



Town Of Webster Massachusetts

Est. 1832

Finance Committee

350 Main Street
Webster, MA 01570

Earl Gabor, Chairman
Sarah Sansom, Vice Chairman
Christine Jackel, Recording Secretary
Nick Adamopoulos
Kiel Becker
Joe Beresik

Julie Dell'Anna
Neil Dixon
Michael Finamore
Stanley Lenky
Carole Marchand

MINUTES
April 6, 2017

Present: Nick Adamopoulos, Kiel Becker, Joe Beresik, Neil Dixon, Mike Finamore, Earl Gabor, Carole Marchand, and Sarah Sansom

Absent: Julie Dell'Anna and Stanley Lenky

The meeting of the Finance Committee was called to order at 7:00 PM on Thursday, April 6, 2017 by Chairman Earl Gabor. Town Administrator, Doug Willardson was also in attendance.

Pledge of Allegiance: Chairman Gabor led the Finance Committee members in the Pledge of Allegiance.

Moment of Silence: Mr. Beresik asked for a moment of silence for James Bazinet, a member of the Finance Committee who passed away.

APPROVAL OF MINUTES:

Motion: Made by Neil Dixon and seconded by Carole Marchand to approve the February 16, 2017 meeting minutes.

Vote: Mr. Adamopoulos, Mr. Becker, Mr. Beresik, Mr. Dixon, Mr. Finamore, Ms. Marchand, Ms. Sansom and Chairman Gabor – **yes; motion carried.**

Motion: Made by Carole Marchand and seconded by Neil Dixon to approve the March 9, 2017 meeting minutes. Ms. Sansom said she wasn't sure what the comment was on page 6 starting with "On page 23" and Mr. Dixon said it came from T/A Willardson's budget report given at the March 9th meeting. Ms. Sansom noted on page 7 3rd paragraph, last sentence "Custodian eliminated from Town, now covered by the Senior Center; should say Senior Center *Grant*." Chairman Gabor called for a second motion to accept the minutes with edits. **Discussion:** Mr. Beresik questioned the length of the minutes/detail, asking if this were at the request of the Chairman. Chairman Gabor did note that the minutes were transcribed from YouTube as the Secretary was not at the meeting. He noted there were new regulations regarding the format of minutes, and he would be discussing this with the Secretary after the meeting.

Motion: Made by Mike Finamore and seconded by Mr. Adamopoulos to approve the March 9, 2017 meeting minutes with edits.

Vote: Mr. Adamopoulos, Mr. Becker, Mr Beresik, Mr. Dixon, Mr. Finamore, Ms. Marchand, Ms. Sansom and Chairman Gabor – **yes; motion carried.**

Motion: Made by Mike Finamore and seconded by Ms. Sansom to approve the March 23,2017 meeting minutes.

Vote: Mr. Adamopoulos, Mr. Becker, Mr Beresik, Mr. Dixon, Mr. Finamore, Ms. Marchand, Ms. Sansom and Chairman Gabor – **yes; motion carried.**

Town Moderator Tom Ralph – Committee Appointment Discussion

Mr. Ralph sent a memo to both the Board of Selectmen and Finance Committee regarding charter change in Finance Committee membership and how to transition from a 15-member board to a 9-member board. Mr. Ralph presented to the Board of Selectmen on Monday. Currently, the Town Moderator has one position where he can make an appointment and the Board of Selectmen have two. Mr. Ralph feels it best not to fill those slots, and the Board of Selectmen agreed. Question was asked if there is a charter change, how does that affect the elected people; Mr. Ralph said the person would remain in place until the position ends. Regarding when the new charter changes would take effect, Chairman Gabor said they are looking at the October meeting, but if not, would be May or possibly November. The T/A said there is no town election in November so the next election would not be until May '18. Chairman Gabor and the Charter Review committee have been working on this for the past nine months, and noted all changes and language will be shared with the town well in advance of the changes. Mr. Ralph informed the committee that on Thursday, April 13, two companies will be coming to present a demonstration on electronic voting; one session will be 4:30-5:30 and 5:30-6:30 PM with an opportunity to ask questions.

Town Administrator Doug Willardson Monthly Report

Follow up questions from February:

- Code Enforcement – inspectional services – wiring, plumbing and gas inspectors, they have been paid regular stipend through December and since paid \$\$ amount per permit. Getting 1/3 of what they were getting paid and will be addressed. May have to give them a stipend, or more of the permit fee. Mr. Finamore said it was initially a 75/25 split then went to \$10/per permit fee after a meeting with the Board of Selectmen. The T/A said all inspectors met and agreed, but said will not work in the future way it presently is. The T/A said we will have to transfer funds. The T/A said the inspectors were paid a stipend for six months, with no money budgeted so Town violated state law. Mr. Beresik asked if study done in surrounding towns; T/A said they do in other towns usually 70 (to inspector) 30 (to Town).
- Quinn bill now built into regular rate in '18 budget. T/A stated rates in police contract, paid hourly rate depending on level of degree. Cost of living is on the base and they are paid on the base rate (education built in) so will contribute to an increase in cost of living. Mr. Beresik asked about overtime and the T/A said it is a separate line item.
- Inter-governmental assessment – 1/12 of state assessment each month.

