



## Town of Groveland MASSACHUSETTS

Board/Committee Name: Finance Board  
Date: September 21, 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 (via Teams), Jim Scanlon, Theresa Dunn, Alexander Woods (arrived at 5:43), Bill O'Neil (arrived at 5:50)

Absent Members: Meadow Stokes

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

### **Opening:**

The regular meeting of the Finance Board was called to order at 5:34 p.m. on September 21, 2022 by Ruth.

### **FY22 Year End Status:**

Ellen gave an update on the FY22 Year End indicating that the general fund revenues were posted through June and that the expenses were mostly done. She noted that there were some grant fund related reclasses that were necessary due to an incorrect posting, but the amount was less than \$10,000. Current estimates are showing profit of approximately \$700,000 with about \$500,000 anticipated to flow to free cash.

One contributing factor to the profit is the collection of approximately \$240,000 of taxes that was owed on three parcels that were paid. Ellen noted that there is still approximately \$400,000 in tax title remaining, but the majority of that is related to Valley Screw, which is not collectible.

Ellen indicated that the goal is to have the FY22 finalized by the end of October so that it is known prior to the FY24 budget season.

Ellen also noted that the cash and accounts receivable reconciliations continue to be behind, but they continue to work on getting caught up. She also noted that the Water and Sewer Department recently moved to the same system, which will allow for information to be more readily integrated, but they continue to work out the bumps that occur during transitions.

**Welcome New Member:**

Ruth welcomed William (Bill) O'Neil to the Finance Board. Ruth indicated that Bill had previously served on the Finance Board prior to his tenure as a member of the Board of Selectmen.

**Annual Association of Town Finance Committees ('ATFC') Meeting:**

Ruth noted that the annual meeting for the ATFC is scheduled for November 5, 2022 at the Sharon Community Center. It is an all-day in person meeting open to all local officials.

**Follow-up Regarding Pentucket Regional School District ('PRSD') Regional Meeting:**

Sarah gave an update on the meeting that occurred with members from all three towns Finance Committees, all three Town Administrators, and members from Merrimac and Groveland's Board of Selectmen. Sarah noted that the attendees brought a lot to the table while discussing the agreement with PRSD, which included what should/should not change, the rotation of school committee positions.

Rebecca noted that there was going to be a meeting in the coming week with all three Town Administrators and that monthly meetings with the Superintendent and Business Manager had recently commenced.

**Capital Plan:**

Rebecca noted that she was currently working on the 5 Year Capital Plan. She noted that she was in the process of gathering information for this plan, which will look back at items previously requested that were not funded as well as incorporate a 10-year outlook. She was hoping to distribute it to the departments on October 1<sup>st</sup> giving them an additional opportunity to make requests.

There was a brief discussion regarding reconvening the Capital Committee as it currently rests with the Board of Selectmen.

Rebecca noted that one project, the re-plumbing at the Bagnall, was not moving forward at the \$400,000 price point but they will be looking to have the fountains installed for an \$80,000-\$85,000 price point using the existing plumbing from the school's addition.

**Preliminary Budget Review FY24:**

Rebecca presented a preliminary budget schedule for FY24 based on the date of the Annual Town Meeting, which is tentatively set for April 24, 2023. She hopes that after last year there will be an improvement to the process as she has been able to work with the departments to under the overall process. Rebecca also noted that she will be using the software program Denise had incorporated

during her last budget season as the Finance Director that had been bypassed while there was an interim Finance Director.

Ruth noted that she will draft the schedule for the departments to present before the Finance Committee. The meeting schedule will be like last year, but the departments speaking on a given date may be modified to accommodate the timing of the overall schedule.

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

There has been no update on the DLS review; however they were within the window they indicated a draft report would be available. Rebecca indicated that she would follow up with them.

**Minutes:**

Sarah made a motion to accept the July 21, 2022 minutes, which was seconded by Alex and was approved unanimously by roll call vote with Bill, Theresa and Jim abstaining.

Ruth noted that she had provided a minor comment on the minutes from the August 24, 2022 meeting. No further comments were noted. Sarah made a motion, which Alex seconded, to approve the revised minutes. The minutes of the meeting held on August 24, 2022 were approved unanimously by roll call vote with Bill and Theresa abstaining.

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

None other items were noted.

**Plan Next Meeting and Agenda:**

The next regular meeting will be held on October 19, 2022 at 5:30 p.m.

**Adjournment:**

A motion to adjourn the meeting was made by Sarah, seconded by Jim, and approved unanimously. Meeting was adjourned at 6:54 p.m. by Ruth.

Minutes prepared by: *Melissa Baker*

Minutes approved on: October 19, 2022

**Meeting Materials:**

1. June 30, 2022 Preliminary Revenue Analysis
2. June 30, 2022 Preliminary Variance Report
3. FY24 Interactive Budget Workbook
4. FY24 Budget Schedule
5. Draft July 21, 2022 Meeting Minutes

## 6. Draft August 24, 2022 Meeting Minutes