

June 27, 2022 Minutes  
Town of Sharon Finance Committee Meeting

**Present:** Ann Keitner, Anja Bernier, Brian Collins, Gordon Gladstone, Charles Goodman, Daniel Lewenberg, Ira Miller, Jada Wang

**Not Present:** Patricia-Lee Achorn

**Also Present:** Dr. Peter Botelho – Superintendent of Schools, Krishan Gupta - Finance Director, Fred Turkington – Town Administrator.

**1. Ann Keitner, Chair, gave opening remarks:**

This meeting is being held via remote means through the Zoom online platform pursuant to Chapter 20 of the Acts of 2021.

**2. Sharon Public Schools Financial Update – Dr. Peter Botelho (School Superintendent) and Avi Shemtov (School Committee Chairperson):**

Q3 update as of May 4:

- a. Original appropriation from General Fund: \$47,569,346
- b. Transfers: \$0
- c. Revised budget: \$47,569,346
- d. YTD expended: \$35,338,108.30
- e. Encumbered: \$11,713,899.68
- f. Available budget: \$517,338
- g. Projected encumbrances: \$495,111
- h. Projected balance: \$22,227
- i. Rebalancing will be done at the end of the fiscal year
- j. Unexpected expenses in Special Education and Utilities. Were prepared to have some unexpected expenses, so underspent in some areas
- k. Projected balance for the high school is \$200,783
- l. Projected balance for the middle school is \$170,768. The middle school hasn't necessarily spent more, as this could be due to the movement of a Special Education teacher whose salary would end up being at more than one school. Money isn't spent building by building necessarily. Lisa Freely, the last Business Manager, has stated that the bottom line is what matters the most
- m. We know what the great majority of our expenses will be but there are always some various items that are in flux, such as Utilities and Special Education
- n. Dr. Botelho will send the bussing base contract to the Chair to distribute to Committee members to view language related to fuel cost increases
- o. Schools still have some facilities funds to spend
- p. Salary maintenance and operations: \$218,160. Some unfilled positions from previous year
- q. Ann Keitner, Chair, met with Julie Rowe from Schools to review what the Finance Committee would like to typically see from them
- r. Q3 Revolving Account status as of April 2022:
  1. Cafeteria revolving ending balance is \$769,819 due to some staffing issues, etc.
  2. Still some funding coming in
  3. Dr. Botelho will get back to the Chair regarding Community Education

- s. New budget manager starting soon. Will have actuals by early September and will do the year end school budget wrap up then
- t. Unknowns for FY23 include funded full day pre-Kindergarten and the new business manager. Have let community members know that 75% of pre-Kindergarten this year will be covered.

**3. Reserve Fund Transfer Requests – Krishan Gupta (Finance Manager) and Chief Jim Wright (Fire Department):**

Reserve Transfer Log:

- a. Started the fiscal year with \$800,000 in FY22 Reserve Fund Budget:

| <b>Requested by:</b> | <b>Amount requested:</b> | <b>Balance:</b>  | <b>Approved:</b> |
|----------------------|--------------------------|------------------|------------------|
| Lake Massapoag       | \$17,700                 | \$782,300        | 7/12/21          |
| Schools              | \$41,750                 | \$740,550        | 7/12/21          |
| School Capital       | \$261,135                | \$479,415        | 5/23/22          |
| <b>Total:</b>        | <b>\$320,585</b>         | <b>\$479,415</b> |                  |

- b. Proposed reserve transfers:

| <b>Requested by:</b>          | <b>Proposed amount requested:</b> | <b>Proposed balance:</b> |
|-------------------------------|-----------------------------------|--------------------------|
| Fire Department               | \$120,000                         | \$359,415                |
| CVRF (Covid Relief) Close Out | \$192,377.72                      | \$167,037.28             |

- c. Mr. Turkington, Town Administrator, discussed:

- 1. Fire Department's transfer request is related to one employee being on long-term sick leave and another out due to an on-duty injury. Also 6 employees have gone through the 10-week full-time fire academy and several people are out for over 100+ hours of sick leave related to Covid. Two retirements this year have expenses of approximately \$34,000 for sick leave buy-back. Paying overtime rates for employees covering other employees out on leave is less expensive than hiring additional staff
- 2. Eric Hooper at DPW has assured him that DPW's budget will be fine
- 3. Police are monitoring their budget closely and may have some savings due to the Chief position being open for a while and 3 unexpected retirements
- 4. Existing shortfall in the ZBA of approximately \$35,000 which the Town can cover in an inter-department transfer without needing a reserve fund transfer

- d. Heights parking lot construction is underway

- e. CVRP-MP (Covid Relief Fund) for 3/1/2020 – 9/30/2021:

| <b>3/1/2020 – 9/30/2021:</b> | <b>MUNIS:</b>                 |
|------------------------------|-------------------------------|
| Total allocation:            | \$1,670,161                   |
| Total Sharon has spent:      | \$1,902,668.91                |
| CVRF-MP receipts:            | \$1,667,136                   |
| Other reimbursement:         | \$43,155.19                   |
| BCBS (Covid healthcare):     | \$455,461.30 (denied by FEMA) |
| <b>Shortfall:</b>            | <b>\$192,377.72</b>           |

