



MONTHLY FINANCE - AUDIT MEETING

May 27, 2025, 5:45 PM

MEETING DETAILS

IN-PERSON:

Old Colony Planning Council
70 School St., Brockton, MA

CALL-IN:

Video: <https://zoom.us/join>

Phone: +1 (470) 250-9358

Meeting ID: 847 7591 4996

Passcode: 055152

ACCESSIBILITY:

This meeting is accessible to people with disabilities. Microphones or telephones will be used by all speakers. Large-print materials are available upon advance request. If you would like either of these accommodations, please contact **Mary Waldron**.

The Notice of Nondiscrimination Rights and Protections to Beneficiaries regarding the Federal "Title VI/ Nondiscrimination" Protections and the State Nondiscrimination Protections is available on the Old Colony Planning Council Website.

CONTACT:

(508) 583-1833

OLDCOLONYPLANNING.ORG

AGENDA:

1. Call to Order, Accessibility, Roll Call – *Treasurer Christine Joy*
2. April 2025 Meeting Minutes - *Christine Joy* **Action Item**
3. April 2025 Financials - *Brenda Robinson* **Action Item**
4. Update on State & Federal Actions – *Brenda Robinson*
 - a. Fiscal Reserves
5. Personnel Committee Report – *Steven Santeusanio* **Action Item**
 - a. Longevity Bonus
6. Sick Time Payout – *Brenda Robinson*
7. Other Business - *Reserved for matters the Chair did not reasonably anticipate at the time of posting*
8. Adjournment



MONTHLY FINANCE - AUDIT MEETING

April 29, 2025, 5:45 PM

MINUTES:

Recording Access: <https://youtu.be/1UFKs9sjcEg>

1. Meeting was called to order at 5:45pm by Treasurer, Christine Joy
2. Roll Call: Christine Joy, Steven Santeusano, Sandy Wright, Becky Coletta, Noreen O'Toole, Val Massard
 - a. OCPC Staff: Mary Waldron, Charles Kilmer, Brenda Robinson, Megan Fournier
3. A moment of silence was held for the passing of the beloved Avon Delegate, Frank Staffier.
4. March 2025 Meeting Minutes: *Unanimous Approval*
5. March Finance-Audit Committee Report
 - 2025 Financials: *Unanimous Approval*
 - At the end of March, we show a positive Financial Standing – with a 1.46% Budget surplus. Available surplus funds remaining at \$179,066 .*

A. Statement of Expenditures Report shows total expenses for the month of \$320,929.33 –

B. Cash Position Report shows Income for the month of \$441,986.56 –

Disbursements for the month were \$610,288.96 –

The Total cash available at month's end was \$1,870,176.99 –

OPEB Account had a **LOSS** of \$33,082.82 – Bringing the ending balance in the OPEB account balance to \$1,248,837.33 – .

C. Budget Resources Report: Cash Receipts being \$441,986.56 – – brings the total Year to Date receipts to \$5,423,706.56 –

D. AAA Report:

- Outstanding Balance for AAA Pass Through Programs was \$539,376.04 –
- Outstanding Balance for AAA Admin and Ombudsman Programs was \$108,130.95 – .
- This brings the total outstanding balance for all AAA Programs to \$647,506.99 –

Volunteer Transportation Account: beginning balance was - \$162,273.14– Donations received were a total of \$301.40. Bringing the ending balance in the fund to \$162,574.54 –

E. ROM Statement and Activity:

Balance at the beginning of the month was \$161,376.81 -

Receipts were \$5,850, bringing the total receipts to \$68,650 – .

Expenses were \$7,270.76 – bringing the total expenses to \$75,043.10 –

The ending Statement Balance was \$150,793.22 – .

The format of this report will be changed sometime over the next few months to fit better with the actual bank statement format instead of this older format which sort of re-invents the wheel.

F. Budget Reports

The Spent-to-date Percentage rate at the end of the month was 73.54%. The Ideal Percentage in the 9th Month of the Fiscal Year would be 75%, so at month's end we had a 1.46% surplus. Available surplus funds remaining were a total of \$99.428 –

Page One: Expenditures at the end of the month were a total of \$2,314,910 – . Budgeted funds remaining at the end of the month were a total of \$832,714 –

Page Two: Projected Grant Income for this fiscal year remains at \$3,147,624 –

Page Three: Projected Pass-thru income for this fiscal year remains at \$1,996,327 –

G. List of combined A/P and Cash Transfers for the month

6. Update on State & Federal Actions:

- Summarized Finances at-a-glance report on April 15th, 2025:
- Total Cash Balances for all accounts is a total of \$1,808,787 –
- All Account Balance is decreased by \$542,225 – leaving total unallotted cash available on April 15th, of \$1,266,562 – .
- Fund reductions are the amount of funds that have already been allotted for specific grants and programs only – such as OPEB Account, Volunteer Transportation Account, Advance Payments for specific Grants.
- Accounts Receivable balance on April 15th are a total of **\$743,252**
ROM Account balance on April 15th was - **\$146,432**
After March payment - Building Loan had a Principal Balance of **\$274,614**

7. FY26 Budget Presentation: *Unanimous Approval*

Projected FY26 Expenses are currently at \$3,116,269 – Notable Increases:

- Admin Professional Fees Increase – this is due to the bi-annual fee from the Odyssey Advisors, our actuary. This will be billed in FY26, and the auditor increases somewhat each year of the contract.
- Fringe Benefits – regular employee employer charges increased substantially due to newly added employees, as well as several employees having increased their coverages to family plans. The retired employee employer charges increased due to Ray Guarino moving from regular employee to retired employee.
- Salaries increased due to annual merit increases. The longevity payments in FY26, though lower than FY25, are a total of \$9,579. This increase in salaries increases all Payroll related charges, such as payroll taxes and payroll provider service charges.

