



**NORTH MIDDLESEX REGIONAL SCHOOL DISTRICT FINANCE COMMITTEE**

**Ashby – Pepperell – Townsend, Massachusetts**

**MINUTES – April 3, 2026**

Virtual via Zoom

**PRESENT**

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

**ALSO PRESENT**

Brad Morgan	Superintendent of Schools
Gary Burboa-Reese	Assistant Superintendent
Nancy Haines	Business Manager
Kevin Cormier	Asst. Business Manager
Jeremy Hamond	Director of Operations ~ Arrived @ 9:03
Robin Eibye	Recording Secretary

**CALL MEETING TO ORDER**

- Kym Craven called the meeting to order at 9:00 a.m. and announced the meeting was being recorded.

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

**MINUTES FOR APPROVAL:**

- *Michael LaBossiere moved, and Lisa Martin seconded to approve the February 25, 2026, and March 5, 2026, minutes as presented.*

<b>Roll Call Vote:</b>			
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 were in attendance or requested to comment.

**OLD BUSINESS**

1. FY26 & FY27 Budget Updates

Business Manager Nancy Haines reviewed the FY26 expenditure report and proposed transfer (FY26-1). Ms. Haines noted that due to lower-than-anticipated out-of-district tuition costs, a larger transfer into the out-of-district assessments line was not required. Instead, a transfer of \$177,003.73 from instructional line items to Operations & Maintenance (primarily utilities) and \$36,009.81 to Debt Service – Interest was proposed to accurately reflect planned expenditures. Ms. Haines noted this adjustment does not impact town debt service assessments, as the funding source is separate, and she does not anticipate additional transfers at this time.

- *Following discussion, Lisa Martin moved, and Michael LaBossiere seconded to approve the FY26-1 transfer as proposed and recommend it to the full School Committee.*

<b>Roll Call Vote:</b>			
Kym Craven	Yes	Lisa Martin	Yes
Qenan Francois	Yes	Mike LaBossiere	Yes

*Vote: The motion unanimously passed 4/0/0*

---

The Finance Subcommittee and administration reviewed the FY26 budget status, including remaining balances, anticipated expenditures, and the projected year-end balance. Current projections estimate a year-end balance of approximately \$2.188 million, higher than earlier estimates. Administration reported ongoing capital projects, paving work funded by supplemental

state allocations, and volatility in technology costs, including significant price increases and short vendor quote windows. The Committee discussed the concept of pre-spending a portion of the FY26 projected balance to purchase technology and other hard-cost items in advance to offset future price increases and reduce pressure on future budgets.

Members generally supported pre-purchasing where appropriate but expressed caution about reducing the FY27 budget or town assessments at this time due to ongoing cost uncertainties, transportation cost increases, technology needs, and potential staffing needs related to class size at the high school. The importance of maintaining some financial flexibility and budget buffer was emphasized. No formal action was taken.

Members discussed working with legal counsel on the Ashby Elementary School solar panel agreement transfer to move the process forward so an agreement is in place before the October deadline.

#### NEXT MEETING

The next Finance Subcommittee meeting is scheduled for April 24, 2026, at 8:00 a.m.

#### PUBLIC COMMENT

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

#### ADJOURNMENT

- At 10:02 a.m., Qenan Francois moved, and Michael LaBossiere seconded to adjourn the meeting.

<b>Roll Call Vote:</b>			
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. Jeremy Hamond to monitor technology pricing and plan summer refresh purchases to stay within budget while mitigating price spikes.
2. Kevin Cormier (with Facilities and DPW where appropriate) to develop paving project scope and quote. Prioritize section so the work can be scaled to fit within the supplemental funding.

3. Lisa Martin to place the FY26-1 Budget Transfer (from Instructional to Operations & Maintenance and Debt Service interest) to full School Committee.
4. Kym Craven to present the Finance Subcommittee's Budget Transfer recommendation for approval.
5. Administration within existing authority, will pre-purchase FY 27 needs where appropriate (especially technology and capital items) to get ahead of cost increases.
6. Nancy Haines to coordinate legal work on Ashby Elementary School solar panel agreement transfer to move the process forward so an agreement is in place before the October deadline.
7. Nancy Haines to monitor state supplemental budget
8. Brad Morgan to plan for additional HS humanities staffing if needed
9. Robin Eibye schedule and post the April 24<sup>th</sup> Finance Subcommittee meeting agenda

**Documents Reviewed / Referred to:**

- 2026-04-03-Finance Agenda
- 2026-03-05-Finance DRAFT Minutes
- 2026-02-26 Finance DRAFT Minutes

Respectfully submitted,  
Robin Eibye, Recording Secretary

**APPROVED: April 23, 2026**

---