



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
Carole Marchand

MINUTES
April 20, 2017

The Finance Committee meeting was called to order at 7:00 PM on Thursday, April 20, 2017 by Chairman Earl Gabor in the Board of Selectmen's Meeting Room in the Town Hall. Town Administrator Doug Willardson was in attendance.

Present: Nick Adamopoulos, Kiel Becker, Michael Finamore, Earl Gabor, Carole Marchand and Sarah Sansom

Absent: Joe Beresik, Julie Dell'Anna, Neil Dixon and Stanley Lenky

Approval of Minutes

Motion was made by Mike Finamore and seconded by Carole Marchand to approve the minutes of April 6, 2017. *Vote was unanimous; motion carried.*

FY18 Budget Discussion

Chairman Gabor and Vice Chairman Sansom met with the Assessor and Police Chief. The Assessor's office will be busy doing the revaluation this year, and one individual planned to retire at the end of the year. There could be savings if that position remained un-filled for the remainder of the year after retirement. They toured the Police station and had a good discussion with Chief Bent. The Chief would still like to replace the Deputy Chief position but seemed open to the idea to delay filling that position until after the October meeting. Mr. Finamore asked if the person working for the Collector might be able to train in the Assessor's office, but Vice Chairman Sansom noted these are union positions and Chairman Gabor said we need to see where the budget is at once the School Committee reports.

T/A Willardson said there will be an increase in state aid for Webster; House appropriated \$54,000 to the state. He stated the school's list of priorities are the high school positions as #1 and IT as #2. With

MCAS going online, IT support will most definitely be needed to support tablets and upgrades, but we will wait and see what cuts they have made to their budget after their April 25th meeting.

ATM & STM Warrant Articles – Discussion for May Town Meeting

T/A Willardson prepared and distributed a very detailed handbook with town meeting procedures, seating, warrants, motions, amendments, voting and even a sample motion, along with background information for all the ATM and STM warrant articles. With regard to budget transfers in the STM, the T/A suggested passing over for more information Articles 6-22. He stated there is a new law where the Finance Committee and Board of Selectmen can approve transfers and do at the June meeting. The T/A said he will be meeting with Ms. Leduc to review line items on Friday morning (4/21) and will have the information available on the shared site.

Special Town Meeting Warrant Articles

ARTICLE 1: To hear and act upon the report and recommendations of the Board of Selectmen and the Finance Committee.

Sponsored by the Board of Selectmen

Recommended by the Board of Selectmen / Finance Committee

ARTICLE 2: To see if the Town will vote to raise and appropriate or transfer from any available funds in the Treasury, a sum sufficient to the Town Administrator Unpaid Bills Account for the purpose of funding the payment of prior years' unpaid invoices; or take any action thereon.

Sponsored by the Town Accountant

Recommended by the Board of Selectmen / Finance Committee

ARTICLE 3: To see if the Town will vote to raise and appropriate or transfer from any available funds in the Treasury, a sum sufficient to the Water Unpaid Bills Account for the purpose of funding the payment of prior years' unpaid invoices; or take any action thereon.

Sponsored by the Town Accountant

Recommended by the Board of Selectmen / Finance Committee

ARTICLE 4: To see if the Town will vote to raise and appropriate or transfer from any available funds in the Treasury, a sum sufficient to the Sewer Unpaid Bills Account for the purpose of funding the payment of prior years' unpaid invoices; or take any action thereon.

Sponsored by the Town Accountant

Recommended by the Board of Selectmen / Finance Committee

Motion made by Mike Finamore and seconded by Sarah Sansom to approve Articles 1-4 as recommended by the Board of Selectmen. Vote was unanimous; motion carried.

ARTICLE 5: To see if the Town will vote to raise and appropriate and/or transfer from any available funds in the Treasury, the sum of \$50,000.00 to the Town Hall Improvements Stabilization Fund; or take any action thereon.

Sponsored by the Town Accountant

Recommended by the Board of Selectmen / Finance Committee

Motion made by Mike Finamore and seconded by Sarah Sansom to approve Article 5 as recommended by the Board of Selectmen. Vote was unanimous; motion carried.