All other expenses have been budgeted conservatively to keep the expenses down as much as possible.

The current projected FY26 Income of \$2,876,834 – : is based on ongoing grants that included FY26 in the contract or agreement, and new grants that have been awarded but will not be billed until FY26. Based on history, the income numbers should increase based on new grants that are in the works and will continue to be sought after.

8. Updates on Insurance Policies:

Reviewed the different insurance policies OCPC currently has.

9. Update on Community Assessments:

Reviewed with the Council the 2.5% assessment OCPC receives from the communities. We will not be seeking an increase.

10. Meeting adjourned

**OLD COLONY PLANNING COUNCIL & ROM
COMBINED STATEMENT OF EXPENDITURES**

APRIL 2025

ADMINISTRATIVE EXPENSE CATEGORY	FY25 / OCPC WORKING BUDGET	FY24 / ROM WORKING BUDGET	TOTAL COMBINED CURRENT MONTH EXPENSES	COMBINED EXPENSES TO DATE	PRIOR MONTHS BALANCE	STATEMENT OF EXPENDITURES BALANCE B - E
ADM PROF FEES: AUDIT, LEGAL, CONSULTANTS	42,500			37,421	37,421	5,079
ADMIN BOOKS, DUES, SUBSCR, MEMB	22,590		78	17,200	17,200	5,390
AUTO EXPENSES: DIRECT	1,650			1,244	1,244	406
ADMIN EQUIPMENT REPAIR & MAINT	400			0	0	400
ADMIN EQUIP PURCHASE	7,050			5,350	5,350	1,700
ADMIN EQUIP RENTAL OCPC ONLY	7,050		970	5,226	5,226	1,824
ADMIN EQUIP SUPPLIES	1,600			1,218	1,218	382
ADMIN TRAINING & EDUCATION / PROF DVLP	3,350		100	2,529	2,529	821
ADMIN RECRUITMENT & RETENTION	133			100	100	33
ROM BUILDING REPAIR & MAINT (Improvements)		28,000	1,000	20,986	20,986	7,014
BUILDING UTILITIES		30,000	2,493	23,057	23,057	6,943
BUILDING MANAGEMENT		10,000	834	7,500	7,500	2,500
FRINGE BENEFITS	405,000		9,658	309,608	309,608	95,392
INSURANCE ADMIN VARIOUS & ROM BLDG	16,000	7,000	1,287	18,181	16,894	4,819
BUILDING LOAN		10,500	2,075	7,949	7,949	2,551
MEETING EXPENSES	10,500		409	7,867	7,867	2,633
MISC EXPENSES (Surplus Funds)	101,866		303	2,438	2,438	99,428
OFFICE SUPPLIES	15,000	145	34	11,347	11,347	3,798
PR SERVICE CHARGES	5,250		398	3,970	3,970	1,280
ADMIN SERVICE CHARGES	3,200		174	2,406	2,406	794
PAYROLL TAXES / ER Medicare, SUI	50,000		3,239	37,765	37,765	12,235
ADMIN PRINTING	1,000			789	789	211
POSTAGE	700		46	575	529	125
RENTAL EXPENSE	70,200		5,850	52,650	52,650	17,550
SALARIES / Adjusted Gross PR	2,108,390		168,211	1,596,710	1,596,710	511,680
TRAVEL ADMINISTRATIVE	3,400		238	2,584	2,584	816
DIRECT EXPENSES: TRAVEL & OTHER	88,650		3,981	67,052	67,052	21,598
TELEPHONE/COMMUNICATIONS	36,500		3,032	27,522	27,522	8,978
OPEB BENEFITS	60,000			45,000	45,000	15,000
Column Totals	\$3,061,979	\$85,645	204,411.24	2,316,244	2,314,911	831,380
FULL TOTAL BUDGET	\$3,147,624					\$831,380

Rounding & Adj

NON-BUDGET ITEMS:

COMMUNITY TRANSIT GRANT (CTG)
OTHER PASS-THROUGH EXPENSES

1,618.00

TOTAL Expense for month

206,029.24

BALANCING CHECKLIST

Rockland Regular Checks & Transfers Out: OCPC Total		419,458.90
Rockland Regular Checks: ROM		6,402.55
EFT Payment retirement - Payroll Acct (Payroll Summary)	16,720.96	
EFT Payment deferment - Payroll Acct (Payroll Summary)	5,705.12	
EFT Payment TASC (HSA) - Payroll Acct (Payroll Summary)	1,184.62	23,610.70
TOTAL DISBURSEMENT		449,472.15
Consultant Disbursement - Pass-Through		-154,947.22
AAA Disbursement - Pass-Through		-36,733.79
Disbursement Subtotal		257,791.14
Adjusted Disbursement		257,791.14
Cash Transfers		-200,000.00
Total Net Salary (PR Summary)	112,065.21	
Total Liabilities Paid	29,226.70	
ER PR Service Charge	398.47	
Net Payroll	141,690.38	141,690.38
Total Disbursement		199,481.52
Adjusted Liability ER		6,547.72
		206,029.24

425,861.45

From Payroll Summary

Total Gross PR	171,848.80
PR Ser Charge	-398.47
ER Medicare Tax	-2,352.29
ER SUI Tax	-886.86
Adj Gross PR	168,211.18

REGULAR CHKNG EXP TRACKING TO BAL

A/P OCPC (less PT)	27,777.89
Cash Transfers	200,000.00
AAA & Other PT	191,681.01
OCPC TOT	419,458.90
Exps ROM Chks	6,402.55
Tot AP & Cash Transfers	425,861.45

**CASH POSITION
REPORT - APRIL 2025**

LAST MONTH:

