



## Town of Groveland MASSACHUSETTS

Board/Committee Name: Finance Board  
Date: June 8, 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 (left at 7:10), Melissa Baker (via Zoom), Theresa Dunn, Sarah McGrath, Alexander Woods (joined at 5:17)

Absent Members: Susan Yaskell

Other Attendees: Rebecca Oldham, Town Administrator, Michael Dempsey, Community Preservation Committee Chair

### **Opening:**

The regular meeting of the Finance Board was called to order at 5:03 p.m. on June 8, 2022 by Ruth.

### **New Members**

Ruth noted the Board of Selectmen had approved the appointment of two new members: Meadow Stokes and Alexander Woods.

Additionally, Ruth noted that Susan had sent an email indicating that she would not look to be reappointed as an alternative member and, as such, would no longer be attending meetings.

### **Review Minutes**

Ruth noted that there were three sets of minutes that needed approval: April 13, 2022, May 4, 2022 and May 23, 2022.

No comments were noted on the minutes from the April 13, 2022 and May 23, 2022 meetings, but Ruth noted she had provided minor comments on the minutes from the May 4, 2022 meeting. Theresa made a motion, which Sarah seconded, to approve the minutes from the April 13, 2022 and May 23, 2022 meetings as well as the revised minutes from the May 4, 2022 meeting. The minutes of the meetings held on April 13, 2022, May 4, 2022 and May 23, 2022 were approved unanimously by a roll call vote.

**Budget Line Item Transfers:**

Ruth noted that Rebecca had prepared a list of line item transfers, which are based on the current positions of the accounts and expected/requested expenditures for the remainder of the year that need to be accounted for.

Below are discussion points noted while discussing each line item:

*Consulting Services* – The budget did not include the other postemployment benefits valuation, which occurs every two years. This transfer will fund one-half of the cost and the other half is funded in next year's fiscal budget.

*Town Reports* – The Board of Selectmen were fined for not completing a 2021 report. This transfer will fund the cost of the 2021 report, which needs to be completed along with the 2022 report.

*Treasurer/Collector Salary* – Provided Town Counsel confirms a transfer is allowable into a salary, this transfer is to fund the consultant's hours that were increased by the Board of Selectmen while the position was not filled.

*Treasurer Online Payment Fees* – The budgeted amount was underestimated for the year as it is not known exactly how many bills will be paid online.

*Treasurer Payroll Fees* – The budgeted amount was underestimated for the year.

*Assessor's Manager Salary* – This is no longer needed as the Stipend salary line item is available.

*Computer Hardware Maintenance & License Fees* – Additional expenses were incurred because of a greater need for IT support compared to previous years as there is no longer someone in-house who can address IT needs.

*Town Clerk Office Expenses and Supplies* – The Town Clerk is seeking to use the unspent salary line item to purchase new voting booths. The need for new booths was not indicated during the budget process.

*Conservation Expenses* – There are not enough funds to cover current year warrant articles as there was some confusion regarding the usage of the Veasey Revolving Fund and the Conservation Fees accounts to fund the Economic Development Planning & Conservation Department salary. These amounts will cover the remaining expenses. There was also a discussion related to allowing the Conservation Commissioners' stipends to be donated back and allocated to the department expense line (\$200 stipend for 7 commissioners, totaling \$1,400).

*Utilities* – The budgeted amount was underestimated for the year due to an increase in the delivery charges by National Grid and the additional of 46 Washington Street.

*Property & Casualty* – The budgeted amount was underestimated for the year due to two legal claims that each have a \$5,000 deductible as well as National Grid requesting additional insurance for the Rail Trail. These have been budgeted in the next fiscal year’s budget.

*Police Reserves and Expenses* – The budgeted amount was underestimated due to reserve officers no longer being allowed and more officers will need to attend the Bridge Academy. Funds in salary line are available due to retirement to cover this, as well as hardware upgrades needed in the dispatch center.

*Firefighter Call Wages* – The budgeted amount was underestimated due to an increase in call volume as well as several larger fires that required more manpower. Chief Valentine worked with the Call firefighters to volunteer time for training (drill wages) to offset the increase in call wages.

*Snow and Ice* – The budgeted amount was underestimated due to there being three large storms.

*Highway Fuel* – The budgeted amount was underestimated as a result of the large increases in gas and diesel prices that could not be predicted.

*Part Time Clerk Wages* – The Board of Health authorized the clerk to work more hours than approved. A Comp Time Policy has been established to address this situation going forward.