NOTE: ARTICLES 6-22 PASS OVER – THESE TRANSFERS WILL BE ON THE AGENDA OF THE 6/8/17 FINANCE COMMITTEE MEETING AND 6/19/17 BOARD OF SELECTMEN MEETING.

ARTICLE 6: To see if the Town will vote to transfer the sum of \$2,500.00 from the Boat Maintenance Account to the Harbormaster Overtime Account; or take any action thereon.

Sponsored by the Police Department

ARTICLE 7: To see if the Town will vote to transfer the sum of \$2,600.00 from the Code Enforcement Town Planner Salary Account to the Board of Selectmen Longevity Account; or take any action thereon.

Sponsored by the Town Administrator

ARTICLE 8: To see if the Town will vote to transfer the sum of \$9,822.00 from the Code Enforcement Town Planner Salary Account to the Board of Selectmen Sick Leave Incentive Account; or take any action thereon.

Sponsored by the Town Administrator

ARTICLE 9: To see if the Town will vote to transfer the sum of \$6,864.00 from the Code Enforcement Town Planner Salary Account to the Town Accountant Salary Account; or take any action thereon.

Sponsored by the Town Administrator

ARTICLE 10: To see if the Town will vote to transfer the sum of \$12,500.00 from the Town Counsel Legal Services Account to the Treasurer Financial Services Account; or take any action thereon.

Sponsored by the Town Administrator

ARTICLE 11: To see if the Town will vote to transfer the sum of \$13,200.00 from the Town Administrator Salary Account to the Elections Department Elections Workers Account; or take any action thereon.

Sponsored by the Town Administrator

ARTICLE 12: To see if the Town will vote to transfer the sum of \$8,927.00 from the Senior Center Custodial Salaries Account to the Town Office Building Overtime Account; or take any action thereon.

Sponsored by the Town Administrator

ARTICLE 13: To see if the Town will vote to transfer the sum of \$14,000.00 from the Town Administrator Salary Account to the Town Office Building Buildings and Grounds Maintenance Account; or take any action thereon.

Sponsored by the Town Administrator

ARTICLE 14: To see if the Town will vote to transfer the sum of \$4,300.00 from the Regional SWCRVSD Assessment Account to the Inspectional Services Wiring Inspector Account; or take any action thereon.

Sponsored by the Town Administrator

ARTICLE 15: To see if the Town will vote to transfer the sum of \$1,059.00 from the Regional SWCRVSD Assessment Account to the Inspectional Services Plumbing Inspector Account; or take any action thereon.

Sponsored by the Town Administrator

ARTICLE 16: To see if the Town will vote to transfer the sum of \$639.00 from the Regional SWCRVSD Assessment Account to the Inspectional Services Gas Inspector Account; or take any action thereon.

Sponsored by the Town Administrator

ARTICLE 17: To see if the Town will vote to transfer the sum of \$312.00 from the Regional SWCRVSD Assessment Account to the Inspectional Services Assistant Wiring Inspector Account; or take any action thereon.

Sponsored by the Town Administrator

ARTICLE 18: To see if the Town will vote to transfer the sum of \$350.00 from the Regional SWCRVSD Assessment Account to the Inspectional Services Car Allowance Account; or take any action thereon.

Sponsored by the Town Administrator

ARTICLE 19: To see if the Town will vote to transfer the sum of \$754.00 from the Regional SWCRVSD Assessment Account to the Dog Officer Other Expenses Account; or take any action thereon.

Sponsored by the Town Administrator

ARTICLE 20: To see if the Town will vote to transfer the sum of \$7,400.00 from the Town Administrator Executive Secretary Salary Account to the Veterans Director Salary Account; or take any action thereon.

Sponsored by the Town Administrator

ARTICLE 21: To see if the Town will vote to transfer the sum of \$6,000.00 from the Senior Center Custodial Salary Account to the Veterans Benefits Account; or take any action thereon.

Sponsored by the Town Administrator

ARTICLE 22: To see if the Town will vote to transfer the sum of \$5,000.00 from the Town Administrator Salary Account to the Veterans Benefits Account; or take any action thereon.

