Ruth had provided one minor change to the minutes. Given there were no substantial changes, Jim made a motion, which Theresa seconded, to approve the revised minutes. The minutes of the meeting held on November 17, 2021 were approved unanimously by a roll call vote.

Department Budget Review - Board of Assessors:

Julie Yebba joined the meeting to present the Board of Assessors budget, which is flat except for the salary line item. Julie explained her role in managing \$1.2 billion in tax rolls, which includes monitoring all sales and permits for items/renovations that need to be captured and assessed going forward. A discussion ensued regarding her request and Julie noted that she did not need an assistant or clerk to assist her nor did she need more hours to complete the job. She indicated the proposed increase was due to the fact that she felt the role was more of a 'director' than 'manager' position. When there were no further questions, Julie excused herself from the meeting.

Finance Director Updates – Audit, New Hires and Budget Process:

Rebecca reported that the audit was progressing and would be finalized soon.

Rebecca reported that the hiring of the Assistant Treasurer/Collector (Danielle Albright) and Town Planner (Annie Schindler) had been completed. Both hires had been approved by the Board of Selectmen at their meeting the previous night, pending successful CORIs.

Rebecca also noted that the budget process was underway and that she was consolidating the necessary documentation from the various departments into the budget book for distribution in the near future.

Plan Next Meeting Date:

The next regular meeting is scheduled for 5:00 p.m. on Wednesday, February 9, 2022.

Other Items Not Reasonably Anticipated at Time of Posting:

No items were noted.

Adjournment:

A motion to adjourn the meeting was made by Jim, seconded by Sarah, and approved unanimously by a roll call vote. Meeting was adjourned at 6:48 p.m. by Ruth.

Minutes prepared by: *Melissa Baker*

Minutes approved on: March 3, 2022

Meeting Materials:

1. Fiscal Year 2023 Budget Materials
2. November 17, 2021 Meeting Minutes