March Budget

Chairman Gabor asked if some departments are doing better than others and if the T/A met and discussed their budgets.

- T/A said majority under him; as previously stated, trouble with inspectional services.
- Elections show a deficit of -\$13,000 due to early election vote in November. Town Clerk budgeted for only one election and there is still one more election. Question asked about stipends paid for special election, stating this should be part of the Town Clerk's job without a stipend. T/A will get breakdown of workers for the next meeting.
- Town offices/custodial overtime: Custodian let go January/February; others covering so getting overtime. Delayed hiring new one; position will be part-time and paid for by the senior center grant.
- Buildings & Grounds Maintenance: Elevator broken \$14,000 to fix; question asked about funds in stabilization account. T/A said approximately \$65,000 in the account at present. T/A said there will be a warrant article in May regarding the stabilization account.
- Snow was a problem this year; over budget.
- Veterans: T/A not sure about salary, when new director hired, believes it was around \$25,000; veteran benefits running about \$10,000 higher than budgeted.
- \$400,000 SWCCC; T/A said we are basically paying ourselves.
- Asked about having the Town Accountant present at all meetings as previous T/A did and T/A Willardson said he prefers things as they are at present.
- Liability insurance police/fire/ accident is high and insurance deductible paid was \$7,500. Police/Fire/Accident went up, switched insurance companies; general liability and workers comp went down at the same time other went up. T/A will get back to committee.

Old Business

- FY15 Certified Free Cash / Balance Sheet (balance after FY15 done) – negative \$3m due to Park Avenue School construction project – spend \$15m only borrowed \$10m, working to borrow additional funds, will be done in May. Mr. Dixon asked why we didn't borrow the full amount if we knew full amount; T/A felt didn't want to incur interest on whole amount and save interest on \$5m for year or two is his guess. T/A shouldn't have been left negative. Mr. Finamore said assessors/collectors/accountant used to meet every Tuesday; never heard of negative free cash. T/A said he is aware and handling situation. We will borrow \$5m in May to cover the deficit that we spent on the building; this is why there is problem with cash flow; when free cash certified is in FY17 we will have FY15 money, FY16 money and finally get it all in FY17 free cash and will be a substantial amount.
- FY15 Audit Management Letter – Recommendations are to have policies and procedures in place, was in previous letter in FY14, and Policy Liaisons working on this to get them in place. Federal procurement laws different than state; if under \$10,000 use Best

Business Practice, and over \$3,000 for federal money. Town Accountant has worked on this, and has been reconciled through February; cash receipts should be reconciled every month and the T/A said she is working on this and will be done monthly from now on.

- FY18 Budget – Chairman Gabor looking at deficit of \$343,627, biggest debate on \$180,000 late fees assessment; on the Board of Selectmen meeting on Monday. T/A feels they will approve this. School met twice since tri-committee and will make recommendation on 4/11 to School Committee and they will vote on April 25. State aid most likely will not change for Webster. T/A presented balanced budget end of February and go with that.
- Town side – not filling Recreation Director; not filled any vacant positions; Deputy Police Chief not filled. Chairman Gabor notes \$679,000 savings created by T/A, out of that we need to remove \$343,627 to make balanced budget. Finance Committee cannot make recommendations to School; Ms. Sansom said the Finance Committee can make amendments to the T/A budget and Fin Com could draft a budget and present our own, but not the case now. Ms. Sansom review and prioritize which positions we might recommend in open forum, have department heads present to receive their input. Mr. Dixon's opinion was that we need to look at what would bring money to the town.
- Four (4) positions on Town side; T/A has offered the position of Town Planner/Economic Development Director to someone, feels person highly qualified and will do the job. She will be liaison between the town and the business community and what resources are available. Question if candidate can write grants; if grants identified, person would be able to do that.
- Chairman Gabor bringing department heads to hear what needs are within the next four weeks and if they choose not to come, it would be publicly noted. Chairman Gabor said we need to prioritize and present a report at Town meeting. The T/A said there will information provided well in advance to the town through various means. Chairman Gabor stated at the tri-committee meeting, Board of Selectmen Chairman Bourque recommended the three committees meet again if necessary. There are two basic department heads must meet with: Police and Assessor. School/Finance/Board of Selectmen should go into Town Meeting all as one and unified.

FinCom Meeting Schedule for April and May

Motion: Made by Sarah Sansom and seconded by Kiel Becker to set up a schedule to incorporate all necessary events prior to Town meeting. **Discussion:** If a department head is unable to meet in person, can they provide a letter with their requests and/or recommendations, answer is yes. Suggestion is to meet on April 13 with department head and hold a Public Hearing on April 26, as T/A was not available on April 27 (School committee meets and votes on April 25). The T/A recommends April 13 and April 26.

