

Finance Committee Meeting

Tuesday, June 7th, 2022 at 6:00 PM

Virtual Meeting

BROADCAST ON ZOOM AND RECORDED FOR THE GROTON CHANNEL
PURSUANT TO GOVERNOR'S EXECUTIVE ORDER
CONCERNING THE OPEN MEETING LAW
WEBINAR ID: 858-5049-1524

Approved Version

FinCom Members Present: Bud Robertson, Chair; Colby Doody, Vice Chair; David Manugian; Scott Whitefield, Clerk; Gary Green; Mike Sulprizio

Absent: Jamie McDonald

Also Present: Patricia Dufresne, Town Accountant; Police Chief Mike Luth, Country Club General Manager Shawn Campbell

6:00 P.M. Chairman Bud Robertson called the meeting to order.

RESERVE FUND TRANSFER REQUESTS:

Country Club Generator: Mr. Campbell explained that he prefers to operate with 3 working pool heaters during the season. One failed a couple of years ago, and due to lack of funds, the Club has been running with only 2. Two weeks ago, one of the remaining heaters caught fire due to an undetected mouse nest inside the system. With only a single heater, the pool can only be heated to about 70 degrees; the Club patrons are most comfortable at 80 degrees. Mr. Sulprizio asked about the life expectancy of these units and whether there was any need to replace the 3rd heater now along with the other 2. Mr. Campbell believes the heater that is still running has some life left in it. Going forward, they will do a comprehensive analysis of the condition of each system (to ensure that no mice are present) before starting them up each season. Mr. Sulprizio warned that even a small amount of current running to the heater when it is shut off will create a warm environment that will attract rodents.

On a motion by Mr. Manugian, seconded by Mr. Whitefield, the Finance Committee voted unanimously to approve a Reserve Fund Transfer to Country Club Expenses for FY22 in the amount of \$14,000. Roll Call Vote: Mr. Doody – Aye, Mr. Manugian – Aye, Mr. Green – Aye, Mr. Whitefield – Aye, Mr. Robertson- Aye, Mr. Sulprizio - Aye (The Vote: 6-0-0)

Police Department Generator: Chief Luth explained that the generator project was approved two years ago and funded with a Reserve Fund Transfer in the amount of \$24,000. Unfortunately, the project was delayed, and the funds were allowed to return to Free Cash at the end of FY21. The generator project is now complete with a minor cost overrun of \$6,451 (due to the costs of a mandated load test and

replacement of some additional defective equipment). This request would simply re-establish the funding that had been approved before the project was delayed.

On a motion by Mr. Manugian, seconded by Mr. Whitefield, the Finance Committee voted unanimously to approve a Reserve Fund Transfer to FY22 Police Expenses in the amount of \$31,451.10. Roll Call Vote: Mr. Doody – Aye, Mr. Manugian – Aye, Mr. Green – Aye, Mr. Whitefield – Aye, Mr. Robertson- Aye, Mr. Sulprizio – Aye (The Vote: 6-0-0)

Human Resources Recruitment Costs:

Ms. Dufresne explained that due to excessive recruitment costs (advertising, background checks, physical exams), the H.R. Expense line for FY22 will need support in the amount of \$7,000. The Town Clerk position in particular will be expensive to fill (as it is a key position and will be advertised more widely than others).

On a motion by Mr. Manugian, seconded by Mr. Whitefield, the Finance Committee voted unanimously to approve a Reserve Fund Transfer to FY22 Human Resource Expenses in the amount of \$7,000. Roll Call Vote: Mr. Doody – Aye, Mr. Manugian – Aye, Mr. Green – Aye, Mr. Whitefield – Aye, Mr. Robertson- Aye, Mr. Sulprizio – Aye (The Vote: 6-0-0)

Other Business:

Minutes of 03/22/2022:

Mr. Manugian moved to approve the meeting minutes from March 22, 2022 as drafted, seconded by Mr. Sulprizio. The motion passed by a unanimous vote. Roll Call Vote: Mr. Doody – Aye, Mr. Manugian – Aye, Mr. Green – Aye, Mr. Whitefield – Abstain, Mr. Robertson- Aye, Mr. Sulprizio – Aye (The Vote: 5-0-1)

Minutes of 04/04/2022:

Mr. Manugian moved to approve the meeting minutes from April 4, 2022 as drafted, seconded by Mr. Whitefield. The motion passed by a unanimous vote. Roll Call Vote: Mr. Doody – Aye, Mr. Manugian – Aye, Mr. Green – Aye, Mr. Whitefield – Aye, Mr. Robertson- Aye, Mr. Sulprizio – Aye (The Vote: 6-0-0)

Mr. Robertson formally adjourned the meeting at 6:20 P.M.

