

Lunenburg Finance Committee Meeting Minutes
Bilotta Meeting Room
Lunenburg Town Hall
April 3, 2025

Present Members: Chair Chris Menard, Vice Chair Jean Russell, Clerk Tom Gray (Zoom), Committee Member Tanya Dall, Committee Member Ana Lockwood, Committee Member Mike Rupp

Absent Member: Committee Member Jay Simeone

1. Call to Order

The meeting opened at 7PM.

2. Pledge of Allegiance

3. Announcements

Town meeting is scheduled for May 3, 2025.

4. Public Comment

John Bowen, 162 Highland Street, spoke about the DPW request for \$50,000 to complete road expansion in the North Cemetery. Currently, he is unaware of a plan for this project. The Select Board opted not to go forward with crack sealing proposal. John Bowen suggests applying electricity in both cemeteries for the same cost.

Dave Passios, Jefferson NH formally Lunenburg resident, cautions the Committee about the reserve account request. This account is strictly intended to cover emergencies and should not be treated like a piggy bank.

5. Town Manager & Finance Director Reports

There were no reports from the Town Manager or the Finance Director.

6. Public Hearing

There was a motion by Chris Menard to enter into public hearing, seconded by Ana Lockwood. Roll call vote. Tom Gray aye, Mike Rupp aye, Ana Lockwood aye, Tanya Dall aye, Jean Russell aye, Chris Menard aye.

a. Discuss and Vote on Articles

Article 1. Authorization to hear and/or accept oral reports from the Stormwater Task Force and the Budget Task Force.

There was a motion that Article 1 has no financial impact by Ana Lockwood, seconded by Tanya Dall. Roll call vote. Tom Gray aye, Mike Rupp aye, Ana Lockwood aye, Tanya Dall aye, Jean Russell aye, Chris Menard aye. The vote was unanimous 6-0.

Article 2. Authorization to borrow in anticipation of revenue should there be a revenue shortfall for any reason

There was a motion to recommend approval of Article 2 by Ana Lockwood, seconded by Tanya Dall. Roll call vote. Tom Gray aye, Mike Rupp aye, Ana Lockwood aye, Tanya Dall aye, Jean Russell aye, Chris Menard aye. The vote was unanimous 6-0.

Article 3. Authorization to expend Chapter 90 funds in anticipation of the reimbursement by the state.

There was a motion to recommend approval of Article 3 by Ana Lockwood, seconded by Tanya Dall. Roll call vote. Tom Gray aye, Mike Rupp aye, Ana Lockwood aye, Tanya Dall aye, Jean Russell aye, Chris Menard aye. The vote was unanimous 6-0.

Article 4. Vote to set the spending limits on various revolving funds

There was a motion to recommend approval of Article 4 by Ana Lockwood, seconded by Tanya Dall. Roll call vote. Tom Gray aye, Mike Rupp aye, Ana Lockwood aye, Tanya Dall aye, Jean Russell aye, Chris Menard aye. The vote was unanimous 6-0.

Article 5. Authorization to pay expenses from a prior fiscal year

There was a motion to recommend deferral on Article 5 by Ana Lockwood, seconded by Tanya Dall. Roll call vote. Tom Gray aye, Mike Rupp aye, Ana Lockwood aye, Tanya Dall aye, Jean Russell aye, Chris Menard aye. The vote was unanimous 6-0.

Article 6. Fiscal year 2025 budget adjustments within budget lines

There was a motion to recommend deferral on Article 6 by Ana Lockwood, seconded by Tanya Dall. Roll call vote. Tom Gray aye, Mike Rupp aye, Ana Lockwood aye, Tanya Dall aye, Jean Russell aye, Chris Menard aye. The vote was unanimous 6-0.

Article 7. Fiscal year 2025 closeouts

There was a motion to recommend deferral on Article 7 by Ana Lockwood, seconded by Tanya Dall. Roll call vote. Tom Gray aye, Mike Rupp aye, Ana Lockwood aye, Tanya Dall aye, Jean Russell aye, Chris Menard aye. The vote was unanimous 6-0.

Article 8. Fiscal Year 2026 capital program totaling \$1,225,000

There was a motion to recommend approval of Article 8 by Ana Lockwood, seconded by Tanya Dall. Roll call vote. Tom Gray aye, Mike Rupp aye, Ana Lockwood aye, Tanya Dall aye, Jean Russell aye, Chris Menard aye. The vote was unanimous 6-0.

