

MEETING MINUTES
FINANCIAL FORECAST COMMITTEE
ZOOM Video/Audio Conference
Tuesday, January 25, 2022; 5:45 PM

Pursuant to Chapter 20 of the Acts of 2021, Financial Forecast Committee Members held the January 25, 2022 meeting via Zoom Video and/or Audio (Dial-in for those with only phone access). All participants participated remotely.

In Attendance: Tony Vegnani, Chair and Select Board Member; Jim Boudreau, Town Administrator; Nancy Holt, Finance Director/Town Accountant; Joe DiVito, Director of Assessing; Pam Avitabile, Treasurer Collector; Bob Dutch, Director of School Finance & Business; Bill Burkhead, Superintendent of Schools; Peter Gates, School Committee and Chris Carchia, Capital Planning Committee Chair; Jamie Gilmore, Advisory Committee Chair

Members Not Present:

The meeting was called to order at 5:45 PM by Mr. Vegnani.

Mr. Gilmore made a motion to accept the agenda which was seconded by Ms. Avitabile and voted unanimously in favor (10-0) by roll call vote; Mr. Boudreau-yes, Mr. Vegnani-yes, Ms. Holt-yes, Ms. Avitabile-yes, Mr. DiVito-yes, Mr. Carchia-yes, Mr. Gilmore-yes, Mr. Burkhead-yes, Dr. Dutch-yes and Mr. Gates-yes.

SCHEDULED ITEMS:

Review/Approve Minutes

Mr. Boudreau made a motion to accept the minutes of the November 19, 2021 meeting which was seconded by Mr. Carchia. The motion was approved (9-0-1) by roll call vote; Mr. Boudreau-yes, Mr. Vegnani-yes, Ms. Holt-yes, Ms. Avitabile-yes, Mr. DiVito-yes, Mr. Carchia-yes, Mr. Gilmore-abstain, Mr. Burkhead-yes, Dr. Dutch-yes and Mr. Gates-yes.

Review of FY22 YTD

Ms. Holt noted that expenses were tracking as expected after six months and comparable to the previous fiscal year. She also noted that the September to November room occupancy and meals tax were the nest quarters we have had since acceptance of the local options. Meals tax has surpassed the budgeted amount of \$172,500 by \$39,305 so that is a good indicator that the restaurants have rebounded. As of 12/31/21, local receipts are \$123,665 more than the prior year at the same time but \$113,039 of that is in permit revenue due to Toll Bros and the other developments currently ongoing. Investment income is \$52,713 less than the prior year.

Review of FY 23 Revenues and Expense Assumptions

Discuss/Vote FY23 Preliminary Forecast

Ms. Holt stated that there were two material updates from the last meeting on November 19, 2021 relevant to the MMA conference. The first was the Lieutenant Governor's announcement that Unrestricted General Government Aid would be increased by 2.7% or \$59,696. The second item was the announcement by MIIA of the FY23 health insurance increase range of 0%-7.5%. The current estimate is 7% due to high claims which has been lowered to 5.5%. The 5.5% is the maximum of the range of 7.5% less the 2% received for the migration of retirees not currently on Medicare supplemental plans. Based on January 2022 enrollment, the savings is \$128,904. If the members decide to approve those two updates to the forecast, an additional \$188,600 will be available which amounts to \$125,739 for the School Department and \$62,860 for the Town departments. She noted that additional information relevant to the remainder of the cherry sheet lines, including Chapter 70, would not be available until after the Governor released his budget on January 27, 2022 so an additional meeting would be needed.

Mr. Boudreau asked if there was interest in adding the HVAC Technician to the shared costs. Dr. Dutch stated that their current costs are twice what this new position would cost. Mr. Vegnani asked for clarification if it will be a shared expense which was confirmed by Mr. Boudreau. Ms. Holt said she was concerned that a two thirds and one third split may not be an actual representation of the work and there is risk if one side or another eliminates funding for the position in a future budget. Mr. Vegnani was concerned that it was not transparent in the forecast. Mr. Gates asked if we have any other shared positions and Mr. Boudreau responded no. Mr. Boudreau noted that the Town pays the salary of the Facilities Director, Kevin Kelley in their budget and the School Department pays for the salary of the Assistant Facilities Director, Bob Dillon from the School budget. Ms. Holt explained that should the members want to incorporate the HVAC Technician as a shared cost of \$73,008; the net revenue would decrease to \$115,592 with \$77,065 for the School Department and \$38,527 for the Town departments. Mr. Vegnani noted that this position would also create savings in expenses for outside contractual services for both sides.

Ms. Holt made a motion to amend the forecast for the revised health insurance increase of 5.5% and the increased Unrestricted General Governmental Aid of 2.7% which was seconded by Mr. Boudreau. The motion was approved (10-0) by roll call vote; Mr. Boudreau-yes, Mr. Vegnani-yes, Ms. Holt-yes, Ms. Avitabile-yes, Mr. DiVito-yes, Mr. Carchia-yes, Mr. Gilmore-yes, Mr. Burkhead-yes, Dr. Dutch-yes and Mr. Gates-yes.

Ms. Holt made a motion to add the HVAC Technician of \$73,008 as a shared cost for FY23 which was seconded by Mr. Boudreau. The motion was approved (10-0) by roll call vote; Mr. Boudreau-yes, Mr. Vegnani-yes, Ms. Holt-yes, Ms. Avitabile-yes, Mr. DiVito-yes, Mr. Carchia-yes, Mr. Gilmore-yes, Mr. Burkhead-yes, Dr. Dutch-yes and Mr. Gates-yes.

Other Business

Mr. Boudreau noted the Governor's Budget will be released this week and a new cherry sheet will be released and he hopes that the Chapter 70 will be increased due to the increased tax revenues. Ms. Holt asked members to review the new draft format of the forecast with historical data and provide feedback for the next meeting. Mr. Gates asked who would be in charge of the hiring and Mr. Boudreau said Mr. Kelly and Mr. Dillon of the Facilities Department and Bob Clark in the Town's HR Department. Mr. Burkhead said he agreed and

they could further talk about it and that an in-house person would be a good move. He also supported Mr. Vegnani in trying to remove it from the shared costs and put it back into the budgets for future years. Mr. Carchia expressed concern in trying to find the right person for the position and at the approved rate.

Adjournment

Mr. Boudreau made a motion to adjourn the meeting at 6:08 PM which was seconded by Mr. Gilmore and voted unanimously (10-0) by roll call vote; Mr. Boudreau-yes, Mr. Vegnani-yes, Ms. Holt-yes, Ms. Avitabile-yes, Mr. DiVito-yes, Mr. Carchia-yes, Mr. Gilmore-yes, Mr. Burkhead-yes, Dr. Dutch-yes and Mr. Gates-yes.

Respectfully Submitted,

Nancy Holt
Recorder