BALANCES: MAR 2025

Northeaston Savings Bank CD #7191		\$108,381.30
Northeaston Savings Bank MM #7216		\$103,877.82
Rockland Trust Regular Checking #9472	\$477,892.49	
Voluntary Transportation Restricted Funds	\$162,574.54	\$640,467.03
Rockland Trust Savings #9472		\$659,183.62
Plymouth County OPEB Trust (PCOT) Acct Balance		\$45,000.00
<i>ROM Rockland Account</i>		\$146,431.64
Rockland Trust Custody Account #641500		\$129,860.50
Rockland Trust Payroll Account #3849		\$21,975.08
Rockland Tr OPEB / Bal Funds Reseved Against Liab	<i>(60K Annual Reserved Amount)</i>	\$15,000.00

Reconciled Balance at Month End \$1,870,176.99

FEB 28, 2025 OPEB Balance	\$1,281,920.15
MAR GAIN / LOSS	GAIN/LOSS
MAR 31, 2025 OPEB Balance	\$1,248,837.33

DEPOSITS IN CURRENT MONTH:

Assisted Living	\$32,400.88
Drone Flight	\$365.50
EDA Site Inventory	\$19,407.21
EDA Standard	\$17,500.00
EDA WATER	\$44,241.51
EPA BROWNFIELDS	\$68,817.81
INTEREST INCOME	\$1,103.07
KINGSTON ADF	\$20,000.00
MADOT	\$91,074.02
MISC BLDG MGMT	\$834.00
SAFE STREETS FOR ALL	\$34,942.43
VTP DONATIONS (RESTRICTED FUNDS)	\$519.60

TOTAL INCOME: \$331,206.03

\$331,206.03

\$2,201,383.02

INCOME ADJUSTMENTS:

Payroll Adjustments MAR PR Paid in APR	-\$12,748.89
Payroll Adjustments APR PR Paid in MAY	\$21,779.33
Additional Tax Liability Q1	-\$51.51
Misc. Discrepancies - HSA & Rounding	\$0.06
Various Service Charges (Dep Adj Tasc)	-\$6.00
TOTAL INCOME ADJUSTMENTS	\$8,972.99

\$8,972.99

DISBURSEMENTS CURRENT MONTH

AAA Disbursements (pass-thru)	36,733.79
Consultant Disbursements (pass-thru)	154,947.22
ROM Adj Exp (X-fer OCPC Rent)	-5,850.00
Miscellaneous Credit (Adjustments)	
OCPC Disb Sub-Total (St of Exp)	257,791.14

TOTAL DISBURSEMENTS: \$443,622.15

-\$443,622.15

\$1,766,733.86

Net Payroll (PR Smry) -\$141,690.38

Transferred to Payroll \$200,000.00

Cash Available End of Month \$1,825,043.48

CURRENT MONTH:

BALANCES: APR 2025

Northeaston Savings Bank CD #7191		\$108,774.15
Northeaston Savings Bank MM #7216		\$104,119.02
Rockland Trust Regular Checking #9472	\$388,016.95	
Voluntary Transportation Restricted Funds	\$163,094.14	\$551,111.09
Rockland Trust Savings #9472		\$659,189.04
Plymouth County OPEB Trust (PCOT) Acct Balance		\$45,000.00
<i>ROM Rockland Account</i>		\$145,879.09
Rockland Trust Custody Account #641500		\$130,324.10
Rockland Trust Payroll Account #3849		\$65,646.99
Rockland Tr OPEB / Bal Funds Reseved Against Liab	<i>(60K Annual Reserved Amount)</i>	\$15,000.00

Reconciled Balance at Month End \$1,825,043.48

MAR 31, 2025 OPEB Balance	\$1,248,837.33
APR GAIN / LOSS	GAIN/LOSS
APR 30, 2025 OPEB Balance	\$1,260,045.03