Article 9. Authorization to fund special projects

There was a motion to recommend approval of Article 9 by Ana Lockwood, seconded by Tanya Dall. Roll call vote. Tom Gray aye, Mike Rupp aye, Ana Lockwood aye, Tanya Dall aye, Jean Russell aye, Chris Menard aye. The vote was unanimous 6-0.

Article 10. Fiscal year 2026 omnibus budget totaling \$49,374,465

There was a motion to recommend approval of Article 10 by Ana Lockwood, seconded by Tanya Dall. Roll call vote. Tom Gray aye, Mike Rupp aye, Ana Lockwood aye, Tanya Dall aye, Jean Russell aye, Chris Menard aye. The vote was unanimous 6-0.

Article 11. Citizen petition for Proposition 2 ½ override of \$2,099,337

There was a motion to recommend disapproval of Article 11 by Ana Lockwood, seconded by Tanya Dall. Roll call vote. Tom Gray aye, Mike Rupp aye, Ana Lockwood aye, Tanya Dall aye, Jean Russell aye, Chris Menard aye. The vote was unanimous 6-0.

Article 12. Transfer of \$500,000 in certified free cash to the Lunenburg Public Schools for FY 2026

There was a motion to recommend deferral on Article 12 by Ana Lockwood, seconded by Tanya Dall. Roll call vote. Tom Gray aye, Mike Rupp aye, Ana Lockwood aye, Tanya Dall aye, Jean Russell aye, Chris Menard aye. The vote was unanimous 6-0.

Article 13. Amendments to the salary administrative plan position titles/grades

There was a motion to recommend approval of Article 13 by Ana Lockwood, seconded by Tanya Dall. Roll call vote. Tom Gray aye, Mike Rupp aye, Ana Lockwood aye, Tanya Dall aye, Jean Russell aye, Chris Menard aye. The vote was unanimous 6-0.

Article 14. Salary administrative plan adjustments for FY 2026

There was a motion to recommend approval of Article 14 by Ana Lockwood, seconded by Tanya Dall. Roll call vote. Tom Gray aye, Mike Rupp aye, Ana Lockwood aye, Tanya Dall aye, Jean Russell aye, Chris Menard aye. The vote was unanimous 6-0.

Article 15. Holiday pay for on-call firefighters

There was a motion to recommend approval of Article 15 by Ana Lockwood, seconded by Tanya Dall. Roll call vote. Tom Gray aye, Mike Rupp aye, Ana Lockwood aye, Tanya Dall aye, Jean Russell aye, Chris Menard aye. The vote was unanimous 6-0.

Article 16. Appropriate free cash to the stabilization fund

There was a motion to take no action on Article 16 by Ana Lockwood, seconded by Tanya Dall. Roll call vote. Tom Gray aye, Mike Rupp aye, Ana Lockwood aye, Tanya Dall aye, Jean Russell aye, Chris Menard aye. The vote was unanimous 6-0.

Article 17. Appropriate free cash to the special purpose stabilization fund

There was a motion to take no action on Article 17 by Ana Lockwood, seconded by Tanya Dall. Roll call vote. Tom Gray aye, Mike Rupp aye, Ana Lockwood aye, Tanya Dall aye, Jean Russell aye, Chris Menard aye. The vote was unanimous 6-0.

Article 18. Appropriate free cash to the OPEB trust fund totaling \$222,500

There was a motion to recommend approval of Article 18 by Ana Lockwood, seconded by Tanya Dall. Roll call vote. Tom Gray aye, Mike Rupp aye, Ana Lockwood aye, Tanya Dall aye, Jean Russell aye, Chris Menard aye. The vote was unanimous 6-0.

Article 19. Establish a reserve fund for future payment of accrued liabilities for compensated absences

There was a motion to recommend approval of Article 19 by Ana Lockwood, seconded by Tanya Dall. Roll call vote. Tom Gray aye, Mike Rupp aye, Ana Lockwood aye, Tanya Dall aye, Jean Russell aye, Chris Menard aye. The vote was unanimous 6-0.

