



## Town of Groveland MASSACHUSETTS

<b>Organization/Committee Name:</b>	Finance Board
<b>Date:</b>	November 16, 2022
<b>Time:</b>	5:30 pm
<b>Location:</b>	Groveland Town Hall

### **Present:**

Board Members: Ruth Rivard, Sarah McGrath, Theresa Dunn, Bill O'Neil

Absent Members: Jim Scanlon, Alex Woods, Melissa Baker

Other Attendees: Town Administrator Rebecca Oldham, Town Accountant Ellen Petrillo

### **Opening:**

The regular meeting of the Finance Board was called to order at 5:35pm on November 16, 2022 by Ruth.

### **PRSD budget meeting:**

Ruth opened the meeting with a discussion related to the Pentucket Regional School District. PRSD recently held a meeting with the member towns to discuss the upcoming school budget. Town Managers/Administrators of the three member towns attended, with BOS and Finance Committees invited. Kathleen Kastrinelis represented Groveland's BOS. Ruth Rivard and Sarah McGrath represented the Finance Board. Ruth mentioned that it was positive that the school has made an effort to communicate and work with member towns more proactively. We would like to see a coordinated effort this year and going forward. Sarah McGrath discussed the regional agreement of the member towns, and brought up some discussion points including whether Groveland has served as Chair of the school committee in its rotations; review of the lease agreement between District and Town; timing and details of the PRSD Capital Plan, and year-end maintenance report for elementary schools; regional advisory committee.

### **Joint Finance Board/ BOS budget meeting:**

Rebecca reviewed the goals for the town in relation to drafting a 2024 budget. She distributed a Statement of Goals, which offers a consistent message with what has been presented in the budget book for several years. Ruth reviewed the high level concept of six broad categories of goals which remain in line with current initiatives and priorities. We will read in more detail and revisit next meeting.

### **ATFC Annual Meeting:**

Ruth reported she attended the Association of Town Finance Committee Annual Meeting. Several informative workshops took place as well as shared discussions among members. One recurring theme was members'

willingness and recommendations to share reports, templates, and concepts across committees, as all information is public and we are all working toward the same common goal of supporting local government.

**Financial Policies:** Rebecca Oldham discussed the creation of Financial Policies. Policies were primarily based on MA DOR Financial Review recommendations and MA General Law. The Board will review policies and revisit at next meeting.

**Capital Improvement Plan:** Rebecca reviewed the Capital Improvement Plan (electronic copy reviewed on screen). This is a comprehensive plan including debt, inventories, and properties. Revenues and requests are summarized, and Rebecca reviewed the alternate scenario plans presented to the Board of Selectmen who ultimately voted on a FY24 plan, as the BOS serves as the Capital Improvement Committee at this time. The Board commended Rebecca for undertaking this major initiative.

**Meeting minutes:**

Our Board Secretary was not present at this meeting. Accordingly, Sarah McGrath made a motion to table the review of minutes. Bill O'Neil seconded the motion, and it passed unanimously.

**Plan next meeting and agenda:**

The next regular meeting is scheduled for December 21, 2022 at 5:30pm. There is also a special joint Finance Board/ BOS meeting scheduled for November 21 at 6:30 for budget planning purposes.

**Other items not reasonably anticipated at time of posting:**

Sarah McGrath noted she had recently attended a Council on Aging meeting. The COA is in the process of seeking a new Director, and is hoping to establish a committee to guide this process. Sarah would be willing to represent the Finance Board on such committee. Discussion took place, and Ruth made a motion that should a COA Director search committee be established and seek a member of the Finance Board, Sarah would represent the Finance Board. The motion was seconded by Theresa Dunn, and passed with three affirmative votes and one abstention (Sarah).

**Adjournment:**

A motion to adjourn was made by Bill O'Neil, seconded by Theresa Dunn. Meeting adjourned at 7:04pm.

**Minutes prepared by:** *Ruth Rivard*

**Minutes approved on:** February 1, 2023