



FINANCE COMMITTEE
Town of Grafton
30 Providence Road
Grafton, MA 01519
(508) 839-5335 x 1201
www.grafton-ma.gov

Finance Committee
MEETING AGENDA
Wednesday, January 25, 2023
7:00PM
via Zoom

Please click the link below to join the webinar:

<https://us06web.zoom.us/j/83197057121>

Telephone: +1 305 224 1968

Webinar ID: 831 9705 7121

CALL TO ORDER

1. [Assign Departments to Finance Committee Members for Budget Review](#)
2. **Schedule Meeting Dates for Departmental Budget Reviews**
3. [Review the 2022 Annual Report of the Finance Committee](#)

ADJOURN

FY24 Assignment of Departments to Finance Committee for Budget Review

#	Department Name	Contact	Member Assigned FY23	Member Assigned FY24
131	Finance Committee	---	Finance Committee	
135	Finance Director / Accounting	Mary Lauria	Mark Haddad / Andy Jefferson	
141/155	Assessor / MIS	Tammy Kalinowski	Skip Currier	
145	Treasurer / Collector	Madeline Goodrich	Mark Haddad / Angelina Correia	
161	Town Clerk	Kandy Lavallee	Mark Haddad / Angelina Correia	
162	Election & Registration	Kandy Lavallee	Mark Haddad / Angelina Correia	
166	Cable Oversight	Bob DeToma/Jim Gallagher/Bob Berger	Heather McCue	
171	Conservation	Leah Cameron	Dan Cusher	
175/155	Planning / GIS	Fiona Coughlan	Sue Robbins	
176	ZBA	Bob Berger	Skip Currier	
182	Economic Development	John Allen	Skip Currier	
191	Farnumsville Fire	Bob Berger	Heather McCue	
192	South Grafton Community House	Bob Berger	Heather McCue	
193	Municipal / Custodial	Bob Berger	Skip Currier	
210	Police	Chief Crepeau	Mark Haddad / Angelina Correia	
220	Fire	Chief Mathieu	Sue Robbins / Dan Cusher	
241	Inspector of Buildings	Bob Berger	Skip Currier	
242	Gas Inspector	Bob Berger	Skip Currier	
243	Plumbing Inspector	Bob Berger	Skip Currier	
245	Wiring Inspector	Bob Berger	Skip Currier	
410	Engineering	Brian Szczurko	Sue Robbins / Dan Cusher	
420	Highway/DPW	Paul Cournoyer	Sue Robbins / Dan Cusher	
440	Sewer	Paul Cournoyer	Sue Robbins / Dan Cusher	
491	Cemeteries & Parks	Daryl Roberts	Sue Robbins / Dan Cusher	
510	Board of Health	Nancy Connors	Dan Cusher / Andy Jefferson	
541	Council on Aging	Shannon Smith	Sue Robbins	
543	Veterans Services	Mary Lauria	Dan Cusher	
610	Library	Beth Schreiber	Andy Jefferson	
630	Recreation	Jen Andersen	Skip Currier	
650	Nelson	Skip Currier	Skip Currier	
	School	Dr. Cummings	Mark Haddad / Angelina Correia	
	CIPC	Chair Colleen Roy	Sue Robbins / Greg Marr	

The Town Administrator reviewed the following departments for FY23:

Mark Haddad / Angelina Correia

114	Town Moderator
122	Select Board
123	Town Administrator
151	Legal
153	Human Resources
155	MIS / GIS
156	Copiers
193	Municipal
195	Unclassified
196	Fuel/Gasoline
244	Sealer of Weights and Measures
291	Emergency Management
292	Animal Control
296	Animal Inspector
421	Sanitation
423	Snow and Ice Control
424	Streetlighting
580	Assessments
	Debt Service -
710	Retirement of Debts
750	Interest
998	Transfers to trust and Agency funds
	Warrant Articles
	Closeouts and Balances

1 REPORT OF THE FINANCE COMMITTEE

2 The Finance Committee is established as required by M.G.L. Chapter 39, Section 16 and
3 serves as an advisory board to the legislative arm of town government, Town Meeting.
4 Recommendation must be provided by the Finance Committee on the budget for Town
5 Meeting. It is the Finance Committee's responsibility to also hold a public hearing on every
6 Town Meeting Warrant and provide a recommendation and brief explanation for each of
7 the articles.