STATEMENT OF CURRENT BUDGET RESOURCES - APRIL 2025														
INCOME FROM BUDGET RESOURCES PROGRAMS FY25 & FY24 CARRY-OVER		FY25 Budget Resources	FY25 Various Funds Received	Cumulative Balance										
Member Assessments		160,613	80,307	80,307										
Economic Development Department														
	E. Bridgewater Business Assistance (153K 10/23-6/26)	65,000	56,846	8,154										
	EDA - East Bridgewater Sewer Line (65K 16 Mo)	56,800	4,923	51,877										
	EDA - Plymouth Holtec (35K 5/24-9/25)	25,600	2,667	22,933										
	EDA - Regional Water Study (4/23/4/25) (Included Pass-through Consultant Exp & Inc)	560,846	560,846	0										
	EDA - Site Inventory (75K &DLTA + Match 4/24-3/25))	65,000	54,956	10,044										
	EDA - Standard YR 2 - (Apr 2023 - Mar 2024)	70,000	70,000	0										
	EPA - Brownfields Grant (146,96 7/23-9/27)	172,662	172,662	0										
Transportation Department														
	Brockton Area Transit Authority (BAT)	5,000		5,000										
	MADOT Highway Planning #123116	1,273,417	804,408	469,009										
	Safe Streets 4 All	190,467	190,467	0										
	Statewide Trails Database - thru 6/25	9,800		9,800										
Area Agency on Aging Department														
	AAA Administrative Funds	201,078	201,078	0										
	AAA Assisted Living Specialist	119,700	104,202	15,498										
	AAA Ombudsman Standard	180,500	177,898	2,602										
Department of Housing and Community Development Department														
	Abington HPP	35,000	35,000	0										
	Abington OSRP (30K 1/24-12/25)	19,000	30,000	30,000										
	CRPG / MAPC - (8/23-8/25)	16,736	16,736	0										
	DLTA AUGMENTATION	135,803	135,803	0										
	DLTA Standard Grant	203,705	203,705	0										
	Duxbury ADF Pt2	5,000	5,000	0										
	Duxbury OSRP (30K 1/24-12/25)	15,000	15,000	0										
	Efficiency & Regionalization	124,168	124,168	0										
	Green Communities	30,000	30,000	0										
	Kingston ADF	20,000	20,000	0										
	MAPC Flood - 1K - 8/24-10/24	1,000	1,000	0										
	MHP/MAPC Halifax \$8280 - 8/24-12/24	8,280	3,149	5,131										
	MVP Food Hub - 30K - 8/24-6/26	15,000		15,000										
	Narragansett Bay Grant	62,530	62,530	0										
	REPA Grants	38,000	16,806	21,194										
	Whitman OSRP (30K 1/24-12/25)	29,000	15,000	14,000										
Local Assistance Programs														
	Avon Septic Program	600		600										
	Cohasset Septic Program	600		600										
	Hanson Septic Program	1,200		1,200										
	Kingston Septic Program	1,650		1,650										
	Stoughton Septic Program	1,600		1,600										
	Utility Allowances	8,478	416	8,062										
Miscellaneous Income														
	Management Fees	10,000	6,668	3,332										
	Miscellaneous Income - Other	12,714	12,714	0										
	Rom Rental Income - Building Space Rent Wright Tech	30,000	15,000	15,000										
	ROM Rental Income OCPC - Line for Budget Offset Only	70,200	46,800	23,400										
BUDGETED INCOME SUB-TOTAL		4,051,747	3,214,956	815,991										
PROGRAMMATIC (PASS-THROUGH) FUNDS		FY25 Budget	Received	Cumulative Balance										
	Area Agency On Aging - Standard & ARPA Pass-Through	190,325,991	2,222,768	188,103,223										
	CTG (Transportation)	20,000	18,711	1,289										
	Restricted Funds - Donations for Voluntary Transpotation Programs	5,000	3,799	1,201										
	TOTAL Pass- Through Funds	190,350,991	2,245,278	188,105,713										
INCOME RECEIVED IN FY25 FROM PRIOR YEARS BILLINGS			Received	Balance										
	Avon MVP		\$25,212.73	\$25,212.73										
	Assisted Living		\$11,013.49	\$11,013.49										
	Community Transit Grant (CTG)		\$11,137.92	\$11,137.92										
	East Bridgewater Master Plan		\$15,025.66	\$15,025.66										
	Plymouth OSRP		\$1,677.65	\$1,677.65										
	Hanson Master Plan		\$10,000.00	\$10,000.00										
	EDA Tool & Data		\$5,305.99	\$5,305.99										
	Mass Highway Planning / MA Department of Transportation (MADOT)		\$180,134.08	\$180,134.08										
	Plymouth Cedarville		\$1,500.00	\$1,500.00										
	Plympton OSRP		\$2,915.65	\$2,915.65										
	REPA		\$12,482.03	\$12,482.03										
	Septic Assistance Program		\$2,300.00	\$2,300.00										
	Statewide Trails		\$7,911.63	\$7,911.63										
	Utilities		\$8,062.00	\$8,062.00										
TOTAL			\$294,678.83	\$294,678.83										
Cumulative Total Cash Received - FY25		Running Total												
Jul-24	\$310,544.06	\$310,544.06	<table><tr><th colspan="2">Cross Check Balance - Receipts</th></tr><tr><td>\$3,214,956.20</td><td></td></tr><tr><td>\$2,245,277.56</td><td></td></tr><tr><td>\$294,678.83</td><td></td></tr><tr><td>\$5,754,912.59</td><td></td></tr></table>		Cross Check Balance - Receipts		\$3,214,956.20		\$2,245,277.56		\$294,678.83		\$5,754,912.59	
Cross Check Balance - Receipts														
\$3,214,956.20														
\$2,245,277.56														
\$294,678.83														
\$5,754,912.59														
Aug-24	\$714,550.49	\$1,025,094.55												
Sep-24	\$492,542.68	\$1,517,637.23												
Oct-24	\$1,019,644.56	\$2,537,281.79												
Nov-24	\$413,787.37	\$2,951,069.16												
Dec-24	\$885,620.53	\$3,836,689.69												
Jan-25	\$766,025.25	\$4,602,714.94												
Feb-25	\$379,005.06	\$4,981,720.00												
Mar-25	\$441,986.56	\$5,423,706.56												
Apr-25	\$331,206.03	\$5,754,912.59												

APRIL 2025 REPORT

AAA FISCAL YEAR FY23 RUNS OCTOBER 2022 - SEPTEMBER 2023

AAA FISCAL YEAR FY24 RUNS OCTOBER 2023 - SEPTEMBER 2024

AAA ACTIVITY - FY23, FY24, FY25

OUTSTANDING
BALANCE

AAA PASS-THROUGH ACTIVITY

AAA Pass-Through Standard

\$632,130.42

AAA Pass-Through ARPA

\$10,325.01

TOTAL FY23, FY24, FY25 OUTSTANDING AAA FUNDS

\$642,455.43

AAA OMBUDSMAN & ADMIN ACTIVITY

ADM ARPA

Credit Balance

-\$455.89

ADM STANDARD

\$63,438.10

ASSISTED LIVING

\$11,173.34

OMBUDSMAN STANDARD

\$67,213.97

TOTAL FY23, FY24, FY25 OUTSTANDING ADMIN & OMBUDSMAN FUNDS

\$141,369.52

TOTAL ALL AAA OUTSTANDING FUNDS:

\$783,824.95

VOLUNTEER TRANSPORTATION PROGRAM FUNDS

Volunteer Transportation Restricted Funds Starting Balance

\$162,574.54

Payments to Volunteers from Restricted Fund

\$0.00

Donations (Restricted Funds) for VTP Program

\$519.60

Volunteer Transportation Funds Ending Balance

\$163,094.14

Old Colony Planning Council
Regional Operation and Management (ROM), Inc.
July 2024 to June 2025

