

**MEETING MINUTES**  
**FINANCIAL FORECAST COMMITTEE**  
**Town Hall, 600 Chief Justice Cushing Highway**  
**Select Board Hearing Room, 4:30 PM**  
**Tuesday, February 28, 2023**

**In Attendance:** Jim Boudreau, Town Administrator; Nancy Holt, Finance Director/Town Accountant; Joe DiVito, Director of Assessing; Pam Avitabile, Treasurer Collector; Peter Gates, School Committee; Bill Burkhead, Superintendent of Schools; Jamie Gilmore, Advisory Committee Chair; Andrew Goodrich, Select Board Vice-Chair

**Remote Participant:** Bob Dutch, Director of School Finance & Business

**Members Not Present:** Chris Carchia, Capital Planning Committee Chair

The meeting was called to order at 4:35 pm by Mr. Boudreau.

**SCHEDULED ITEMS:**

Acceptance of Agenda

**Mr. Gates made a motion to accept the agenda as provided. The motion was seconded by Mr. DiVito. Voted unanimously in favor (9-0) by roll call vote; Mr. Boudreau-yes, Ms. Holt-yes, Mr. DiVito-yes, Ms. Avitabile-yes, Dr. Dutch-yes, Mr. Burkhead-yes, Mr. Gilmore-yes, Mr. Gates-yes, Mr. Goodrich-yes.**

Review/Approve Minutes

**Ms. Avitabile made a motion to accept the minutes of the November 8, 2022 meeting which was seconded by Mr. Goodrich. Voted unanimously in favor (9-0) by roll call vote; Mr. Boudreau-yes, Ms. Holt-yes, Mr. DiVito-yes, Ms. Avitabile-yes, Dr. Dutch-yes, Mr. Burkhead-yes, Mr. Gilmore-yes, Mr. Gates-yes, Mr. Goodrich-yes.**

Review of Plymouth County Retirement Assessment

Ms. Holt noted Ms. Avitabile's work with Plymouth County Retirement Association resulting in a smoothing of the 14.4% proposed increase for FY24 to only 10% resulting in a \$269,902 savings. She also noted this resulted in a corresponding reduction in the OPEB contribution of \$5,398.

Review of FY24 Contributory Group Insurance

Ms. Holt stated that the Town's renewal for FY24 active plans would be 7.44%. The current adopted forecast included an 8% increase so a change is not recommended to the current forecast as there are new positions being added.

#### Review of Regional School Assessments

Ms. Holt stated that the actual rate for FY24 for Norfolk Agricultural had been received and that Superintendent Hickey of South Shore Regional School District had advised Scituate to assume \$19,000 x 40 students or \$760,000. These changes will result in an increase of \$24,024.

#### Review of FY24 Governor's Budget Local Aid

Ms. Holt reported that the Division of Local Services had provided the preliminary FY24 cherry sheet amounts based on the Governor's information and it would result in a net increase of \$301,063.

Mr. Gates asked for confirmation on the enrollment at SSVT and Dr. Dutch said 28 applied and 23 were accepted. Dr. Dutch noted that the enrollment lags behind a year. For example, 23 new students would enroll but 10 students might be graduating.

#### Review of Use of Room Occupancy as a Revenue Source for the Operational Budget

Ms. Holt noted that it had never been incorporated in the forecast. Mr. Goodrich stated \$50,000 was conservative amount. Mr. Gates asked for confirmation that it included the Air-n-Bs which was confirmed.

Mr. DiVito asked if the overlay amount could be increased due to the revaluation. Mr. Boudreau asked the amount currently in overlay and Mr. DiVito responded there was sufficient balance in the combined overlay account.

Mr. Goodrich asked the amount currently in the forecast for investment income and Ms. Holt responded \$150,000. Mr. Goodrich noted that even with rate reductions the income would still surpass the estimate with an additional \$50,000 added to the forecast. Mr. Gates spoke about the investment income estimated to come in if Treasuries were purchased. Mr. Gates asked what funds were generating the funds to be invested. Mr. Boudreau provided the example that in July the Plymouth County retirement assessment of \$6M is paid and the liquidity is minimal. Mr. Boudreau noted the conservative nature of the forecast so as not to build budgets that risk not being supported by a revenue stream which may decline. Mr. Boudreau stated the forecast is meant to finish in the black and generate 3-5% for the capital needs.

**Mr. Goodrich made a motion to increase investment income by \$25,000 which was seconded by Mr. Gates. Voted majority in favor (6-3) by roll call vote; Mr. Boudreau-yes, Ms. Holt-no, Mr. DiVito-no Ms. Avitabile-no, Dr. Dutch-yes, Mr. Burkhead-yes, Mr. Gilmore-yes, Mr. Gates-yes, Mr. Goodrich-yes.**

**Mr. Gates made a motion amend the previously adopted FY24 forecast as outlined during the meeting which was seconded by Mr. Goodrich. Voted unanimously in favor (9-0) by roll call vote; Mr. Boudreau-yes, Ms. Holt-yes, Mr. DiVito-yes, Ms. Avitabile-yes, Dr. Dutch-yes, Mr. Burkhead-yes, Mr. Gilmore-yes, Mr. Gates-yes, Mr. Goodrich-**

yes.

Review of Allocation of Revenue for Various Splits Between School and Town

Mr. Goodrich noted the current need for seven police officers and he has been advised by the state legislators. Mr. Goodrich proposed changing the current split of 66.67%/33.34% to 66.57%/33.44%. Mr. Boudreau noted the loss of permanent intermittents due to police reform. He noted the previously identified need for a school resource officer and if that would be a possibility. Mr. Gates asked if there was a shift would the School Department would still provide funding for another school resource officer and the town would pay their portion of the SRO salary.

Mr. Gates asked if it could be added separately similar to the HVAC Technician. The forecast was adjusted to add for a \$100,000. Mr. Gates asked if the line could be removed in the future if it was not needed and Ms. Holt responded that the Committee votes each year as to what is included.

**Ms. Holt made a motion to add the School Resource Officer position to the forecast which was seconded by Mr. Goodrich. Voted unanimously in favor (9-0) by roll call vote; Mr. Boudreau-yes, Ms. Holt-yes, Mr. DiVito-yes, Ms. Avitabile-yes, Dr. Dutch-yes, Mr. Burkhead-yes, Mr. Gilmore-yes, Mr. Gates-yes, Mr. Goodrich-yes.**

Mr. Burkhead asked for the new split which was identified as \$366,262 for the School Department and \$183,104 for the town departments.

Adjournment

**Ms. Avitabile made a motion to adjourn the meeting at 5:25 PM which was seconded by Mr. Gates. Voted unanimously in favor (9-0) by roll call vote; Mr. Boudreau-yes, Ms. Holt-yes, Mr. DiVito-yes, Ms. Avitabile-yes, Dr. Dutch-yes, Mr. Burkhead-yes, Mr. Gilmore-yes, Mr. Gates-yes, Mr. Goodrich-yes.**

Respectfully Submitted,

Nancy Holt  
Recorder