- 1. Don't know how much FEMA will approve for reimbursements, and receiving those could take up to 4-5 years. If able to get through FEMA the monies will go to the General Fund
- 2. Covid-related expenses are starting to level off as there have been fewer claims lately

- f. Mr. Gupta, Finance Director, discussed that through ARPA the Town of Sharon is getting \$1.9 million from the Federal government. Norfolk County is receiving funds as well, and will apply to them for approximately \$3.5 million, for a total of approximately \$5.5 million to be used for water projects, etc. Will have until December of 2026 to spend those monies

**Motioned:** by Gordon Gladstone, **Seconded:** Ira Miller to approve both Reserve Fund transfers.  
**Voted:** 10-0-0.

- g. Balance in Reserve Fund after this vote is: \$167,037 and the Committee has until July 15 to use or it will revert back to the General Fund after that date.

#### **4. Committee Appointments:**

- a. Appoint representatives and alternates to Priorities and Capital Outlay:
  - 1. Will stay the same for Priorities with Dan Lewenberg and Ira Miller as voting members with Brian Collins as the alternate, and Capital Outlay with Ann Keitner and Anja Bernier as voting members with Jada Wang as the alternate. These are 1-year appointments and members need to be sworn in before these Committees start to meet
- b. Appoint committee liaisons:
  - 1. Appreciate the time and effort that each person has put into these appointments
  - 2. Ann Keitner will stay liaison to the Schools and will add on Ira Miller. It is a transitional year for the Schools with hiring a new Business Manager and adding Mr. Miller as liaison with his institutional knowledge of school budgets will be beneficial
  - 3. Charles Goodman will stay on as liaison to the Library
  - 4. Brian Collins will stay on as liaison to the Planning Board
  - 5. Gordon Gladstone will stay on as liaison to the Standing Building Committee
  - 6. Patricia-Lee Achorn will stay on as liaison to the Community Preservation Committee
  - 7. Dan Lewenberg will be on the Lake Management Study Committee

**Motioned:** by Gordon Gladstone, **Seconded:** Dan Lewenberg to approve appoint these representatives and alternates to the Priorities and Outlay Committees. **Voted:** 10-0-0.

- c. The Chair requested that Committee members please ask liaisons or herself as Chair first before approaching people from Schools or other departments so that questions aren't asked multiple times to the same people.

#### **5. Topics not reasonably anticipated by the Chair in 48 hours:**

- a. Committee members discussed starting meetings at 7PM instead of 7:30PM. Discussed being consistent with meeting times at 7:30PM but that being flexible to start earlier especially during the budget season would be beneficial for the community
- b. Discussed having a representative at the Select Board meetings. Determined that because Mr. Turkington attends the Select Board meetings and Finance Committee meetings that no additional representative is needed at this time

- c. Amendment pending in state legislature to extend Zoom meetings until December 2023 in order to allow time to craft hybrid solutions and to codify into State law. Committee discussed that Zoom meetings have provided for better participation
- d. Next meeting will be August 1, 2021, but will call an earlier meeting on July 18 as needed.

## **6. Liaison Updates:**

- a. Schools - Ann Keitner:
  - a. Ira Miller and Ann Keitner met with Julie Rowe to create efficiencies for how the Schools give information to the Finance Committee, and they will continue to meet with her on a monthly basis.
- b. Library - Charles Goodman:
  - a. Recent Library meeting of the Trustees and members. Discussed that Mr. Gupta had amounts to give to each department and had \$2,378 for the Library
  - b. The Library is in the process of revising the computer set up so as to be able to transfer the equipment to the new building without any additional costs or requests for additional funds
  - c. Were using PRO 8 V, which doubled in price. Were able to find an alternative for less.
- c. Planning Board – Brian Collins:
  - a. Mr. Lewenberg has been appointed to the newly formulated Lake Management Study Committee
  - b. The Committee is adjusting to the new bylaw and will be doing training for staff on how to access the bylaw
  - c. Discussing how new state law that relaxes mandates around transit centers will affect the Town, as well as implementation of the new state law related to septic systems.
- d. Standing Building Committee - Gordon Gladstone:
  - a. Library still in land court, no understanding of when the decision will be made
  - b. On schedule to have substantial completion July 25 for the high school. Some things may not be installed as some contractors went out of business during the pandemic. Ongoing issue of getting full power to the new building to start testing systems.
- e. Community Preservation - Patricia-Lee Achorn (not present):
  - a. No update.

## **7. Adjournment:**

Absent any objection, the Chair assumed unanimous consent to adjourn for the evening.

Adjourned at 9:00 pm.