



Town of Groveland MASSACHUSETTS

Board/Committee Name: Finance Board
Date: July 27, 2022
Time: 5:00 p.m.
Location: Town Hall – Main Meeting Room
183 Main Street, Groveland, MA 01834

Present:

Board Members: Ruth Rivard, Melissa Baker, Sarah McGrath, Alexander Woods

Absent Members: Jim Scanlon, Theresa Dunn, Meadow Stokes

Other Attendees: Rebecca Oldham, Town Administrator

Opening:

The regular meeting of the Finance Board was called to order at 5:05 p.m. on July 27, 2022 by Ruth.

Cancellation of July 13, 2022 Meeting

Ruth apologized for the cancellation of the meeting originally scheduled on July 13, 2022 and explained that the meeting agenda was not posted 48 hours in advance as required by the Open Meeting Law regulations.

Reorganize Board

A discussion occurred regarding the organization of the Finance Board for FY2023. From that discussion the following motions were made:

- Chair: Sarah made a motion and Melissa seconded appointing Ruth Rivard as the Chair of the Finance Board. The motion was unanimously approved with Ruth abstaining.
- Vice-Chair: Melissa made a motion and Ruth seconded approving Sarah McGrath as the Vice-Chair of the Finance Board. The motion was unanimously approved with Sarah abstaining.
- Secretary: Sarah made a motion and Ruth seconded appointing Melissa Baker as the Secretary of the Finance Board. The motion was unanimously approved with Melissa abstaining.

FY22 Close – Projected vs. Actual Budget

Rebecca noted that the close was not finalized as the current warrants at the next Board of Selectmen meeting will be through July 15, 2022.

A discussion ensued about various aspects of the budget, such as utility expenses, which may or may not see a decrease due to the new middle/high school. Rebecca also noted that Greg Labrecque, Business Manager for the Pentucket Regional School District (“PRSD”), had indicated there was a concern regarding the state funding and whether it would be at the amount that was expected, but there was no additional background information that was available at the current time.

New Website – Finance Board Page

Ruth noted that the new website was up and running and the Finance Board page had been established. Rebecca noted that she can add whatever the Finance Board wanted and that going forward it will include information regarding the Town Meeting as well as the budget related documents. Rebecca also noted that there will training for town employees on how to upload to the website directly rather than having to send things to the public relations company that created the website.

A discussion ensued regarding the website and that additional discussions would be had regarding what the group would like to see on the website.

Division of Local Services (“DLS”) Financial Management Review – Update

Ruth noted that the last few meetings with the DLS have been cancelled for various reasons, but things are moving forward. A discussion ensued regarding the process as well as what the deliverables will be. Rebecca noted that the first step was for the DLS to provide a financial indicator/forecasting tool, which can be used to help better forecast the revenues, and then the second step would be to provide a management letter with the areas where the town’s governance and administrative framework can be strengthened based on the best practices that the DLS recommends.

Ruth noted that some reports that Finance Board members could look to for examples include Somerset and Windsor for financial forecasting and Belchertown for governance and administrative framework recommendations.

PRSD Regional Agreement

Sarah reported that West Newbury and Merrimac voted on Monday to request a discussion regarding the tri-town regional agreement with the PRSD and that the Board of Selectmen are scheduled to vote the coming Monday. Sarah noted that she will attend the Board of Selectmen meeting in case there were any questions from the members that she could address, but as previously discussed the main points for wanting to hold the meeting with the PRSD was because of the need for transparency and to ensure the requirements of the agreement are being adhered to. Ruth noted that she could also attend.

TA Updates:

Rebecca gave a quick update on various projects, including but not limited to:

- Culvert on Uptack (Bidding to start with projected start date of next summer)
- Sidewalk on Rt. 97 (Bidding is open with projected start date of September 1, 2022)
- Dog Park (Construction is underway)
- Community Trail (November ribbon cutting and discussions regarding parking locations)
- Fiber to connect buildings in Town Hall complex

She also noted that the Community Preservation Committee would be voting on some projects at The Pines recreation area: tennis court, pickleball courts and a splashpad.

Other Items Not Reasonably Anticipated at Time of Posting:

Sarah asked the group whether the Finance Board should be meeting with the departments more frequently. A discussion ensued as to how this would be accomplished given the time it takes to meet with each department during the actual budget process, but also whether the DLS would have a suggestion. Ruth noted that it would be nice to have additional members input and as such, it will be included as an agenda item for the next meeting.

Sarah also asked whether the Finance Board should send a letter to the departments at the end of the budget process to inform them of the decisions made. Rebecca noted that she is starting to have dialogue with the departments and that the process will continue to improve now that she has been through one budget cycle.

Plan Next Meeting and Agenda:

The next regular meeting will be held on August 24, 2022 at 5:30 p.m.

Adjournment:

A motion to adjourn the meeting was made by Sarah, seconded by Melissa, and approved unanimously. Meeting was adjourned at 7:03 p.m. by Ruth.

Minutes prepared by: *Melissa Baker*

Minutes approved on: September 21, 2022

Meeting Materials:

None