



Town Of Webster

Massachusetts

Est. 1832

Finance Committee

350 Main Street
Webster, MA 01570

Sarah Sansom, Acting Chairman
Courtney Friedland, Recording Secretary

Laura Backus
Matt Fitton
Michael Finamore
Jennifer Findlay
Christopher Markiewicz

MEETING MINUTES March 12, 2020

Present: Laura Backus, Matt Fitton, Sarah Sansom, and Michael Finamore.

The Finance Committee meeting was called to order by Vice-Chairman Sarah Sansom at 6:00 p.m. in the Selectmen Meeting Room in the Town Hall.

Meeting Minutes

Motion by Michel Finamore, seconded by Matt Fitton, to approve the meeting minutes of December 16, 2019.

Vote: Matt Fitton – yes; Michael Finamore – yes; Laura Backus – yes and Sarah Sansom – yes

Motion by Matt Fitton, seconded by Laura Backus, to approve the meeting minutes of January 2, 2020.

Vote: Matt Fitton – yes; Michael Finamore – yes; Laura Backus – yes and Sarah Sansom – yes

Motion by Michel Finamore, seconded by Matt Fitton, to approve the meeting minutes of February 13, 2020.

Vote: Matt Fitton – yes; Michael Finamore – yes; Laura Backus – yes and Sarah Sansom – yes

Town Administrator's Update

The monthly report hasn't changed that much since the last meeting the areas of concern are health insurance and unemployment. The town has some unemployment claims and the School Department has the majority of the unemployment claims. Some of the claims are being disputed. This will need to be continually monitored with the situation that is going on with COVID-19. The School Department is deep cleaning. The School Department and the Town will be tracking the course of what the State decides on the closing of the schools. The School Department is putting a plan together if and when the schools are shut down to provide lunches to school children.

The Legislature is looking at all avenues of need within communities in Massachusetts. The Town is waiting to hear from them on the next steps to available aid and new regulations. They are looking at regulations to be able to change the dates of elections and town meetings.

Water Filtration Plant Update

The water filtration plant changed hands on January 20, 2020. Everything has been going smoothly. The project came under budget.

School Building Feasibility Update

The Feasibility Study is moving forward. Looking into the next ten-year enrollment projections for Bartlett High School it looks like the enrollment will go down. The State will look at every aspect of the School when awarding State Aid. Having a newly renovated High School will attract students back to Webster schools.

Audit Committee

Mr. Willardson will send the member of the Finance Committee a copy of the completed Audit. They will be presenting to the Board of Selectmen at their next meeting.

Financial Policy Review - Recommendations

Mr. Willardson has reviewed the policies and did make one change. The capital improvement allocation is high and he would like to lower it. Mr. Willardson will provide a draft rewrite of that section for the Finance Committee to review.

FY 2021 Town Budget Review

The Finance Committee received a copy of the draft budget. The Committee would like a copy of the revenues. New growth is consistent with what is budgeted each year. State Aid went up within Chapter 70 funding. Water/Sewer indirect cost will now be assessed the retiree health insurance. The budget is going up to 2.1 million dollars. Health Insurance went up to \$400,000. The budget includes filling the space in the Town Administrator/Board of Selectmen's Office at 35 hours a week. The current Secretary will become the Human Resources Manager. She will provide all support for health insurance and payroll. The town will save \$300,000 over the next seven years with refunding the debt. Police Salaries have increased. Overnight Fire Department staffing has been included in the budget. The Bay Path projected budget went down.

FY 2021 School Budget Review/Update

The School Department budget request was fully funded. It was a very good budget season. The budget was reasonable. Looked at programming changes. They looked at early intervention programs at an earlier age. They have added social and emotional supports throughout the district. The district took a collaborative effort in coming up with the Student opportunity Plan. The School Department really took an internal view of their programming this year. The district wants to improve the programming and provide the tools necessary to the students and staff. Trying to attract staff and students to Webster. The district would like to attract a diverse staff. The district is trying to fill in the gaps through hiring staff. The school district would like to add a Sport's Director to help support the sports offered in Webster. The Town and School worked very well together. They had a very collaborative partnership.

Preparation of Finance Report

Mr. Willardson will draft a Finance Report for the Finance Committee to review. He will provide all of the figures for the report.

Capital Projects Planning

The budget requests a very reasonable. The majority of the request are sponsored by the Town Administrator. Memorial Beach is a priority. They recently got a grant that the town will need to match.

Resignation Letter

The Finance Committee received a resignation letter from Nicholas Adamopoulos. A letter will be sent thanking Mr. Adamopoulos for his years of service on the Finance Committee.

Schedule Next Meeting

The Finance Committee will meet on March 30, 2020, at 6:00 p.m. for the Tri-Meeting on the budget. The Finance Committee will meet on April 16, 2020, at 6:00 p.m. for their regularly scheduled meeting and to approve the Town Meeting Warrant Articles.

Adjournment

Motion: made by Matt Fitton, seconded by Laura Backus to adjourn the meeting at 7:01 p.m.

Vote: **Matt Fitton – yes; Michael Finamore – yes; Laura Backus – yes and Sarah Sansom – yes.**

Respectfully submitted,
Courtney Friedland