



Board/Committee Name: Finance Board
Date: February 1st, 2023
Time: 5:00 p.m.
Location: Town Hall – Conference Room
183 Main Street, Groveland, MA 01834

Present:

Board Members: Ruth Rivard, Sarah McGrath, Jim Scanlon, Alexander Woods (arrived at 5:20), Bill O’Neil

Absent Members: Melissa Baker

Other Attendees: Rebecca Oldham, Town Administrator

Opening:

The regular meeting of the Finance Board was called to order at 5:00 p.m. on February 1st, 2023 by Ruth.

Department Budget Reviews:

Council of Aging Budget review, Shawn Cass (Director of COA), Barbara Sanborn, Deb Stephenson, Laurel Pulchulski (Chair of COA Board) in attendance.

- Laurel submitted the budget prior to the hiring of the Director of COA.
- Goals this year was to attract and retain engaged, qualified staff to fully implement their mission statement which has been successful for the Director Position and interim outreach worker.
- Keeping the pantry open based on the efforts of volunteers, which Ruth echoed the thank you of the individuals.
- Goals may have shifted dependent on the pandemic, and the needs have grown.
- Want the town to pay a larger portion of the salary for the Assistant Director instead of the grant as it has been for several years.
- Expenses are close to being exhausted as of 2/1/2023, asking for an increase of \$500 and well an increase for the van maintenance line item.

- Shawn presented his thoughts for the budget, concerned that the department is very dependent on grants, COA not having consistent donors to add into the revolving account, numbers in budget are close to level funding.
- Ruth provided context about the grants that using them for funding a position was not initiated with the Finance Board or BOS, the COA has been creative and the initiative they have taken to grow the department with the use of grants.
- Discussion of how the town can take on more of the expense of the salaries instead of using grants and increase of hours for outreach.
- Discussion on the van, issues with the heat/ac, and leasing a van prior to the purchase of one, consider getting back on the list of leasing of a van, the ability to have two vans.
- Sarah asking more of breakdown of the expenses for them to maintain internally so we are better understanding to make better decisions as a board, Ruth echoed as it helps to protect their budget.

Building Inspector Budget review, Sam Joslin in attendance.

- No significant changes to the budget, only increase is in the expense budget due to postage, mailings, and paperwork needing to be filed.
- Joined the Mass Building Commissions and Inspectors Association and left the NEBOEA based on having issues with implementation of codes because there are conflicts between the codes.
- Software will automate the administration piece of his job, already implemented in West Newbury and Groveland is next in queue.
- Rebecca informed the board that he was a large piece of why the renovations at Town Hall were able to be completed, Ruth seconded the appreciation.
- Taken on the role of animal inspection, no budget.
- New development on Salem Street will increase the revenue of the permit fees, discussion of project.

Highway Department Budget review, Renny Carrol in attendance.

- Road Machinery and Road Maintenance concern for this budget. Prices for parts and materials have increased substantially. Paid off the loader, keep the line item with funds to help with the maintenance.
- Contractual obligations increase, buy back sick time decrease because the employee left the town.
- Concerns of the aging fleet.
- Hoping to have a surplus in Snow and Ice budget this year to help with the deficit last year.
- Has an on-call system to rotate everyone during the storms. Snow and Ice line-item discussion.

- National Grid, Union and Chestnut paving and milled discussion.
- The fees increase for the fields to help with the Highway Department repairs and maintenance.

Board of Health Budget Review, Deb Hull, and David Greenbaum in attendance.

- Combine two positions of Part time Clerk/Assistant and Rubbish into one line item.
- Collin's Center wage and classification study discussion.
- Discussion on the positions moving to full time and hiring another part time employee.
- Hiring part time employee to assist with the Rubbish issues, Rebecca has been keeping a spreadsheet to ensure how many calls/issues there has been, 77 calls to the BOH from December of 2021 and excess trash being put out, waste should be rejecting excess trash.
- New breakdown of tax bills on the website.
- RDP Grant to get home composting bins, holding hazardous waste days with neighboring grants, allowing us to get more funds through the RDP Grant to help us get the larger totes.
- Full time department discussion, increase in hours, to ensure the department is open more.

Review of the 1/24 PRSD School Budget Meeting:

Ruth noted she was pleased that all 3 communities of BOS and FinComm were represented, provided high level challenges due to increased expenses and override potentially failing. Budget shortfalls are separate than the new school building project. PRSD Website for the budget specifically, providing accurate information to the residents to make informed decisions, Bill echoed the same statement.

Meeting Minutes:

Ruth noted that the minutes from the November 16th, 2022 meeting had been tabled at the last minute. Sarah made the motion to approve the minutes, which was seconded by Bill. The motion was approved 3-0-2 with Alex and Jim abstaining.

Town Administrator Time:

Ruth noted Rebecca emailed the Collins Center report. Rebecca noted a discrepancy related to the Public Health Nurse hourly rate.

Next Meeting:

February 15th at 5PM.

Adjournment:

A motion to adjourn the meeting was made by Sarah, seconded by Alex and approved unanimously. Meeting was adjourned at 7:15 p.m. by Ruth.

Minutes prepared by: Sarah McGrath

Minutes approved on: March 1, 2023