



Town of Groveland
MASSACHUSETTS

TOWN OF GROVELAND
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Board/Committee Name: Finance Board
Date: March 2, 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, Melissa Baker (via Zoom), Theresa Dunn and Sarah McGrath (via Zoom)

Absent Members: Susan Yaskell

Other Attendees: Rebecca Oldham, Town Administrator, Robert Valentine, Fire Chief, Michael Dempsey, Community Preservation Committee Chair, Ellen Petrillo, Town Accountant, Michele Beegan, Treasurer/Tax Collector

Opening:

The regular meeting of the Finance Board was called to order at 5:05 p.m. on March 2, 2022 by Ruth.

Department Budget Reviews – Fire Department:

Robert Valentine joined the meeting to present the Fire Department's budget. Robert reviewed several items of his budget noting first that his salary is negotiated via contract. He also noted that the proposed increase in call wages is due to a continued increase in call volumes, particularly focused on several locations in town. As a result, he has implemented several cost saving methods, such as establishing a protocol to follow for calls that occur during the day when there are three full-time employees so that call firefighters are not needed as often as well as a protocol to cover vacations. Robert also noted that he created an on-call schedule so that there were two members assigned to Friday nights, Saturdays and Sundays. All remaining items remained flat. He noted that the Fire Department has recently received grants, which allowed for the purchase of new equipment and allow for public education on fire safety. A discussion ensued regarding his request and when there were no further questions, Robert excused herself from the meeting.

Department Budget Reviews – Conservation, Community Preservation:

Michael Dempsey joined the meeting to present the Conservation and Community Preservation budgets. Michael noted that the Conservation Department was consolidated with Planning and Economic Development. He also noted that while most expenses are offset by the fees charged,

there is a small budget request. Michael explained that because the Town of Groveland has a 3% CPA tax it receives a match of approximately 65% from the state noting that if the CPA tax rate was lower the match would also be lower.

Michael reviewed the three projects considered by the Community Preservation Committee, which includes a feasibility study for Lucille's Cottage and an elevator at Veasey Park as well as a walking trail at The Pines. A discussion ensued regarding his request and when there were no further questions, Michael excused himself from the meeting.

Finance Director Updates – Budget Process; PRSD Budget:

A high-level discussion occurred regarding the Pentucket Regional School District's budget based on the Board of Selectmen and PRSD School Committee meetings, which occurred earlier in the week on Monday and Tuesday, respectively. This portion of the budget will be monitored closely given the PRSD's Administration presenting a budget that would result in the need for an override.

Department Budget Reviews – Town Accountant:

Ellen Petrillo joined the meeting to present the Town Accountant's budget. Ellen noted that outside of a standard 2% salary increase there were no additional changes. A discussion ensued regarding her request when there were no further questions, Ellen excused herself from the meeting.

Department Budget Review – Treasurer:

Michele Beegan joined the meeting to present the Treasurer/Collector's budget. Michele noted that increases were being proposed for several line items. Two of the line items were the wages for the Assistant Treasurer/Collector and the Treasury/Collection Clerk. Additional increases included expenses pertaining to:

- 1) postage as the rates increased and other departments are using the postage machine as well
- 2) online payment fees as the volume of bills being processed online has increased; and
- 3) outsourcing the tax bills.

A discussion ensued regarding her request and when there were no further questions, Michele excused herself from the meeting.

Review 1/19/22, 2/9/22 Meeting Minutes:

Ruth noted that she had one comment on the minutes from the January 19, 2022 meeting regarding the reallocation of expenses by the Council on Aging for the old van, which are no longer necessary given a new van was purchased. No other comments were noted. Theresa made a motion, which Jim seconded, to approve the revised minutes. The minutes of the meeting held on January 19, 2022 were approved unanimously by a roll call vote.

No comments were noted on the minutes from the February 9, 2022 meeting. Jim made a motion, which Sarah seconded, to approve the minutes. The minutes of the meeting held on February 9, 2022 were approved unanimously by a roll call vote with Theresa abstaining.

Plan Next Meeting and Agenda:

The next regular meeting is scheduled for 5:00 p.m. on Wednesday, March 16, 2022.

The following changes were made to the budget review schedule:

March 16, 2022: As noted at the February meeting, add the Board of Health (6:00 p.m.). In addition, add the Town Administrator prepared budgets and review as many as possible.

April 6, 2022: This serves as a placeholder for a discussion with representatives with Pentucket Regional School District regarding the school budget and the Town of Groveland's assessment. In additional, a formal vote will be taken on the budget.

Finance Director Updates – American Rescue Plan (ARPA):

Rebecca noted that there have been no updates as the Board of Selectmen still plan to utilize the money to fund capital expenditures that may not have been able to occur otherwise. After a brief discussion ensued, Rebecca agreed to provide a list of the expenditures as they become finalized.

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 Theresa, and approved unanimously by a roll call vote. Meeting was adjourned at 7:15 p.m. by Ruth.

Minutes prepared by: *Melissa Baker*

Minutes approved on: March 16, 2022

Meeting Materials:

1. Fiscal Year 2023 Budget Materials
2. January 19, 2022 Meeting Minutes
3. February 9, 2022 Meeting Minutes