8 Members of the Finance Committee are appointed by a 3-person committee as described
9 in Article 3 Section 2 of the Town by-laws. In addition to the primary role of advising Town
10 Meeting on the warrant and budget, the Finance Committee is responsible for:

- 11 • Managing the Town's Reserve Fund, which is used for unforeseen expenditures
- 12 • Approving end-of-fiscal-year transfers jointly with the Select Board
- 13 • Setting the Town's fiscal policies, in collaboration with the Select Board
- 14 • Participating in the process of projecting future budgets

15 The following Town Committees had Finance Committee representation in 2022:

- 16 • American Rescue Plan Act (ARPA) Committee, Heather McCue
- 17 • By-Law Study Committee, Greg Marr
- 18 • Capital Improvement Planning Committee, Sue Robbins
- 19 • DPW Facility Building Committee, Sue Robbins
- 20 • Finance Committee Appointment Committee, Mark Haddad
- 21 • Library Building and Planning Committee, Andy Jefferson

22 Thank you to Irene Houle, Gopal Shenoy, Barry Smith, and Andy Jefferson for their
23 service to the Town as members of the Finance Committee.

24
25 **The Budget Cycle**

26 The budget cycle for the next fiscal year begins on July 1, as the warrant is prepared for
27 October Town Meeting to close the books on the previous fiscal year and make
28 adjustments on the current fiscal year. Departments begin preparing their requests for the
29 next year while the Town Administrator works with the Assessor's Office and Planning
30 Board to anticipate real estate evaluations and new growth to forecast local revenues.

31 After the start of the new calendar year, the Finance Committee begins with a public
32 hearing to provide the Town Administrator the forum to make a formal presentation of the
33 proposed budgets. A series of public meetings follow to provide each department the
34 opportunity to present their proposed budget and respond to questions from the Finance
35 Committee. During this time, the Finance Committee members meet with each
36 department head to review the current fiscal year operations and budget requests for the
37 upcoming fiscal year including potential capital needs. This process continues through
38 March and culminates with a budget presented at the annual Town Meeting in May and
39 voted upon along with the warrant articles by the Town Meeting attendees.

40
41 **Our Current Fiscal Climate**

42 The Finance Committee is pleased to report that through the hard work and diligence of
43 all the boards and committees, elected officials, town administration, and volunteers, our

44 budget remained balanced for another year, our bond rating remained strong, and our
45 stabilization fund remained healthy at \$3.9M.

46 Grafton relies heavily on annual tax collection to fund the Town's operations. This limits
47 our ability to increase revenue, as Proposition 2 ½ caps our annual tax collection
48 increases on existing property at 2.5%. The Finance Committee recognizes that this rate
49 of increase still presents a burden to many residents, including low-income families and
50 fixed-income seniors. This year, we taxed 98.5% of the full levy limit with 64.2% of our
51 revenues coming from taxes. Due to new growth over the past couple of years, an
52 override passed in 2020 that is planned to last for four years, and debt exclusions for our
53 largest capital projects, our annual increases in tax revenue have been between 4% and
54 6%, and were 5.7% this year.

55 The Town is pursuing economic development as a way to ease the burden on residents.
56 Residential property tax revenue currently makes up 90.7% of our total tax revenue,
57 compared to 6.3% for commercial and industrial combined. A major factor behind the
58 ongoing increase in property tax is the slowing increase in state funding, which
59 represented 18.4% of our budgeted revenues for FY23, primarily in the form of Chapter
60 70 state aid for the schools.

61 Several other fiscally important developments happened in 2022. Eric Mathieu became
62 Grafton's first full-time fire chief. The American Rescue Plan Act (ARPA) Committee,
63 created by the Select Board in 2021, continued to research and recommend uses for the
64 \$5.6M received in ARPA funds. The Capital Stabilization Fund worked to address the
65 backlog of capital projects such as roofs, floors, electrical systems, security, vehicles, turf,
66 bleachers, and parking lots.

67 The Finance Committee appreciates the value of multi-year forecasting of revenues,
68 expenses, operating budgets, and capital budgets to help manage budgetary pressures.
69 The Finance Committee continues to collaborate with the Select Board, School
70 Department, and Town Administrator in forecasting as we approach the FY24 budget.