Article 20. Appropriation to the compensated absence reserve fund

There was a motion to recommend approval of Article 20 by Ana Lockwood, seconded by Tanya Dall. Roll call vote. Tom Gray aye, Mike Rupp aye, Ana Lockwood aye, Tanya Dall aye, Jean Russell aye, Chris Menard aye. The vote was unanimous 6-0.

Article 21. Transfer of funds to the OPEB sewer trust fund

There was a motion to recommend approval of Article 21 by Ana Lockwood, seconded by Tanya Dall. Roll call vote. Tom Gray aye, Mike Rupp aye, Ana Lockwood aye, Tanya Dall aye, Jean Russell aye, Chris Menard aye. The vote was unanimous 6-0.

Article 22. FY 2026 sewer enterprise transfer

There was a motion to recommend approval of Article 22 by Ana Lockwood, seconded by Tanya Dall. Roll call vote. Tom Gray aye, Mike Rupp aye, Ana Lockwood aye, Tanya Dall aye, Jean Russell aye, Chris Menard aye. The vote was unanimous 6-0.

Article 23. Sewer inflow/infiltration stabilization fund

There was a motion to recommend approval of Article 23 by Ana Lockwood, seconded by Tanya Dall. Roll call vote. Tom Gray aye, Mike Rupp aye, Ana Lockwood aye, Tanya Dall aye, Jean Russell aye, Chris Menard aye. The vote was unanimous 6-0.

Article 24. Sewer reserve capacity stabilization fund

There was a motion to recommend approval of Article 24 by Ana Lockwood, seconded by Tanya Dall. Roll call vote. Tom Gray aye, Mike Rupp aye, Ana Lockwood aye, Tanya Dall aye, Jean Russell aye, Chris Menard aye. The vote was unanimous 6-0.

Article 25. Solid waste disposal program enterprise fund

There was a motion to recommend approval of Article 25 by Ana Lockwood, seconded by Tanya Dall. Roll call vote. Tom Gray aye, Mike Rupp aye, Ana Lockwood aye, Tanya Dall aye, Jean Russell aye, Chris Menard aye. The vote was unanimous 6-0.

Article 26. Water enterprise fund transfer of \$45,000

There was a motion to recommend approval of Article 26 by Ana Lockwood, seconded by Tanya Dall. Roll call vote. Tom Gray aye, Mike Rupp aye, Ana Lockwood aye, Tanya Dall aye, Jean Russell aye, Chris Menard aye. The vote was unanimous 6-0.

Article 27. Public educational government access enterprise fund appropriation and transfer

There was a motion to recommend approval of Article 27 by Ana Lockwood, seconded by Tanya Dall. Roll call vote. Tom Gray aye, Mike Rupp aye, Ana Lockwood aye, Tanya Dall aye, Jean Russell aye, Chris Menard aye. The vote was unanimous 6-0.

Article 28. Floodplain map update

There was a motion to find that there is no financial impact associated with Article 28 by Ana Lockwood, seconded by Tanya Dall. Roll call vote. Tom Gray aye, Mike Rupp aye, Ana Lockwood aye, Tanya Dall aye, Jean Russell aye, Chris Menard aye. The vote was unanimous 6-0.

Article 29. Accessory dwelling unit bylaw update

There was a motion to find that there is no financial impact associated with Article 29 by Ana Lockwood, seconded by Tanya Dall. Roll call vote. Tom Gray aye, Mike Rupp aye, Ana Lockwood aye, Tanya Dall aye, Jean Russell aye, Chris Menard aye. The vote was unanimous 6-0.

Article 30. Amending Clause 17D, 17E, and 17F relative to tax exemptions

There was a motion to recommend deferral on Article 30 by Ana Lockwood, seconded by Tanya Dall. Roll call vote. Tom Gray aye, Mike Rupp aye, Ana Lockwood aye, Tanya Dall aye, Jean Russell aye, Chris Menard aye. The vote was unanimous 6-0.

Article 31. Amending Clause 41C and 41D relative to tax exemptions

There was a motion to recommend deferral on Article 31 by Ana Lockwood, seconded by Tanya Dall. Roll call vote. Tom Gray aye, Mike Rupp aye, Ana Lockwood aye, Tanya Dall aye, Jean Russell aye, Chris Menard aye. The vote was unanimous 6-0.