Corrected

	06/2024	07/2024	08/2024	09/2024	10/2024	11/2024	12/2024	01/2025	02/2025	03/2025	04/2025	05/2025	06/2025	
<i>End Bal Prior Mo</i>		162,580.31	162,212.24	157,992.91	160,445.88	163,522.33	166,293.62	167,789.90	166,143.60	161,376.81	150,793.22			
INCOME:														Cumulative
OCPC RENT		8,350.00	8,350.00	8,850.00	8,850.00	8,850.00	8,350.00	5,850.00	5,850.00	5,850.00	5,850.00			TOTALS
Misc Receipts														75,000.00
MONTHLY TOTAL INCOME		8,350.00	8,350.00	8,850.00	8,350.00	8,850.00	8,350.00	5,850.00	5,850.00	5,850.00	5,850.00	0.00	0.00	0.00
EXPENSES:														TOTALS
National Grid		1,357.98	1,483.18	889.11	665.97	1,522.83	486.37	1404.89	1,606.44	1677.37	1428.95			12,523.09
Comcast		243.87	243.87	243.87	294.66	294.66	294.66	306.03	306.03	306.03	302.77			2,836.45
Burgess Pest Management			241.00						241.00					482.00
Eversource		19.80	19.80	19.80	58.90	399.05	1,372.92	1,864.02		1,378.18	761.65			5,894.12
OCPC Building Maint		833.00	833.00	834.00	833.00	833.00	834.00	833.00	833.00	834.00	834.00			8,334.00
Mannys Cleaning		500.00	500.00	500.00	636.00	500.00	500.00		1,000.00	500.00	500.00			5,136.00
Rockland Loan		2,075.18	2,075.18	2,075.18	2,075.18	2,075.18	2,075.18	2,075.18		2,075.18	2,075.18			18,676.62
Arbella Insurance (Building)		7,077.00												7,077.00
Anania Plumbing								1,910.16						1,910.16
Merry & Bright							1,728.00							1,728.00
Bay State Shredding					200.00									200.00
Commonwealth of MA					15.00									15.00
Alexander Hoxie		1,000.00	500.00	500.00	500.00	500.00	600.00	540.00	600.00	500.00				5,240.00
Luis Lopez								800.00	906.86					1,706.86
Irvings Home Center				12.59			34.10	25.99	105.33					178.01
American Alarm		462.50												462.50
Wright Technology														0.00
Gibson Roofs, Inc.									4,580.00					4,580.00
Mills Electric														0.00
Abington Locksmith														0.00
Intuit								500.00						500.00
Dennis Masonry								400.00						400.00
Pierce Refeigeration									640.00					640.00
Metro South Chamber								2,425.84						2,425.84
ADJUSTMENTS					ADJ 1K									0.00
MONTHLY TOTAL EXPENSES		13,569.33	5,896.03	5,074.55	5,278.71	6,124.72	7,925.23	13,085.11	10,818.66	7,270.76	5,902.55	0.00	0.00	80,945.65
MONTHLY ADJUSTMENTS (SEE NOTES)		-4851.26	6673.30	1322.48	994.84	-46.01	-1071.58	-5588.81	-201.87	9162.83	868.21			Total Adj
SUB TOTAL		8,718.07	12,569.33	6,397.03	6,273.55	6,078.71	6,853.65	7,496.30	10,616.79	16,433.59	6,770.76	0.00	0.00	7,262.13
Reconciled Bank Statement Bal	0.00	162,212.24	157,992.91	160,445.88	163,522.33	166,293.62	167,789.97	166,143.60	161,376.81	150,793.22	149,872.46	0.00	0.00	

FY25 Account Summaries

Balance 7/1/2024	162,580.31
1 time adj	999.93
Cumulative Income	74,500.00
Cumulative Expenditures	-80,945.65
Cumulative Adjustments	-7,262.13
Current Statement Balance	149,872.46

Notes:	3,861.58	Prior Month Cleared MAR
	-3,493.37	Outstanding Payments MAR
	500.00	Other Items Relative to Bal
	868.21	TOTAL

OLD COLONY PLANNING COUNCIL

PROPOSED BUDGET FY25

July 1, 2024 - June 30, 2025

GENERAL ADMINISTRATIVE EXPENDITURES / OCPC & ROM

Admin Professional Fees: Audit, Legal, etc.
Administrative Books, Dues, Subscriptions
Administrative Training & Education / Prof Dvlp
Administrative Recruitment & Retention
Auto Expenses: DIRECT (Van)
Building Utilities - ROM
Building Repairs & Maintenance - ROM
Building Business Mgmt - ROM
Equipment Repairs & Maintenance
Equipment Purchase
Equipment Rental / Printer & Postage Machine
Equipment Supplies
Fringe Benefits
Insurance / Administrative
Building Loan Expenses
Adm Meeting Expenses
Miscellaneous Expenses / to Balance to Budgeted Income
Office Supplies
Payroll Service Charges
Adm Service Charges
Payroll Taxes
Printing
Postage
Rent
Salaries
Travel / Administrative
Direct Travel & Other Direct Exp / Excluding Auto
Telephone & Internet
OPEB Benefits
SUB-TOTALS

TOTAL ADMIN EXPENSES

FY25 PROJECTED BUDGET		
OCPC FY24	ROM FY24	TOTAL
42,500		42,500
22,590		22,590
3,350		3,350
133		133
1,650		1,650
	30,000	30,000
	28,000	28,000
	10,000	10,000
400	0	400
7,050		7,050
7,050		7,050
1,600		1,600
405,000		405,000
16,000	7,000	23,000
	10,500	10,500
12,900		12,900
187,166		187,166
15,000	145	15,145
5,250		5,250
3,200		3,200
50,000		50,000
1,000		1,000
700		700
70,200		70,200
2,031,190		2,031,190
3,400		3,400
88,650		88,650
36,500		36,500
60,000		60,000
3,072,479	85,645	3,158,124
3,158,124		