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Finance Committee FY2022 Budget

73 **Amount**

74 \$0.00 Expenses in excess of \$1,000

75

76

Reserve Fund Transfers to Departments FY2022

77 Beginning Balance of the Reserve Fund on July 1, 2021: \$75,000.00

78 **Amount**

Department

Purpose

79 7,000

Municipal Center
Maintenance

Building Department Service Window

80

81 6,775

Municipal Center
Maintenance

Building Department Service Window
Glass

82

83 2,452

SGCH Repair and
Maintenance

Water Heater Replacement

84

85 1,100

Admin Personnel

FY22 Cost of Living Raise for Finance

86			Committee Assistant and an additional
87			50 hours to close the fiscal year
88	724.00	Admin Personnel	Additional hours for the last two weeks
89			of FY22
90	2,500	Police Supply	Replace American Flags
91	10,000	Muni Center Repair	Replace exterior wiring at the Grafton
92			Historical Society building
93	10,000	Town Admin Prof	Replace the Welcome to Grafton sign
94		& Tech	across from Wyman-Gordon

95 Balance of the Reserve Fund after June 29, 2022: \$34,449.00

96
97

End of Fiscal Year 2022 Interdepartmental Transfers

98	Amount	Transfer From Account	Transfer To Account
99	58,328	Principal on Lg Term Debt	MIS/GIS Expense
100	5,247	Principal on Lg Term Debt	MIS Equipment
101	10,000	Interest on Lg Term Debt	MIS/GIS Expense
102	6,800	Interest on Lg Term Debt	TA Expense Allowance
103	10,000	Interest on Lg Term Debt	SGCH Repair & Maint
104	30,000	Interest on Lg Term Debt	Group Health Ins
105	14,176.28	Art 6 ATM 5/19 Replace	ART18 GMC Ramp
106	1,363.18	Art 6 ATM 5/19 Replace	ART14 Replace
107	458.34	Art 6 ATM 5/19 Replace	ART14 Restore
108	2,184.33	Art 6 ATM 5/19 Replace	Art 18 Carpet/Furniture
109	8,400	Accounting Salary	Accounting Expense
110	9,000	Planning Board Salary	Accounting Expense
111	1,000	Planning Board Salary	Clerk Salary Stipend
112	11,500	Conservation Salary	BOH Salary
113	12,000	Selectmen Salary	Selectmen Expense
114	38,000	Assessor Salary	Assessor Expense
115	47,276	Recreation Salary	Recreation Expense
116	27,251	Library Salary	Library Expense
117	16,000	Veterans Benefits	Unemployment
118	4,500	Veterans Benefits	Medicaid Claim
119	6,300	Veterans Benefits	HR Salary
120	3,500	Fire Salary	Appeals Board Salary
121	25,000	Fire Salary	Fuel/Gasoline
122	80,000	Fire Salary	DPW Energy
123	50,000	Fire Salary	Fire Expense
124	51,609	Town Insurance	Judgement
125	17,000	Town Insurance	Medicare/FICA
126	1,000	Selectmen Prof & Tech	Selectmen Salary
127	6,000	Assessor Expense	Assessor Salary
128	6,976	HR Salary	HR Prof & Tech
129	5,000	Copiers	HR Prof & Tech

130	10,000	Planning Board Salary	MIS/GIS Expense
131	27,000	Municipal Center Wages	Municipal Center Energy
132	4,400	Conservation Salary	Municipal Center Energy
133	7,600	Conservation Salary	Municipal Center Energy
134	300.00	Conservation Salary	Farnumsville Utilities
135	300.00	Conservation Salary	Appeals Board Salary
136	21,000	Compensation Reserve	Medicare/FICA
137	25,000	Compensation Reserve	Gasoline
138	17,000	Compensation Reserve	Municipal Center Energy
139	10,009	Interest on Lg Term Dept	Snow & Ice OT
140	2,300	Gas Insp Salary	Wiring Insp Salary
141	10,000	Sanitation Salary	DPW Salary
142	13,500	Sanitation Refuse	DPW Salary OT
143	71,000	Sanitation Refuse	Group Health Ins
144	39,500	Sanitation Refuse	DPW Repair & Maint
145	10,500	Firefighters Salary	DPW Repair & Maint
146	18,000	Legal Prof & Tech	Municipal Center Energy
147	600.00	Legal Prof & Tech	SGCH Energy
148	1,105	Nelson Library Salary	Nelson Library Repair
149	21,000	Police Salary Admin Per	Police Maint

150 Total FY22 Interdepartmental Transfers: \$875,983.13

151

152 Respectfully submitted,

153 Mark Haddad, Chair

154 Greg Marr, Vice Chair

155 Angelina Correia, Clerk

156 J. Roger Currier

157 Dan Cusher

158 Victoria Duckworth

159 Heather McCue

160 Nick Rioux

161 Sue Robbins