Respectfully submitted,

Patricia Dufresne, Town Accountant

Reserve Fund Transfers Granted Fiscal Year 2022

Document #	Date of Vote	Department Budget	Amount	Description of Need
RFT #1	1/18/2022	Town Manager Gen Exp	10,000.00	Cable Switcher for Public Meeting Broadcasts
No Action	2/15/2022	Fire Dept Gen Exp	0.00	Refurb Costs Engine 5 (\$62,750)
RFT #2	3/22/2022	Town Mgr Exp	7,489.75	Prescott Condensate Tank
RFT #3	6/7/2022	Police Dept Gen Exp	31,451.10	Generator Police Department
RFT #4	6/7/2022	Country Club Gen Exp	14,000.00	Pool Heaters replaced due to fire
RFT #5	6/7/2022	HR Gen Exp	7,000.00	Recruitment
RFT #6				
RFT #7				
RFT #8				
RFT #9				
RFT #10				
RFT #11				
RFT #12				
RFT #13				
RFT #14				
Total Voted Transfers			69,940.85	
Original Budget FY22			150,000.00	
Remaining Balance			80,059.15	

RF7 #3 FY22
REQUEST FOR TRANSFER FROM THE RESERVE FUND
(To be submitted in triplicate)

Date: 6/1/22

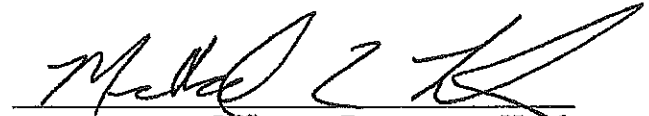
Finance Committee
Town of Groton

Ladies & Gentlemen:

A request is hereby made for the following transfer from the Reserve Fund in accordance with Chapter 40, Section 6, of the Massachusetts General Laws:

1. Amount requested: \$31,451.10
2. To be transferred to: Police Dept – General Fund
3. Present balance in said appropriation: \$67,500.00
4. The amount requested will be used for (give specific purpose): see attached
5. This expenditure is extraordinary and /or unforeseen for the following reasons:

In FY20, \$25000.00 was appropriated and was then encumbered in FY21. The project was delayed and the appropriation was not re-encumbered from FY21 to FY22 and the funds went back to free cash. Defective equipment had to be replaced and mandated annual load test had to be administered, which accounts for the increase of \$6451.10.



Officer or Department Head

Action of Finance Committee

Date of Meeting 6-7-22

Number Present and Voting 10

Transfer voted in the sum of \$ 31,451.10

Finance Committee Chair

Transfer NOT approved _____

Finance Committee Chair

Request must be made and transfer voted before any
expenditure in excess of appropriation is incurred.

RFT #4 FY22 BUDFY22 42
REQUEST FOR TRANSFER FROM THE RESERVE FUND
(To be submitted in triplicate)

Date: May 31, 2022

Finance Committee
Town of Groton

Ladies & Gentlemen:

A request is hereby made for the following transfer from the Reserve Fund in accordance with Chapter 40, Section 6, of the Massachusetts General Laws:

1. Amount requested: \$14,000
2. To be transferred to: Groton CC Expense
3. Present balance in said appropriation:
4. The amount requested will be used for (give specific purpose): Replace 2 pool heaters for the GCC Pool.
5. This expenditure is extraordinary and /or unforeseen for the following reasons: Under perfect circumstances we run the pool with 3 heaters, approximately 5 years ago we consolidated to a 2 heater setup. Last week, one of those 2 heaters caught on fire due to mice nesting inside the unit. Since the fire we have been unable to keep the pool water at our 80* target, currently the water temp ranges between 68-72 degrees. Moving forward the heaters will be disassembled to check for damage each spring before we activate the system.

Shawn Campbell
Officer or Department Head

Action of Finance Committee

Date of Meeting 6-7-22

Number Present and Voting 6

Transfer voted in the sum of \$ 14,000

Finance Committee Chair

Transfer NOT approved _____

Finance Committee Chair

REQUEST FOR TRANSFER FROM THE RESERVE FUND
(To be submitted in triplicate)

Date: 6/1/22

Finance Committee
Town of Groton

Ladies & Gentlemen:

A request is hereby made for the following transfer from the Reserve Fund in accordance with Chapter 40, Section 6, of the Massachusetts General Laws:

1. Amount requested: \$ 7,000
2. To be transferred to: HR
3. Present balance in said appropriation: 0
4. The amount requested will be used for (give specific purpose):

Recruitment

5. This expenditure is extraordinary and /or unforeseen for the following reasons:

Dept. Turnover, New positions, & Town Clerk
changing from Elect to
appropriate

Melissa Soy
Officer or Department Head

Action of Finance Committee

Date of Meeting 6-7-22 Number Present and Voting 6

Transfer voted in the sum of \$ 7,000

Finance Committee Chair

Transfer NOT approved _____

Finance Committee Chair

Request must be made and transfer voted before any
expenditure in excess of appropriation is incurred.