



Board/Committee Name: Finance Board
Date: October 19, 2022
Time: 5:30 p.m.
Location: Town Hall – Conference Room
183 Main Street, Groveland, MA 01834

Present:

Board Members: Ruth Rivard, Sarah McGrath, Melissa Baker, Bill O’Neil (arrived at 5:50)

Absent Members: Jim Scanlon, Theresa Dunn, Alexander Woods

Other Attendees: Rebecca Oldham, Town Administrator

Opening:

The regular meeting of the Finance Board was called to order at 5:52 p.m. on October 19, 2022 by Ruth.

Pentucket Regional School District (‘PRSD’) Regional Agreement:

Sarah noted that members of the Board of Selectmen, members of the Finance Committee and the Town Administrators for Groveland, Merrimac and West Newbury met with the PRSD as the regional agreement is due to renewed either as is or with changes that the towns wanted to bring forth. Ruth noted that the PRSD administration was going to be presenting at the November 1, 2022 PRSD School Committee meeting a “State of the School District” presentation and that communications had been sent out to parents of students in the school district. Ruth also noted that she was glad that there was more open dialogue and proactive discussions with the PRSD as the school budget represents a very large portion of the town’s budget and as such it requires careful balancing.

Sarah requested this topic be added as an agenda item for the next month’s meeting so that Finance Board members can review the agreement again.

FY22 Year End Status:

Rebecca noted that Ellen had indicated that the FY22 Year End process was moving forward and was targeting to be done mid to late November.

Bill inquired as to whether five months was a reasonable length of time for municipalities to close out year-end. A discussion ensued regarding what factors into the length of time it takes, such as technology and number of staff. Rebecca indicated that she could inquire of other communities as to how long it takes them to complete the process.

Capital Plan:

Rebecca noted that she was continuing to work on a Capital Plan that would be more useful for the town. It will include the five-year plan that is usually reviewed, but she is also adding other things, such as a 10-year outlook, debt related information to assist with debt management, non-capital expenditures that could indicate a need in the future, fleet, equipment, and property inventories, and Bagnall School related expenditures, etc. Rebecca indicated she was looking to get some more concrete quotes so that costs were accurate and that departments are due to provide their responses to Rebecca by November 1, 2022.

A discussion regarding how the use of American Rescue Plan Act ('ARPA') funds have helped meet needs and wants that otherwise might not be able to be purchased. Rebecca noted that she would incorporate items that have been funded using ARPA funds to show the entire picture of what has been funded.

Preliminary FY24 Budget Review Schedule

Rebecca had previously provided an outline of the overall review schedule and Ruth noted she provided a draft of the department budget review schedule. Ruth explained the process and timeline of the schedule based on the date of the meeting and when the warrant needs to be posted.

Division of Local Services ('DLS') Financial Management Review Update:

There has been no update on the DLS review; Ruth indicated that she would follow up with them as it would be nice to have it in advance of the next budget season.

Minutes:

Ruth noted that Meadow Stokes, who was listed as absent from the previous meeting in the minutes, had resigned due to other obligations. Bill indicated he'd like to move into the seat vacated, which would leave the two alternate seats open for new members. Rebecca indicated she would speak to the chair of the Board of Selectmen to put it on the next agenda.

Ruth noted that she had provided two minor comments on the minutes from the September 21, 2022 meeting regarding the Bagnall School plumbing project (clarify water fountains are using existing plumbing from the addition and strike the last sentence). No further comments were noted. Bill made a motion, which Sarah seconded, to approve the revised minutes. The minutes of the meeting held on September 21, 2022 were approved unanimously.

Plan Next Meeting and Agenda:

The next regular meetings will be held on November 16, 2022 and December 21, 2022 at 5:30 p.m.

Other Items Not Reasonably Anticipated at Time of Posting:

Ruth noted Pumpkin Fest has been reinstated with Rebecca's hard work. It will be held on October 26, 2022 from 4:30-7:30 p.m. Additional information can be found on the website.

Rebecca noted that that the town will be receiving the Community One Stop for Growth grant for \$191,000 for a feasibility study for 150 Center Street.

Adjournment:

A motion to adjourn the meeting was made by Sarah, seconded by Melissa, and approved unanimously. Meeting was adjourned at 6:42 p.m. by Ruth.

Minutes prepared by: *Melissa Baker*

Minutes approved on: December 21, 2022

Meeting Materials:

1. Email from PRSD regarding presentation
2. June 30, 2022 Preliminary Variance Report
3. FY24 Draft Budget Schedule
4. Draft September 21, 2022 Meeting Minutes