Article 32. Citizen petition

There was a motion to find that there is no financial impact associated with Article 32 by Ana Lockwood, seconded by Tanya Dall. Roll call vote. Tom Gray aye, Mike Rupp aye, Ana Lockwood aye, Tanya Dall aye, Jean Russell aye, Chris Menard aye. The vote was unanimous 6-0.

Article 33. Marshall Park design debt exclusion

There was a motion to recommend approval of Article 33 by Ana Lockwood, seconded by Tanya Dall. Roll call vote. Tom Gray aye, Mike Rupp aye, Ana Lockwood aye, Tanya Dall aye, Jean Russell aye, Chris Menard aye. The vote was unanimous 6-0.

Article 34. Municipal Building Design debt exclusion

There was a motion to recommend approval of Article 34 by Ana Lockwood, seconded by Tanya Dall. Roll call vote. Tom Gray aye, Mike Rupp aye, Ana Lockwood aye, Tanya Dall aye, Jean Russell no, Chris Menard aye. The vote was 6-1 for approval.

There was a motion to close public hearing by Ana Lockwood, seconded by Tanya Dall. Roll call vote. Tom Gray aye, Mike Rupp aye, Ana Lockwood aye, Tanya Dall aye, Jean Russell no, Chris Menard aye.

7. New Business

a. Reserve Account Transfer Request – Unanticipated Fire Vehicle Maintenance

Chief Patrick Sullivan states there have been significant repairs needed for the primary ambulance. The estimated cost to repair the diesel particulate filter and possibly the exhaust gas recirculating valve is \$10,000.

Currently there is \$7,900 in the vehicle maintenance line that should cover fuel for the rest of the year. Chief Patrick Sullivan confirms there have been multiple significant repairs needed throughout the year.

Ana Lockwood questions how much is in the expense line for equipment repairs or vehicle repair. Chief Patrick Sullivan states the purchase of parts line and the purchase of services lines total \$32,000.

Mike Rupp inquiries about the lifespan of an ambulance. Chief Patrick Sullivan says it's estimated to be 12 years. The ambulance is from 2019 so there are roughly 6 years remaining.

There was a motion to request a reserve fund transfer of \$12,000 to cover unanticipated coverages in the fire department vehicle maintenance budget by Chris Menard, seconded by Ana Lockwood. Roll call vote. Tom Gray aye, Mike Rupp aye, Ana Lockwood aye, Tanya Dall aye, Jean Russell aye, Chris Menard aye.

b. Workshop - Review and Modify Finance Committee Annual Report

The Committee reviewed and edited the Lunenburg finance annual report document.

c. Vote on Finance Committee Annual Report

There was a motion to approve the finance committee annual report while allowing the Chair to make editorial comments and corrections by Ana Lockwood, seconded by Tanya Dall. Roll call vote. Tom Gray aye, Mike Rupp aye, Ana Lockwood aye, Tanya Dall aye, Jean Russell aye, Chris Menard aye.

8. Old Business

a. FY26 Budget Discussions*

Ana Lockwood reviewed the numbers that were presented by the school department related to their budget. She noted a 17.21% budget increase from FY 25 to FY 26. Ana Lockwood is requesting all budget information and a headcount from the school department.

b. Budget Task Force Recommendations

There was no discussion about budget task force recommendations.

9. Minutes

The minutes will be reviewed at the next meeting.

Tanya Dall suggested looking into a transcription service through Zoom as a possibility of creating minutes. There is concern that not everything is being documented in previously provided minutes.

10. Committee Reports

There were no Committee reports.

11. Actions and Topics for Future Meetings

There are no additional actions or topics to add to future meetings.

12. Important Dates & Upcoming Meetings

- a. Thursday, April 10 – Fincom Meeting
- b. Town Meeting, May 3, 2025

13. Public Comment

Glenn Mcleod, 436 Reservoir Road, thanked Jean Russell for dissenting the vote related to town hall. He also thanked the members on the Committee for their work.

14. Adjourn

There was a motion to adjourn by Ana Lockwood, seconded by Tanya Dall. Roll call vote. Tom Gray aye, Mike Rupp aye, Ana Lockwood aye, Tanya Dall aye, Jean Russell aye, Chris Menard aye.

The meeting closed at 11:07 PM.