Vote: Mr. Nicolopolus, Mr. Becker, Mr. Beresik, Mr. Dixon, Mr. Finamore, Ms. Marchand, Ms. Sansom and Chairman Gabor – **yes; motion carried.**

Motion: Made by Joe Beresik and seconded by Mike Finamore to have the Chairman and Vice Chairman meet separately with department heads (suggested date of **Thursday, April 13, 2017**)

and report back to the Finance Committee. Chairman Gabor will invite the department heads and let the T/A know what the response is.

Vote: Mr. Adamopoulos, Mr. Becker, Mr. Beresik, Mr. Dixon, Mr. Finamore, Ms. Marchand and Chairman Gabor – **yes**; Ms. Sansom – **no**; **motion carried.**

Motion: Made by Mike Finamore and seconded by Adam Adamopoulos to meet on **Thursday, April 20, 2017** at 7:00 PM in the Board of Selectmen’s Meeting Room in the Town Hall. **No Vote was taken**

Public Hearing Notice needs to appear in the Times by April 20, ad must be received April 14-17 to make April 20 publication. Secretary will send notice to Stonebridge Press for publication in the Webster Times.

Motion: Made by Carole Marchand and seconded by Neil Dixon to hold a Public Hearing on **Wednesday, April 26, 2017** at 7:00 PM in the Board of Selectmen’s Meeting Room in the Town Hall.

Vote: Mr. Adamopoulos, Mr. Becker, Mr. Beresik, Mr. Dixon, Mr. Finamore, Ms. Marchand, Ms. Sansom and Chairman Gabor – **yes**; **motion carried.**

Financial Policy Liaison Report – Sarah Sansom

The group has met and have a draft, having received permission from DLS to use what other surrounding town have done, with Charlton being one of the best) Chairman Gabor requested a copy of the list of policies so as to compare with what was requested in the management letter. Ms. Sansom said she will provide him with their list.

Capital Plan – Town Administrator

The T/A requested department heads give him a list of their needs over the next five years, which will be funded from free cash, noting however there will not be any free cash until FY18.

- Fire Rescue Truck largest request – may be some changes T/A talk with Chief Hickey.
- Patrol vessel for the lake.
- Water Main Extension Project – on warrant for May meeting; \$80,000 only design portion for replacement and extension on Thompson Road – Memorial Beach Drive to Park Road.
- Late Spring/Summer – National Grid work to be done.

Personnel Board Update – Carole Marchand

Ms. Marchand said they have met twice, and have a list of priorities together, EE Handbook, Employee evaluation check off list, welcome kit new employees, job descriptions.

New Business

Review of Bylaw Chapter 110 – Finance Committee

Bylaw Committee has met once or twice and Finance asked to review bylaws. Chairman Gabor asked members to look over, one being changing of status 15 members to 9 members on Finance Committee. 110-2 limits on who may serve; there is no capital plan so may need to be removed, possibly AdHoc but not in charter. Mr. Finamore said in the past budget deadline of February 1st will benefit everyone. This is how it was in his former town and worked well. Ms. Sansom said it is the intention of the T/A to have budget ready in January. Chairman Gabor will put on agenda for Charter Review Committee. 110-2 C – currently have two people appointed to Personnel Advisory Board; should recommend written policy follow practice.

Finance Committee Member Status

Julie Dell'Anna has only attended two members in over a year, Secretary called and e-mailed, has new address as well but no response. Chairman Gabor sent a certified letter out to her notifying she will be removed. Mr. Finamore said with only two months, may not be necessary. She was Moderator appointed, and nothing can be done until the letter has been sent.

Motion: Made by Joe Beresik and seconded by Carole Marchand to send a certified letter to Ms. Dell 'Anna

regarding her term. Chairman Gabor will work with the Secretary to get the letter out.

Vote: Mr. Adamopoulos, Mr. Becker, Mr. Beresik, Mr. Dixon, Mr. Finamore, Ms Marchand, Ms. Sansom and Chairman Gabor – **yes; motion carried.**

Informational Mail - None

Meeting Prior to Special Town and Annual Town Meeting – BHS Auditorium

The Finance Committee will meet at 5:00 PM before the Special Town and Annual Town Meeting on May 8th. The Secretary will contact Monique in the School Office requesting the conference room adjacent to the Auditorium.

Adjournment

Motion: Made by Mike Finamore and seconded by Neil Dixon to adjourn the meeting at 8:50 PM.

Vote: Mr. Adamopoulos, Mr. Becker, Mr. Beresik, Mr. Dixon, Mr. Finamore, Ms Marchand, Ms. Sansom and Chairman Gabor – **yes; motion carried.**

Respectfully Submitted,

Christine Jackel
Recording Secretary

Attachments for Discussion Purpose

- **FY15 Certified Free Cash/Balance Sheet**
- **FY15 Audit Management Letter**
- **FY18 Budget**
- **Capital Plan**
- **Review of Bylaw Chapter 110 – Finance Committee**

Christine Jackel, Recording Secretary