*Debt Service Admin Fee* – The budgeted amount was underestimated due to increased fees pertaining to the annual disclosure work as well as rolling the bonds.

*Unemployment* – Several pending bills were recently paid by the Treasurer, which reflected accumulated payments and fees.

The following votes were taken:

| Department           | Line Item                                    | Motion                              | Motion Made By | Motion Seconded By | Roll Call Vote   |
|----------------------|--|-------------------------------------|----------------|--------------------|------------------|
| Selectmen            | Consulting Services                          | Approve \$3,225                     | Sarah          | Theresa            | Unanimous        |
|                      | Town Reports                                 | Approve \$1,000                     | Sarah          | Theresa            | Unanimous        |
| Finance              | Treasurer/Collector Salary                   | Approve \$14,000                    | Jim            | Sarah              | Unanimous        |
|                      | Treasurer Online Payment Fees                | Approve \$1,000                     | Sarah          | Theresa            | Unanimous        |
|                      | Treasurer Payroll Fees                       | Approved \$500                      | Sarah          | Theresa            | Unanimous        |
|                      | Assessor’s Manager Salary                    | N/A                                 | N/A            | N/A                | N/A              |
| Technology           | Computer Hardware Maintenance & License Fees | Approve \$10,000                    | Sarah          | Theresa            | Unanimous        |
| Town Clerk           | Town Clerk Office Expenses & Supplies        | Do not approve \$4,000              | Sarah          | Theresa            | 5-1              |
| Economic Development | Conservation Expenses                        | Approve \$13,645<br>Approve \$1,400 | Sarah          | Theresa            | Unanimous<br>5-1 |
| Facilities           | Utilities                                    | Approve \$2,500                     | Sarah          | Theresa            | Unanimous        |

| Department         | Line Item              | Motion           | Motion Made By | Motion Seconded By | Roll Call Vote |
|--------------------|------------------------|------------------|----------------|--------------------|----------------|
| Insurance          | Property & Casualty    | Approve \$6,000  | Sarah          | Theresa            | Unanimous      |
| Police Department  | Reserves               | Approve \$4,000  | Sarah          | Theresa            | Unanimous      |
|                    | Expenses               | Approve \$34,993 | Sarah          | Theresa            | Unanimous      |
| Fire Department    | Firefighter Call Wages | Approve \$28,100 | Sarah          | Theresa            | Unanimous      |
| Highway Department | Snow and Ice           | Approve \$30,000 | Sarah          | Theresa            | Unanimous      |
|                    | Highway Fuel           | Approve \$5,000  | Sarah          | Theresa            | Unanimous      |
| Board of Health    | Part Time Clerk Wages  | Approve \$1,700  | Sarah          | Theresa            | Unanimous      |
| Debt               | Debt Service Admin Fee | Approve \$4,500  | Sarah          | Theresa            | Unanimous      |
| Unclassified       | Unemployment           | Approve \$35,000 | Sarah          | Theresa            | Unanimous      |

### **Annual Town Meeting Recap:**

Ruth noted that the budget process and Town Meeting were a smoother process compared to last year and Rebecca noted that she is always looking for ways to improve the process, such as communicating with departments earlier.

### **Other Items Not Reasonably Anticipated at Time of Posting:**

Sarah noted that the agreement with the Pentucket Regional School District was up for review this year and that is something that would be worth having a deeper discussion about with West Newbury and Merrimac as we should make sure the district is following through with its requirements.

Sarah also noted that in the by-laws the Town Accountant should be providing the Finance Board with monthly financial reports. A discussion ensued regarding this and how it has been difficult to get them timely, but that the departments are finally getting caught up after having open positions. This can be revisited in the new fiscal year.

Rebecca noted that she has already started the Tax Recap process with a September/October goal. This goal would be a significant improvement over last year's timing

### **Plan Next Meeting and Agenda:**

A regular meeting will be held on July 13, 2022 at 5:00 p.m.

### **Adjournment:**

A motion to adjourn the meeting was made by Ruth, seconded by Theresa, and approved unanimously. Meeting was adjourned at 7:20 p.m. by Ruth.

Minutes prepared by: *Melissa Baker*

Minutes approved on: August 24, 2022

**Meeting Materials:**

1. Draft April 13, 2022 Meeting Minutes
2. Draft May 4, 2022 Meeting Minutes
3. Draft May 23, 2022 Meeting Minutes
4. Line Item Transfers Schedule with additional support