

Lunenburg Finance Committee Meeting Minutes
Bilotta Meeting Room
Lunenburg Town Hall
September 25, 2025

Present Members: Chair Chris Menard, Committee Member Ana Lockwood, Committee Member Mike Rupp, Committee Member Jay Simeone, Town Manager Jennifer Warren-Dyment

Absent Members: Vice Chair Jean Russell, Clerk Tom Gray, 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

The Finance Director, Ezequiel Ayala, has given his notice and his last day will be October 24, 2025. A Certified Public Accountant, Eric Kinshurf, will be brought in to assist the town. The Finance Director position was posted and interviews were completed. The position has been offered and accepted by Katie McKenna. She is the prior Finance Director for the Town of Oxford. Her first day will be October 20, 2026.

The Payroll and Benefits Administrator, Nancy O'Rourke, is retiring at the end of October. Interviews are ongoing. A consultant will be hired to assist while the position is being filled.

The Assistant Accountant, Amy Driggers, is leaving her position to work in Leominster at the Comptroller's Office. Stephen Barrett will be handling accounts payable on Wednesdays and Fridays.

The Town Manager states an audit for FY 2024 has not been completed. There is an ongoing merger between auditors thus causing a delay

The Town Meeting Warrant remains open until October 2nd.

6. Current Business

a. Master Planning Committee requested data

Chris Menard received the questionnaire and added it to the Sharefile folder for the Committee to review.

After discussion with Matt Brenner, it was determined that there was a financial impact and/or budget associated with several of the questions on the questionnaire.

There was a motion to approve the Finance Committee recommendations on the Master Planning Committee feedback documents by Ana Lockwood, seconded by Jay Simeone. All in favor.

b. Upcoming Tri Board Topics

i. Public Safety

ii. DPW

iii. Facilities

The Town Manager confirms there have been meetings with department heads over the last several weeks. One of their main goals is to find any areas where needs are not being met and to address any issues.

Ana Lockwood suggests not looking at small budget items such as name tags. If there are any major changes the ideas should be vetted among the groups to discuss and come to a resolution.

c. Special Town Meeting Warrant

The Special Town Meeting is scheduled for November 18, 2025. The Town Manager has sent the drafted warrants to the Committee. There was a brief discussion about the drafted warrants.

There was some discussion about the roof repair of TC Passios. The Town Manager and Facilities Director recommend not going forward with a partial repair of the roof.

7. Old Business

a. Town Finance Policies review and discussion

The Town Manager is working on edits and corrections. This document will be presented to the Committee once completed.

Ana Lockwood inquires if there is a timeframe that this document needs to

be finalized. The Town Manager would like to have the Town Finance Policies completed by the end of the calendar year.

b. Prior Tri-Board Meetings

There were no discussions or comments.

c. Analysis of historical and current school budget data

Ana Lockwood and Chris Menard questioned the Superintendent and the new Business Manager, Chris McNamara, about their budget. There was inquiry about where a large portion of money went for the current fiscal year. Chris Menard forwarded an email to the Committee from the Superintendent that addressed some of the questions.

It was determined that Chris McNamara can run financial reports in Munis and anticipates providing that document on a quarterly basis.

Ana Lockwood will provide updates to the Committee when they are received. There are still several questions outstanding.

8. Minutes – Aug 14, July 8 (Tri-Board)

There was a motion to approve the minutes from August 14, 2025, by Ana Lockwood, seconded by Jay Simeone. All in favor.

Chris Menard will confirm whether the minutes from July 8th have been added to the ShareFile.

9. Committee Reports

There were no Committee reports.

10. Actions and Topics for Future Meetings

Special Town Meeting Warrant

11. Important Dates & Upcoming Meetings

a. Tri-Board Meetings –Sept 30, Oct 14, Nov 12, Dec 9, Jan 13

b. Finance Committee – Oct 9, Oct 23

12. Public Comment

There were no comments from the public.

13. Adjourn

There was a motion to adjourn by Ana Lockwood, seconded by Jay Simeone. All in favor. The meeting closed at 7:52 PM.