

**FINANCE COMMITTEE MEETING MINUTES**  
**Saturday, May 18, 2024**  
**GDRHS Cafeteria**  
**703 Chicopee ROW, Groton, MA 01450**  
***Approved 7/15/24***

**Finance Committee Members Present:** Bud Robertson, Chair; Mary Linskey; Scott Whitefield; David Manugian; Mike Sulprizio; Colby Doody, Vice Chair

**Also Present:** Patricia Dufresne, Assistant Finance Director/Town Accountant

Mr. Robertson called the Finance Committee to order at 8:30 a.m. & reviewed the meeting agenda.

**Reserve Fund Transfer Requests:**

Ms. Dufresne explained that the Town Manager had requested a Reserve Fund Transfer in the amount of \$6,500 for the Town Manager's Town Meeting expense budget line. This is needed due to the unanticipated costs of holding a Special Town Meeting. **On a motion by Mr. Manugian, seconded by Ms. Linskey, the Finance Committee voted unanimously to approve the transfer as presented. The Vote: 5-0-0**

The members discussed the second Reserve Fund Transfer request (also from the Town Manager) for the Town Manager's Postage expense budget line. This request is due to the unanticipated costs of mailing postcards for the Special Town Meeting as well as additional election ballot mailings. **On a motion by Mr. Manugian, seconded by Ms. Linskey, the Finance Committee voted unanimously to approve the transfer as presented. The Vote: 5-0-0**

The members reviewed the third Reserve Fund Transfer request submitted by the HR Director. This request is to fund an assessment center which is part of the process to recruit a new Fire Chief. The amount requested is \$8,500. **On a motion by Mr. Manugian, seconded by Ms. Linskey, the Finance Committee voted unanimously to approve the transfer as presented. The Vote: 6-0-0**

**Meeting Minutes:**

On a motion by Mr. Manugian, seconded by Ms. Linskey, the Finance Committee voted unanimously to approve and release the minutes from their meeting held on April 23rd, 2024. The Vote: 5-0-1 (Mr. Doody abstained)

Mr. Robertson spent a few minutes explaining how the budget motions were to be presented to Town Meeting. He also notified the members that a budget amendment would be made by a citizen that would eliminate the one-time town grant offered in FY25 to GDRSD thereby reducing the district assessment by \$619,000. These funds would not be allocated elsewhere in the budget, but would simply remain as Unexpended Tax Capacity. Mr. Robertson went on to say that he supports the one-time grant to the district. The town's budget remains whole for FY25, but the district will have to make significant cuts to operations due to the failed tax override.

Mr. Robertson adjourned the meeting at 8:45 a.m.

Respectively submitted by Patricia Dufresne, Assistant Finance Director/Town Accountant

BUDFY 2432

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

Finance Committee  
Town of Groton

Date: 4/29/24

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: \$10,000
2. To be transferred to: 156-5303
3. Present balance in said appropriation: \$2,563.17
4. The amount requested will be used for (give specific purpose): Postage
5. This expenditure is extraordinary and /or unforeseen for the following reasons:

*Special Town Meeting and Ballot expenses were unanticipated.*

*[Signature]*

\_\_\_\_\_  
Officer or Department Head

Action of Finance Committee

Date of Meeting 5-18-24

Number Present and Voting 5

Transfer voted in the sum of \$ 10,000

✓ *[Signature]*

\_\_\_\_\_  
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.

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

BUDF42432  
RFT # 5

Finance Committee  
Town of Groton

Date: 5/7/2024

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: \$6,500
2. To be transferred to: Town Meeting Expenses 156-5305
3. Present balance in said appropriation: \$0
4. The amount requested will be used for (give specific purpose): Special Town Meeting expenses
5. This expenditure is extraordinary and /or unforeseen for the following reasons:  
Unprecedented meeting

\_\_\_\_\_  
Officer or Department Head

Action of Finance Committee

Date of Meeting 5-18-24

Number Present and Voting 5

Transfer voted in the sum of \$ 6,500

\_\_\_\_\_  
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.

BUDFY2432  
REQUEST FOR TRANSFER FROM THE RESERVE FUND RFT#6  
(To be submitted in triplicate)

Finance Committee  
Town of Groton

Date: 5/7/2024

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: \$8,500
2. To be transferred to: Human Resources- General Expenses
3. Present balance in said appropriation: \$2,638
4. The amount requested will be used for (give specific purpose): Fire Chief Assessment Center
5. This expenditure is extraordinary and /or unforeseen for the following reasons:  
The Fire Chief has resigned

Melisa Doy 5/7/24  
Officer or Department Head

Action of Finance Committee

Date of Meeting 5-18-24

Number Present and Voting 6

Transfer voted in the sum of \$ 8,500

[Signature]

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.