



NORTH MIDDLESEX REGIONAL SCHOOL DISTRICT FINANCE COMMITTEE

Ashby – Pepperell – Townsend, Massachusetts

MINUTES – February 25, 2026

Virtual via Zoom

PRESENT

Chairperson	Kym Craven	Chair, Townsend
	Lisa Martin	At-Large
	Qenan Francois	Townsend
	Mike LaBossiere	Pepperell

ALSO PRESENT

Brad Morgan	Superintendent of Schools
Gary Burboa-Reese	Assistant Superintendent ~ Joined @ 8:08 a.m.
Nancy Haines	Business Manager
Kevin Cormier	Asst. Business Manager ~ Joined @ 8:12 p.m.
Jeremy Hamond	Director of Operations
Robin Eibye	Recording Secretary

CALL MEETING TO ORDER

- o Kym Craven called the meeting to order at 8: 03 a.m. and announced the meeting was being recorded.

Roll Call Attendance:			
Kym Craven	Yes	Nancy Haines	Yes
Qenan Francois	Yes	Kevin Cormier	-
Lisa Martin	Yes	Robin Eibye	Yes
Mike LaBossiere	Yes	Jeremy Hamond	Yes
Brad Morgan	Yes	Gary Burboa-Reese	-

MINUTES: FEBRUARY 6, 2026

- Lisa Martin moved, and Michael LaBossiere seconded to approve the February 6, 2026, Meeting Minutes as presented

Roll Call Vote:			
Kym Craven	Yes	Lisa Martin	Yes
Qenan Francois	Yes	Mike LaBossiere	Yes

Vote: The motion unanimously passed 4/0/0

PUBLIC COMMENT

Robin Eibye confirmed no members of the public requested to comment.

OLD BUSINESS

1. FY26 Budget Update

Business Manager Nancy Haines reviewed an updated FY26 budget report reflecting current projections.

Tuitions and Assessments

- Approximately \$297,000 was previously transferred into this line.
- Current projections show an estimated \$980,000 remaining balance.
- Due to lower-than-anticipated tuition costs, additional transfers are not recommended at this time.
- Administration will continue monitoring before making further adjustments.

Operations and Maintenance - Utilities

Projected overages include:

- Heat
- Water/waste removal
- Snow removal

Administration will continue monitoring winter-related expenses.

Overall FY26 Projection

- Current estimated year-end balance: approximately \$1.6 million.
- Recommendation: Delay further transfers pending additional utility data.
- Committee members expressed general comfort with current projections and requested continued transparency.

2. FY27 Budget discussion

Discussion focused on aligning the FY27 budget with municipal assessment targets while maintaining staffing and fiscal stability.

E&D (Excess & Deficiency)

- Current balance: approximately \$3.5 million.
- Draft FY27 budget proposes using \$2 million.
- Approximately \$1.5 million would remain.
- Members emphasized cautious use of E&D while maintaining reasonable reserves.

Town of Pepperell Assessment

- Current increase: approximately 4.33%.
- Pepperell has indicated a preference for an increase near 3%.
- Estimated \$500,000–\$600,000 adjustment needed to reach that level.

Revised FY27 Draft

- Public hearing draft: 3.06% increase.
- Current revision: approximately 2.95%.
- Adjustments include updated health insurance estimates and minor revenue changes.
- Two teachers per middle school added to address class size and team structure.

Staffing and Reallocation

An internal Special Education staffing review identified potential flexibility to reallocate positions without reducing current staff. The goal is to manage class sizes (particularly K and grades 7–8) while maintaining compliance and services.

Preliminary Adjustment Concepts

Administration outlined potential strategies (subject to further validation):

- Additional limited use of E&D (\$250,000).
- Adjustments within proposed new staffing (\$170,000).
- Possible combined impact of approximately \$420,000 toward municipal targets.

NEXT MEETING

The next Finance Subcommittee meeting is scheduled for March 5, 2026, at 1:00 p.m.

PUBLIC COMMENT

Robin Eibye confirmed there were no members of the public registered to participate in Public Comment.

ADJOURNMENT

- At 9:08 a.m., Qenan Francois moved, and Lisa Martin seconded to adjourn the meeting.

Roll Call Vote:			
Kym Craven	Yes	Lisa Martin	Yes
Qenan Francois	Yes	Mike LaBossiere	Yes

Vote: The motion unanimously passed 4/0/0

ACTION ITEMS & COMMITTEE GUIDANCE

1. Continue working toward bringing municipal assessments, particularly Pepperell's, closer to the 3% range.
2. Avoid reductions to current teaching and critical staff.
3. Maintain prudent FY26 and E&D balances.
4. Explore a combination of FY26 one-time opportunities, limited E&D use, staffing reallocations (not cuts), and appropriate revolving fund use.

Documents Reviewed / Referred to:

- 2026-02-25-Finance Agenda
- 2026-02-06 Finance DRAFT Minutes
- FY26 Budget Detail 02-24-26
- FY26 Budget Summary 02-24-26
- FY27 Budget by Function – Draft for Adoption
- Revenue – Draft for Adoption
- Town of Pepperell FY27 Budget Request

Respectfully submitted,
Robin Eibye, Recording Secretary

APPROVED: April 3, 2026
