

Lunenburg Finance Committee Meeting Minutes
Bilotta Meeting Room
Lunenburg Town Hall
August 14, 2025

Present Members: Chair Chris Menard, Vice Chair Jean Russell, Clerk Tom Gray, Committee Member Tanya Dall, Committee Member Ana Lockwood, Committee Member Mike Rupp (Zoom), Committee Member Jay Simeone (Zoom), Town Manager Jennifer Warren-Dyment

1. Call to Order

The meeting opened at 7:00 PM.

2. Pledge of Allegiance

3. Announcements

There were no announcements.

4. Public Comment

Dave Rogers, 82 Highland Street, heard through the grapevine that there was \$200,000 found in the school budget and inquired if that was true. Dave Rogers states that the School Department has hired a business manager and believes it's unfortunate that individual doesn't get introduced to the Finance Committee or the town employees.

Ana Lockwood responds, saying she is hoping the unspent money is from previous budget years. Additionally, she is looking for clarity to see where funds have gone.

Chris Menard will reach out to the School Committee.

There was a group discussion about who hires for the Schools Business Manager position. Jennifer Warren-Dyment states she is not involved in the hiring of this individual and everything was completed within the School Department. For previous candidates interviewed Jennifer Warren-Dyment and Ezequiel Ayala were invited to participate in interviews but not for this candidate. Ultimately the decision is up to the Superintendent and the School Committee.

5. Town Manager & Finance Director Reports

Jennifer Warren-Dyment states that an additional \$500,000 was received through Chapter 90 funds. There was an additional \$230,000 received through state aid.

Jennifer Warren-Dyment is still in the process of hiring an Executive Assistant.

6. Current Business

a. Town Finance Policies review and discussion

Ezequiel Ayala and Ana Lockwood came up with a 3-page document with the best practices and procedures. Jennifer Warren-Dyment suggests merging their document with the town finance policy document created by DLS.

There were discussions and suggestions after reviewing a portion of the document.

The Finance Committee will make their edits and then submit them to the Select Board for review.

Ana Lockwood suggests submitting the final document to the School's Superintendent and their Business Manager to review and consider possibly adopting.

b. Upcoming Tri Board Topics

i. Human Services

This covers the Board of Health, Veterans Services and the Council on Aging.

ii. Culture and Recreation

This includes the library, band, and historical but does not include recreation.

Jennifer Warren-Dyment confirms that the Recreation Director, Council on Aging Director, Library Director, and the Teen Center Director have been meeting and working together to co-promote events.

iii. Health Services

iv. Health Insurance

Jennifer Warren-Dyment will bring a copy of the full benefit package offered to town employees.

Tanya Dall suggests presenting 3 options for available health insurance.

Jennifer Warren-Dyment states that all active school employees are covered under the school budget. School retirees, workers' compensation, and life insurance for the schools fall under the town

budget. Additionally, their budget is not controlled by the Town Manager.

c. Upcoming Tri Board Topics

- i. Human Services
- ii. Culture and Recreation
- iii. Health Services
- iv. Health Insurance

7. Old Business

a. Budget Request Forms

Jennifer Warren-Dymont states they have switched over to Cleargov.

b. Tri-Board Meetings

c. Analysis of historical school budget data

Once the schools close out at the end of August Ana Lockwood will provide additional data regarding the school budget.

8. Minutes

There was a motion to approve the minutes from July 10, 2025, and July 24, 2025, by Tom Gray, seconded by Jean Russell. Roll call vote. Jay Simeone aye, Mike Rupp aye, Ana Lockwood aye, Tanya Dall aye, Tom Gray aye, Jean Russell aye, Chris Menard aye.

9. Committee Reports

Re-organization of Committee liaisons will be discussed at the next meeting.

10. Actions and Topics for Future Meetings

Chris Menard received a document from the Master Plan Steering Committee with a list of questions to be filled out. The document is saved in the Sharepoint file under the Master Planning Committee folder.

Tanya Dall suggests having a meeting with Parks and Recreation as she has questions.

11. Important Dates & Upcoming Meetings

- a. Tri-Board Meetings –Aug 26, Sept 30, Oct 14, Nov 12, Dec 9, Jan 13
- b. Finance Committee – Sept 11

12. Public Comment

There were no comments from the public.

13. Adjourn

There was a motion to adjourn by Ana Lockwood, seconded by Tom Gray. Roll call

vote. Jay Simeone aye, Mike Rupp aye, Ana Lockwood aye, Tanya Dall aye, Tom Gray aye, Jean Russell aye, Chris Menard aye.

The meeting closed at 9:40 PM.