FY25 BUDGET ACTIVITY		
APRIL 2025		
Spent	Remains	% Spent To Date
OCPC & ROM		
FY25	FY25	
37,421	5,079	88.05%
17,278	5,312	76.48%
2,579	771	77.00%
	133	0.00%
1,244	406	75.42%
25,550	4,450	85.17%
21,986	6,014	78.52%
8,334	1,666	83.34%
	400	0.00%
5,350	1,700	75.89%
6,197	853	87.90%
1,218	382	76.13%
309,787	95,213	76.49%
18,181	4,819	79.05%
8,779	1,721	83.61%
11,088	1,812	85.96%
2	187,164	0.00%
11,381	3,764	75.15%
4,332	918	82.51%
2,512	688	78.51%
40,713	9,287	81.43%
789	211	78.90%
575	125	82.18%
58,500	11,700	83.33%
1,768,607	262,583	87.07%
2,822	578	82.99%
69,414	19,236	78.30%
30,553	5,947	83.71%
45,000	15,000	75.00%
2,510,193	647,931	79.48%
3,158,124		

Ideal percentage spent in the 10th month of our fiscal year would be 83.3%. We are at 79.48% which indicates a surplus of 3.82%. Available surplus funds are currently at \$187,164

**Ideal % Spent -
Mo 10 of 12 =
83.3%**

HIGHLIGHTED AREAS ARE NEW GRANTS	
INCOME/REVENUE	
OCPC MEMBER COMMUNITY ASSESSMENTS	
ECONOMIC DEVELOPMENT DEPARTMENT	
E. Bridgewater Business Assistance - (153K T 10/23-6/26)	
Economic Dvlp District - EDA Standard - FY24	
EDA - Plymouth Holtec (35K 5/24-9/25)	
EDA - Site Inventory (75K & DLTA Augmentation Match)	
EDA East Bridgewater Sewer Line (65K 16 mo)	
EDA Regional Water Study (4/23-4/25)	
EPA Brownfields Grant \$146,961K (7/23-9/27)	
TRANSPORTATION DEPARTMENT	
BAT / Brockton Area Transit Authority - FY25	
MADOT Highway Planning - FY25	
Safe Streets For All (25K - 6/2025)	
Statewide Trails Database - thru 6/25	
EXECUTIVE OFFICE OF ELDER AFFAIRS	
AAA Ombudsman Standard Program - FY24	
AAA Administration Funds - FY24	
Assisted Living Specialist (7/23-6/24)	
DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT	
Abington HPP (35K 1/25-12/25)	
Abington OSRP (30K 1/24-12/25)	
CPRG / MAPC - (8/2023 - 8/2025)	
District Local Technical Assistance - Augmentation (1/24-12/24)	
District Local Technical Assistance (1/25-12-25)	
Duxbury OSRP (30K 1/24-12/25)	
Duxbury ADF PT 2	
Efficiency & Regionalization (\$124,168) 12/9/24-6/30/26	
Green Communities - FY25	
Kingston ADF (35K)	
Kingston HPP	
MAPC Flood - 1K - 8/24-10/24	
MAPC Flood Phase 2 - 7500 - 8/24-10/24	
MBTA E. Bridgewater	
MHP/MBTA Halifax \$8280 - 8/24-12/24	
Moor Recreational Inventory	
MVP Food Hub - 30K 8/24-6/26	
Narragansett Bay Grant (\$100K - 11/22-9/24)	
Plympton Culvert Assesment Assist (5/25-6/26)	
Plympton OSRP (1/24-12/24 - 5K)	
REPA - (79K 7/23-6/25)	
Stoughton OSRP (30K FY26)	
Walk Massachusetts (\$6,500 1/25-12/25)	
Whitman 40 R (3/25-6/26)	
Whitman OSRP (30K 1/24-12/25)	
LOCAL ASSISTANCE AND/OR THER CONTRACTS	
Area Utilities - FY25	
Avon Septic Program - FY25	
Cohasset Septic Program - FY25	
Hanson Septic Program - FY25	
Kingston Septic Program - FY25	
Stoughton Septic Program - FY25	
MISCELLANEOUS INCOME	
Miscellaneous Income -ROM Management Fees - FY25	
Miscellaneous Income -Other - FY25	
ROM Income - Bldg Office Space Rental - FY25	
ROM Income - Rent offset OCPC Expense - FY25	
SUB-TOTAL INCOME	
TOTAL INCOME	

FY25 PROJECTED INCOME	
OCPC FY25	ROM FY25
160,613	
65,000	
70,000	
10,000	
71,419	
18,800	
66,718	
24,000	
5,000	
1,225,035	
24,473	
8,000	
175,000	
180,500	
131,850	
35,000	
27,168	
8,000	
135,803	
203,705	
15,000	
5,000	
124,168	
30,000	
20,000	
11,000	
1,000	
7,500	
15,000	
4,362	
20,000	
15,000	
44,725	
10,500	
407	
42,000	
3,250	
10,000	
15,000	
8,478	
5,650	
10,000	
8,800	
	15,000
	70,200
3,072,924	85,200
3,158,124	

PROGRAMMETIC (PASS-THROUGH) FUNDS	
Area Agency on Aging (AAA)	
CTG / Community Transit / Pass-through	
Donations for Volunteer Transportation	
SUB-TOTAL PASS-THROUGH FUNDS	

