

Greenfield School Committee
Budget, Finance & Warrant Sub-Committee
Meeting Minutes
June 22, 2026

1. Call to Order:

The meeting was called to order at 11:33 a.m.

AC read the Chair Statement relative to meeting recordings.

AC, participating via Zoom, also turned the meeting duties over to member MG for ease of any technological difficulties

2. Roll Call of Members:

Present: Ann Childs, Chair (AC) via Zoom, Melodie Goodwin (MG), M. McKenzie Webb (MW)

Also present: Roland R. Joyal, Jr., Interim Superintendent of Schools (RJ), Andy Paquette, Business Manager (AP), Teresa Martinez, Transportation Coordinator (TM)

MG made a motion to suspend Robert's Rules of Order in order to converse about warrants, 2nd by MW.

AC noted warrants are not included on this agenda, as referenced in the motion.

MG withdrew her motion, MW withdrew her 2nd on the motion.

3. Public Comment:

There were no members of the public present for comment at this time.

4. Approval of June 1, 2026 draft subcommittee minutes:

On a motion by AC, 2nd by MG, the minutes were approved as presented. The roll call vote was unanimous.

5. Transportation Replacement Plan:

AP and TM shared the following details:

- The plan is to replace 2-3 vehicles per year
- Explore the option of leasing the vehicles, as recommended by the information contained in the recent transportation review conducted by R. Labrie
- Year one of the replacement plan would be to use revolving funds for leasing, and until the Mayor comes out again with the Capital requests (All vehicle purchases must be approved by the City.)
- Year two of the replacement plan would be to embed the vehicle replacement plan into our Capital – Capital, as defined in City Code, includes purchases that are undertaken at intervals of not less than 5 years, have a useful life of at least 5 years, and cost over \$10,000
- At this time, we are looking to replace the following 3 vehicles: 2019 Dodge Caravan with license plate ending in 329, 2019 Dodge Caravan with license plate ending in 343, and 2019 Honda Odyssey with license plate ending in 202
- The replacement vans are considered transit vans that will accommodate more students and eliminate the need for more drivers
- Maintenance for all our vehicles is on us – The City DPW is not able to conduct maintenance on our vehicles due to the lack of time and City personnel required to perform those duties, as their large fleet of City vehicles require their attention for constant maintenance
- When the time comes for the City to notify us of any approved Capital projects and funding sources, whether they are going to borrow for it, it is coming from stabilization, free cash, etc., our School Committee/superintendent could recommend that if we have the funds

continuing in the revolving account, that the funding source would be the Transportation Revolving Account

- We have obtained the purchase price to buy the vehicles outright, we are just waiting on the price for leasing – It will also depend on whether or not there is the need for a wheelchair to be included in one of those vans, which will increase the price
- Overall, we would be saving money with this plan by eliminating the need to pay CDL drivers and just have 7D drivers, which are much easier to come by these days

The next step would be to bring this to the full School Committee for their vote to lease the three (3) vans, which is the recommendation as provided in the recent transportation review.

A motion was made by AC, 2nd by MG, for this sub-committee to request the full School Committee approve of the transportation replacement of the three (3) vehicles as recommended by the transportation review. The roll call vote was unanimous.

Discussion ensued relative to a charter school transportation invoice in the amount of \$6,109, and also the billing process that is used to charge us for field trips.

6. Bids/Procurement process education:

AP shared the following information relative to the bid/procurement process and the legal thresholds per Massachusetts 30B:

- Per the Inspector General, anything between \$0 and \$10,000 would call for sound business practices, i.e. looking in a catalog for pricing (Amazon, etc.)
- In 2022, they raised the threshold for only school districts that anything between \$10,000 and \$100,000 would only need solicitation for 3 quotes – It doesn't mean you need to get them, but you only need to solicit for them (i.e. service contract – HVAC, landscaping, etc.)
- Anything over \$100,000 would require to go out for either a formal invitation for a bid or a request for proposals
- When we do quote solicitations, we refer to the DESE/State Bid list (being they may have already done bids for quotes we are looking for and have already vetted the vendors) and select three (3) vendors from their list – We can solicit quotes by posting publicly on our website as well

Capital falls under a different regulation, either Section 7 of Chapter 149J or 3039M, depending on the project, i.e. from energy recovery units, doors & cameras, etc., which is called an RFQ Request for Qualifications – A solicitation of a firm, whether an engineering firm, architect firm, etc.

Due to the Big Dig in Boston, the Inspector General's Office now just wants to make sure that there is a competitive process and a review process for qualifications of vendors for whatever work is done.

AP also noted that the GPS Business Office has a contract file located on the Google Drive where everything is scanned in the file that pertains to bids, RFPs, etc.

7. Adjournment:

On a motion by MG, 2nd by MW, the meeting adjourned at 12:42 p.m. The roll call vote was unanimous.

Approved: 6/29/2026