

Lunenburg Finance Committee Meeting Minutes  
Bilotta Meeting Room  
Lunenburg Town Hall  
June 12, 2025

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

Absent Member: Committee Member Tanya Dall

1. Call to Order

The meeting opened at 7:00 PM.

2. Pledge of Allegiance

3. Announcements

Ana Lockwood states that the farmers market starts tomorrow and will take place next to the TCP building. The dates are as follows: June 13, July 11, August 8, September 12 from 4PM to 7PM.

Jay Simeone states there will be a meeting on Monday night at 6PM regarding the MBTA communities. Public input and location discussion is encouraged.

4. Public Comment

There were no comments from the public.

5. Town Manager & Finance Director Reports

The finance director will be delivering the quarter 3 financial report to the Select Board at their meeting on June 17.

There was a discussion about the financial policies that were drafted by the Division of Local Services last year. The policies are awaiting approval from the community. Chris Menard recalls previous discussion about taking approval in increments due to the length.

6. New Business

a. Tri-Committee for budget development – plan, schedule and discussion

The School Committee and Select Board have been suggesting the creation of a new committee specifically focused on budget development.

There will be an initial meeting with the Select Board, School Committee, and Finance Committee.

Jennifer Warren-Dyment has received feedback from the Committee regarding the FY27 budget cycle. The first meeting will be in July to explore consolidation and efficiencies particularly around the school and town.

An additional discussion will revolve around the request to standardize the budget presentations, forms, and flow of materials. Presentations from department heads will start in August. The Committee will be looking for the FY27 requests and a 3-year projection. The anticipated schedule is:

August: Human services, health services, and health insurance expenditures.

September: Public Safety, DPW Facilities

October: School budget presentation, general government, unclassified departmental expenditure, and debt services

November: Drafted summary of Town and School and FY 27 to FY 29 projections

December: Revenue hearing is held by the state in advance of the Governor releasing their budget.

Chris Menard states there will be a time limit for presentations with a hard stop.

Ana Lockwood suggests that any time spent on budget projections is a waste of time due to the lack of good budget processes. Some of the Committee members disagree and believe projections are very important.

Tom Gray states with the proposed schedule there will be enough time allotted in case further discussion is needed.

Mike Rupp inquires if there is a conflict with the 3 departments and favoritism because they are a part of the Board. He believes there may be perception that the School Board and department heads are being given more leniency or say in the matter. The Town Manager disagrees and sees this as an opportunity to try and collaborate.

b. Analysis of historical school budget data

Ana Lockwood has been working on a deep dive of the data. She provided a spreadsheet and states the largest line item with the School Department is staffing. Ana Lockwood has requested staffing information and enrollment for the past 5 years.

There are issues with finance management and the inability to see where grant money and revolving funds are being moved and spent.

Chris Menard suggests looking at overall trends and risk management associated.

Tom Gray believes there is a lot of information that the Committee doesn't have but there may be a good reason why.

Ana Lockwood will continue to share the data that she receives.

## 7. Old Business

- a. None

## 8. Minutes

There were no minutes to approve.

## 9. Committee Reports

Tom Gray confirms that the Municipal Building Design Committee met with the Select Board to discuss the next steps. This includes possibly creating a new committee or dropping it all together.

## 10. Actions and Topics for Future Meetings

- Budget request forms
- Policies

## 11. Important Dates & Upcoming Meetings

The next meeting is scheduled for July 10, 2025.

## 12. Public Comment

Dave Rogers, 82 Highland Street, doesn't agree with the Tri-Committee and believes there will be too many people. There is also concern with the schools not being overly cooperative about providing financial data.

## 13. Adjourn

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

The meeting closed at 8:20 PM.