

Lunenburg Finance Committee Meeting Minutes
Bilotta Meeting Room
Lunenburg Town Hall
July 10, 2025

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

1. Call to Order

The meeting opened at 7:00 PM.

2. Pledge of Allegiance

3. Announcements

There were no announcements.

4. Public Comment

There were no comments from the public.

5. Town Manager & Finance Director Reports

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

6. New Business

a. Tri Board Topics for Finance Committee Deliberations

- i. Tri-Board Ground Rules Adoption
- ii. Discussions on consolidations, efficiencies, and timeline
- iii. Discussions on Departmental Growth
- iv. Specific Requests from Tri-Board
- v. Financial Management / Best Practices

The first Tri-Board meeting was held on July 8, 2025, and concluded after roughly 2 and a half hours. The meeting is available to view via Zoom.

b. Budget Request Forms and Dept Briefing expectations

This topic was discussed briefly at the Tri-Board meeting on Tuesday.

The Town Manager stated the Town will soon be using ClearGov.

Ana Lockwood suggests creating a template customized for every department's unique set of data. This could also be utilized for the school department as they have similar departments.

Tanya Dall suggests the program/portal implemented should allow the Committee to set the data they are looking to review.

c. Town Finance Policies

The Committee is going to review the 90-page policy that was put together with a grant by the Division of Local Services. After review and a vote by the Finance Committee it will then be submitted to the Select Board to vote.

Ana Lockwood suggests discussing the policy document in portions throughout upcoming meetings. Chris Menard suggests having a general discussion about the first 42 pages at the next meeting.

7. Old Business

a. Analysis of historical school budget data

Ana Lockwood thanked Tony Sculumbrine for putting her in touch with the previous superintendent. Ana Lockwood had a meeting and requested all historical data. Additionally, Ana Lockwood did receive a response from the new superintendent, and they intend to have a meeting.

Tanya Dall is concerned that the schools don't have a finance manager and inquires if the town finance director could step in until someone is hired. Ana Lockwood states a consultant was hired for the schools for several months after their finance director left.

8. Minutes

There was a motion to approve the minutes from May 8, 2025, and June 12, 2025, by Ana Lockwood, seconded by Tom Gray. The vote was 6-0-1.

9. Committee Reports

Tom Gray states that the Municipal Building Design Committee met and had a joint meeting with the Select Board. There was discussion about the next steps for the Ritter building and the Town Hall renovation as they did not pass.

10. Actions and Topics for Future Meetings

The Committee members are going to read the first 42 pages of the town finance policy document in preparation for the next meeting.

Upcoming actions for future meetings include discussing the budget season schedule and reorganization of Committee assignments.

11. Important Dates & Upcoming Meetings

a. Tri-Board Meetings - August 26, Sept 30, Oct14, Nov 12, Dec 9, Jan 13

b. Finance Committee – July 24

12. Public Comment

There were no comments from the public.

13. Adjourn

There was a motion to adjourn by Tanya Dall, seconded by Ana Lockwood.

The meeting closed at 7:42 PM.