FY25 - PASS-THROUGH
1,973,452
18,294
4,581
1,996,327

COMBINED AP AND CASH TRANSFERS - APRIL 20205

Date	Num	Name	Memo	Amount
04/30/2025	33349	Carole Dick	AAA Avon 3B Grant MAR 25	-25.20
04/30/2025	33352	Denis MacPhee	AAA Avon 3B Grant MAR 25	-23.10
04/30/2025	33344	Avon Council on Aging	AAA PT SUBGRANTEE Avon 3B Grant MAR 25	-261.38
04/30/2025	33351	Cauna Magner	AAA PT SUBGRANTEE Avon 3B Grant MAR 25	-26.60
04/30/2025	33355	Kris Foley	AAA PT SUBGRANTEE Avon 3B Grant MAR 25	-20.30
04/30/2025	33359	Nancy Puckett	AAA PT SUBGRANTEE Avon 3B Grant MAR 25	-35.71
04/30/2025	33343	Duxbury Senior Center	AAA SubGr IIIB MAR 25	-10,000.00
04/30/2025	33345	Bridgewater COA	AAA SubGr IIIB MAR 25	-415.72
04/30/2025	33346	Brockton Area Multi Services Inc.	AAA SubGr IIIB MAR 25	-2,128.86
04/30/2025	33347	Brockton COA	AAA SubGr IIIB MAR 25	-438.00
04/30/2025	33348	Buzzards Bay Speech Therapy	AAA SubGr IIIB MAR 25	-1,608.32
04/30/2025	33350	Catholic Charities Hospice Outreach	AAA SubGr IIIB MAR 25	-4,355.00
04/30/2025	33353	Duxbury Senior Center	AAA SubGr IIIB MAR 25	-2,750.00
04/30/2025	33354	East Bridgewater COA	AAA SubGr IIIB MAR 25	-205.31
04/30/2025	33356	LIFE	AAA SubGr IIIB MAR 25	-833.33
04/30/2025	33357	Marshfield COA	AAA SubGr IIIB MAR 25	-625.00
04/29/2025	3076	Alexander Hoxie	Adm Bldg Maint	-500.00
04/29/2025	3077	Comcast Business	Adm Util	-302.77
04/29/2025	3078	Eversource	Adm Utilities Bill	-761.65
04/29/2025	3079	National Grid - Montello	Adm Util 14841-69003	-1,100.98
04/29/2025	3080	National Grid - School	Adm Util27281-96005	-327.97
04/29/2025	3081	Old Colony Planning Council	Adm Bldg Mgmt MAR 25	-834.00
04/29/2025	3082	Rockland Trust Loan - 310807100	Adm Bldg Loan	-2,075.18
04/30/2025	3083	Mannys Cleaning	Adm Bldg Maint APR 25	-500.00
04/16/2025	33293	Group Insurance Commission Employee Benef	Adm Fringe EE	-9,544.60
04/16/2025	33294	The Hartford Insurance Company	Adm Insurance W/C: 15745861	-1,287.00
04/16/2025	33295	Verizon Wireless	Misc 1056.97 Tele / Direct other	-1,224.47
04/18/2025	33296	Lorenzo's	Direct ALR Promo Retirement Party Room Rental	-150.00
04/29/2025	33297	Accurate Counts	Direct MADOT Outsourced Traffic Counts - INV 11532	-865.00
04/29/2025	33298	American Express Business Account	Adm Misc	-995.77
04/29/2025	33299	Bloor, Bill	CTG -Plymouth MAR 25	-34.30
04/29/2025	33300	Boston Mutual Ins. Division 1	Adm Fringe	-79.10
04/29/2025	33301	Boston Mutual Ins. Division 2	Adm Fringe	-9.45
04/29/2025	33302	Butta, Chris	CTG - Middleboro MAR 25	-18.90
04/29/2025	33303	Champagne, Cheryl	CTG - Lakeville MAR 25	-28.00
04/29/2025	33304	Dyer, Tuckerman	Direct OMB Travel	-56.00
04/29/2025	33305	Fafel, Mark	CTG -Pembroke MAR 25	-25.20
04/29/2025	33306	Freeman, MaryAnn	CTG -Pembroke MAR 25	-47.60
04/29/2025	33307	Graham, Robert	CTG - Lakeville MAR 25	-39.20
04/29/2025	33308	Grattan, Tom	CTG -Marshfield MAR 25	-17.50
04/29/2025	33309	Gregory, Katherine M.	Direct OMB Travel	-63.00
04/29/2025	33310	Hansen, Karen	CTG -Pembroke MAR 25	-156.10
04/29/2025	33311	Henry, Richard V	Direct OMB Travel	-427.00
04/29/2025	33312	Holmes, Janet H.	CTG -Plymouth MAR 25	-25.20
04/29/2025	33313	Houle, Paula	CTG - Lakeville MAR 25	-23.10
04/29/2025	33314	Infascelli, Elizabeth	CTG -Plymouth MAR 25	-19.60
04/29/2025	33315	Jackson, Annie	Direct OMB Travel	-4.20
04/29/2025	33316	James Walker	CTG -Marshfield MAR 25	-181.30
04/29/2025	33317	Jennifer Noel	Direct OMB/ALR Travel	-162.40
04/29/2025	33318	Kelly, Sandra	CTG -Pembroke MAR 25	-21.00
04/29/2025	33319	Li, Guoqiang (Vendor)	Direct MADOT Travel	-76.30
04/29/2025	33320	Melchin, John L.	CTG -Pembroke MAR 25	-252.00
04/29/2025	33321	Mowatt, Kyle	Direct MADOT Travel 42 / Direct EDA Site Misc	-52.50
04/29/2025	33322	Poole, Lindy	CTG - Marshfield MAR 25	-23.10
04/29/2025	33323	Quadient Finance USA	Adm Postage	-46.29
04/29/2025	33324	Quadient Leasing USA, Inc.	Adm Equip Rental 00376162	-507.43
04/29/2025	33325	Regan, Joanne	CTG -Marshfield MAR 25	-211.40
04/29/2025	33326	Richard V Gallant	CTG - Middleboro MAR 25	-154.00
04/29/2025	33327	Rose, Laurie	CTG -Pembroke MAR 25	-17.50

