

**Budget Subcommittee Meeting Minutes**  
**September 27, 2023**

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MASSACHUSETTS

**Present:** Ms. Sara Walsh, Ms. Jennifer Walsh, Mr. Michael Trowbridge, Ms. Diana Bren, Mr. Walter Wilk and Mr. Steve Schoonveld

**Also Present:** Mr. Kevin Dumas, Mr. Barry LaCasse, Ms. Teresa Murphy and Mr. Ed Donoghue

**Select Board Members Present:** Mr. Michael Trowbridge, Mr. and Ms. Diana Bren

**Finance Committee Members Present:** Ms. Sara Walsh, Mr. Scott Feely, Mr. Walter Wilk, and Ms. Greta Thurston, Mr. Michael Flaherty, Ms. Melina Tarsi

**School Committee Members Present:** Ms. Lynn Cavicchi, Ms. Jenn Walsh, Ms. Jenifer Sellon, and Mr. Steve Schoonveld

**1. Open Meeting**

Ms. Sara Walsh called the Budget Subcommittee meeting to order at 7:01PM with all six members present.

Ms. Sara Walsh called the Finance Committee meeting to order at 7:01PM with six members present.

Ms. Lynn Cavicchi called the School Committee meeting to order at 7:01M with four members present.

**2. Review of Proposed Budget Timeline and Meeting Structure**

Ms. Sara Walsh briefly went through the budget timeline that was agreed upon by the Budget Subcommittee at their meeting on September 13<sup>th</sup>. In the month of October, the school and town will send out memos requesting the departments budgets and each will in October and November. In November the Subcommittee is going to meet to check in and make sure there are no concerns or unexpected items that need to be discussed. She stated that the next planned meeting is in February where the Budget Subcommittee will see where things have landed and hopefully by April there will be a balanced budget. She then opened the floor to any discussion to which there was none. Mr. LaCasse commented that Ms. Walsh summed it up very nicely and from the towns perspective the directive to departments will be level services and "enhancements" will be called out separately.

**3. Budget Planning Parameters**

Ms. Sara Walsh stated that as Mr. LaCasse stated above it will be a level services budget and at this time there are no known major projects or any economic issues. Level services is slightly different in schools and things are based on enrollment numbers. Mr. Schoonveld stated that on the school side level services means the same class sizes, same level of support for students, same class offerings and the same administrative employees. Ms. Cavicchi asked what are enhancements and Mr. LaCasse responded for the Town it would be new employees for example.

*Mr. Dumas arrived at 7:07pm.*

Ms. Cavicchi asked about state mandates and if that would be an enhancement. The committee agreed that that is not an enhancement it is a requirement needed to provide the level services. Mr. Trowbridge commented that it is anything new that is just starting or a new program. Ms. Cavicchi then asked about text books and if they are CIP or an operating budget item because it has been done both ways. Mr. LaCasse asked what the expected dollar amount was and Ms. Murphy stated last time it was \$100,000. Mr. Feeley believed it should be a CIP request. Ms. Sara Walsh commented that if you know you have to replace a program every

year it should be built in as part of the operating budget. Mr. Wilk commented that there is free cash so it could be a CIP request.

**4. Data Requests and Analysis to Present in January**

Ms. Sara Walsh stated that last year the Committee agreed on a presentation format. The format the schools use was modified and adapted by the town. She stated that the plan is to continue with that. Mr. LaCasse also added that he was proud of the info that was on the website and that it was kept current. Mr. Dumas agreed that he will follow the same plan and noted that even the approved and drafted minutes were uploaded so that everything was in one place.

Lastly, Ms. Walsh went through the dates stating that November 8<sup>th</sup> and February 8<sup>th</sup> are the next Budget Subcommittee meetings and then there will be another Tri-Board meeting on February 28<sup>th</sup>.

**5. Any Items Not Known within 48 Hours**

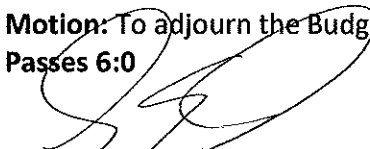
There were no items.

**6. Adjourn**

**Motion:** To adjourn the School Committee meeting of September 27, 2023 at 7:19PM. (Schoonveld/J. Walsh)  
**Passes 4:0**

**Motion:** To adjourn the Finance Committee meeting of September 27, 2023 at 7:19PM. (Feely/Flaherty)  
**Passes 6:0**

**Motion:** To adjourn the Budget Subcommittee meeting of September 27, 2023 at 7:19PM. (Bren/Trowbridge)  
**Passes 6:0**

  
\_\_\_\_\_  
Signature

10/18/23  
\_\_\_\_\_  
Date

*Minutes prepared by Carrie Champagne*