04/29/2025	33328	Russell, Pamela	Direct OMB Travel	-63.84
04/29/2025	33329	Selig, Jane	Direct OMB Travel	-285.60
04/29/2025	33330	Silva, Patricia	Direct OMB Travel	-12.60
04/29/2025	33331	Simmons, Dale	CTG -Pembroke MAR 25	-253.00
04/29/2025	33332	Sore, Edward	CTG -Plymouth MAR 25	-32.20
04/29/2025	33333	Toshiba America Business Solutions	Adm Equip Rental 9680478-001	-463.00
04/29/2025	33334	Wilson, Robert	CTG - Lakeville MAR 25	-37.80
04/29/2025	33335	Wright Technology Group, LLC	Adm Tele	-1,973.25
04/29/2025	33336	Matthew Dyer	Direct MADOT Travel	-175.91
04/29/2025	33337	OCPC/ROM	Adm Rent	-5,850.00
04/29/2025	33338	United Way of Greater Plymouth	Adm Fringe	-25.00
04/30/2025	33339	CDM Smith Inc.	Direct EDA Water Study Consult	-46,225.00
04/30/2025	33340	Desrosier, Jason V	Direct DLTA Travel / Direct MBTA EB MHP Postage	-412.04
04/30/2025	33341	Rhiannon Dugan	Direct DLTA Travel / MAPC Flood 2	-26.60
04/30/2025	33342	Zygmunt, Joanne V	Direct EDA Water Study	-61.60
04/30/2025	33358	Middleboro COA	AAA SubGr IIIB MAR 25	-911.50
04/30/2025	33360	Plymouth COA	AAA SubGr IIIB MAR 25	-1,654.46
04/30/2025	33361	South Coastal Counties Legal Services	AAA SubGr IIIB MAR 25	-10,416.00
04/30/2025	33362	Waldron, Mary V	Adm Travel	-238.00
04/30/2025	33364	Accurate Counts	Direct MADOT Outsourced Traffic Counts - INV 11497	-920.00
04/30/2025	33365	BETA Group Inc.	Direct SS4A Consult 14	-32,084.93
04/30/2025	33366	Verdantas	Direct Brownfields Consult 131083	-76,637.29
04/11/2025	32912-2	Denis MacPhee	Misc recon discrepancy (call in to pam tosi)	-1.94
04/30/2025	EFT	Positive Pay - Rockland Bank	Adm Svc Chg	-100.00
				<u>-225,861.45</u>
				OCPC
				219,458.90
				ROM
				6402.55
				<u>225,861.45</u>
				PR Transfer
				200,000.00
				<u>TOTAL AP & CASH TRANFERS APR 2025</u>
				<u>425,861.45</u>



PERSONNEL COMMITTEE MEETING

APRIL 13, 2025, 12:00 PM

MINUTES:

Meeting Recording: <https://youtu.be/Vhl0wfjnzo0>

1. Roll Call: Steven Santeusano, Lee Hartmann, Sandy Wright, Becky Coletta
 - a. OCPC Staff: Mary Waldron, Charles Kilmer, Megan Fournier, Brenda Robinson
2. February 2025 Meeting Minutes: *Unanimous Approval*
3. Review of Personnel Handbook for Amendments: *Unanimous Approval*
 - **Is it possible to have performance reviews with salary increases before open enrollment? This would be helpful with budgeting and selecting the right coverage.**
 - No, understand the question but timing does not work with fiscal year.
 - **Could we consider partially subsidizing public transportation costs? Now that SCR is active, could staff opt for partially subsidized public transportation costs in replacement of the partially subsidized Lincoln Lot parking costs?**
 - Parking program was put in for the purpose of safety of staff members who were parking in lots that were unsecure. Parking is paid in full from OCPC directly to the Parking Authority (with employees contributing through payroll deduction). OCPC currently subsidizes ~\$9,000/yr for 17 employees.
 - With hybrid work, we are already encouraging actions to reduce carbon footprint with staff only required to be in the physical office twice a week.
 - **At times, we work outside of our regular hours, and while we sometimes try to “flex” that time within the same week, it’s not always feasible. In many cases, I still find myself needing to work during those supposed flex hours. Having comp time reflected on our paychecks could help ensure that extra hours are acknowledged**
 - As salaried employees, we are not allowed to provide “comp time”. If working during flex hours/schedule, employees should work with their manager to amend the hours/schedule.
 - We have an open discussion during manager meetings and staff retreats for all handbook items.
 - **GIC Benefit rules for membership – needs to be updated in personnel handbook**
 - Example, interns and temporary, when do we consider them to be temporary vs. permanent part-time prior to the end of probationary period. This is important to evaluate when to update their contributions to benefits plans. (looking at social security contributions)
 - **Retirement rules for employees coming back to work for OCPC. Page 48**
 - Onus on employee to monitor number of hours.
 - Add in terminology to include a “rate of pay” discussion upon return
 - “if the employer and employee mutually decides to return to OCPC part-time, a new terms of employment will be established.”

4. **Committee adjourned into an executive session** *Unanimous Approval*
 - A review of the merit recommendations for the FY26 proposed budget and discussion by members of the Personnel Committee.
 - Lee Hartmann made a motion to approve the recommendations and seconded by Becky Coletta. *Unanimous Approval*
 - Lee Hartmann made a motion to adjourn the Executive Session and back to the Personnel Committee, seconded by Sandra Wright. *Unanimous Approval*
5. Steven Santeusano asked if there were any other business, with none, a motion was then made by Sandra Wright to adjourn, seconded by Lee Hartmann
6. Meeting Adjourned