Sponsored by the Town Administrator

ARTICLE 23: To see if the Town will vote to raise and appropriate or transfer from any available funds in the Treasury, a sum sufficient to the DPW Snow and Ice Supplies Account; or take any action thereon.

Sponsored by the Town Administrator

Recommended by the Board of Selectmen / Finance Committee – Pass over for more information

Motion made by Mike Finamore and seconded by Kiel Becker to pass over Article 23 for more information. Vote was unanimous; motion carried.

ARTICLE 24: To see if the Town will vote to raise and appropriate or transfer from any available funds in the Treasury, a sum sufficient to the Unemployment Compensation Account; or take any action thereon.

Sponsored by the Town Administrator

Recommended by the Board of Selectmen / Finance Committee

Motion made by Mike Finamore and seconded by Kiel Becker to approve Article 24 as recommended by the Board of Selectmen. Vote was unanimous; motion carried.

Annual Town Meeting Warrant Articles

ARTICLE 1: To hear and act upon the report and recommendations of the Board of Selectmen and the Finance Committee.

Sponsored by the Board of Selectmen

Recommended by the Board of Selectmen / Finance Committee

ARTICLE 2: To see if the Town will vote to fix the compensation of elected officials, provide for a reserve fund, and determine what sum of money the Town will raise and appropriate including appropriations from any available funds to defray the charges and expenses of the Town including debt and interest for the fiscal year beginning July 1, 2017 and ending June 30, 2018; or take any action thereon.

Sponsored by the Board of Selectmen

Recommended by the Board of Selectmen / Finance Committee

Motion made by Mike Finamore and seconded by Nick Adamopoulos to approve Article 2 as recommended by the Board of Selectmen. Vote was unanimous; motion carried.

ARTICLE 3: To see if the Town will vote to raise and appropriate or transfer from any available funds a sum sufficient to operate the Sewer Enterprise Fund for the fiscal year beginning July 1, 2017 and ending June 30, 2018; or take any action thereon.

Sponsored by the Board of Selectmen

Recommended by the Board of Selectman / Finance Committee

Motion made by Mike Finamore and seconded by Nick Adamopoulos to approve Article 3 as recommended by the Board of Selectmen. Vote was unanimous; motion carried.

ARTICLE 4: To see if the Town will vote to raise and appropriate or transfer from any available funds a sum sufficient to operate the Water Enterprise Fund for the fiscal year beginning July 1, 2017 and ending June 30, 2018; or take any action thereon.

Sponsored by the Board of Selectmen

Recommended by the Board of Selectmen / Finance Committee

Motion made by Mike Finamore and seconded by Nick Adamopoulos to approve Article 4 as recommended by the Board of Selectmen. Vote was unanimous; motion carried.

ARTICLE 5: To see if the Town will vote to authorize the Treasurer, with the consent of the Board of Selectmen, to temporarily borrow a note or notes, or make an interfund advance from available funds in anticipation of revenue from taxation, bonds, or grants, and to repay said sums within the current fiscal cycle; or take any action thereon.

Sponsored by the Board of Selectmen

Recommended by the Board of Selectmen / Finance Committee

Motion made by Mike Finamore and seconded by Nick Adamopoulos to approve Article 5 as recommended by the Board of Selectmen. Vote was unanimous; motion carried.

ARTICLE 6:

DEPARTMENTAL REVOLVING FUNDS

To see if the Town will vote to create and/or continue revolving funds for certain town departments pursuant to the provisions of M.G.L. Chapter 44, Section 53E1/2 for the fiscal year beginning July 1, 2017: or take any action thereon:

Revolving Fund	Authority to Spend	Revenue Source	Use of Fund	FY2016 Budget
Animal Control	Board of Health/ Health Agent	Program Fees	Program expenses	\$2,000.00
Auditorium Rentals	Town Administrator	Rental Fees	Facility maintenance	\$5,000.00
Leased Properties	Town Administrator	Lease Payments	Facility maintenance	\$50,000.00
Graphic Arts	School Committee	Program Fees	Program supplies	\$5,000.00
Recycling	Recycling Commission	Program Fees	Program expenses	\$1,000.00
Firearms Licensing	Chief of Police	Program Fees	Program expenses	\$10,000.00
Board of Health Training	Board of Health/ Health Agent	Program Fees	Program expenses	\$3,000.00
Board of Health Inspections	Board of Health/ Health Agent	Inspection Fees	Outside Consultant	\$5,000.00
Senior Center	Senior Center Director	Program Fees	Program expenses	\$10,000.00
Library	Library Director	Photocopier/Printer Fees	Equipment supplies	\$2,000.00
Nuisance Properties	Town Administrator	Program Fees	Program expenses	\$100,000.00

Inspectional Services	Town Administrator	Inspection Fees	Part Time	\$50,000.00
Municipal Hear Officer	Town Administrator	Fines	Program expenses	\$2,500.00

Sponsored by the Town Accountant
Recommended by the Board of Selectmen / Finance Committee

Motion made by Mike Finamore and seconded by Carole Marchand to approve Article 6 as recommended by the Board of Selectmen. Vote was unanimous; motion carried.

ARTICLE 7: To see if the Town will vote to rescind the action taken at the October 17, 2016 Annual Town Meeting under Article 10; or take any action thereon.

Sponsored by the Town Accountant
Recommended by the Board of Selectmen / Finance Committee – Pass over for more information

Motion made by Mike Finamore and seconded by Carole Marchand to pass over Article 7 for more information. Vote was unanimous; motion carried.

ARTICLE 8: To see if the Town will vote to accept the provisions of M.G.L. Chapter 40, Section 22g and authorize to allocate all funds received from fines assessed for violations of handicap parking in said town to the commission of disabilities and said funds to be deposited by the Town Treasurer in a separate account and shall be used solely for the benefit of persons with disabilities; or take any action thereon.

Sponsored by the ADA Committee
Recommended by the Board of Selectmen / Finance Committee

Motion made by Carole Marchand and seconded by Kiel Becker to approve Article 8. as recommended by the Board of Selectmen. Vote was unanimous; motion carried.

ARTICLE 9: To see if the Town will vote to raise and appropriate, borrow or transfer from any available funds in the Treasury a sum sufficient for the purpose of renovation, construction improvements, remodeling, reconstruction, making extraordinary repairs to the Bartlett Jr Sr High School for the use as School Administration Offices, including but not limited to costs for planning, design, construction, furnishing and equipment, as well as all other costs incidental or related thereto; or take any other action thereto.

Sponsored by the Webster Public Schools
Recommended by the Board of Selectmen / Finance Committee – Pass over for more information

Motion made by Mike Finamore and seconded by Sarah Sansom to pass over Article 9 for more information. Vote was unanimous; motion carried.

ARTICLE 10: To see if the Town will vote to grant a permanent easement to National Grid, or the corporate entity designated as grantee in the proposed easement document, over Town-owned land for the purpose of supplying electricity to Town property, on such further terms and conditions as the Board of Selectmen deems necessary and property; or to take any action thereto.

Sponsored by the Town Administrator

Recommended by the Board of Selectmen / Finance Committee – Pass over for more information

Motion made by Mike Finamore and seconded by Nick Adamopoulos to pass over Article 10 for more information. Vote was unanimous; motion carried.

ARTICLE 11: To see if the Town will vote pursuant to M.G.L. c. 30B, § 16, and c. 40, § 3, to authorize the Board of Selectmen to lease the Town property located at 31 Ray Street, Webster, for a period not to exceed thirty (30) years and for the specific public purpose of providing a museum to commemorate the history of Webster and surrounding region, on such terms and conditions as the Board of Selectmen deems necessary and proper; or take any action thereon.

Sponsored by the Town Administrator

Recommended by the Board of Selectmen / Finance Committee

Motion made by Mike Finamore and seconded by Carole Marchand to approve Article 11 as recommended by the Board of Selectmen. Vote was unanimous; motion carried.

ARTICLE 12: To see if the Town will vote to authorize the Board of Selectmen to petition the General Court for special legislation authorizing the Commonwealth of Massachusetts, acting by and through its Division of Capital Asset Management and Maintenance, to release a restriction held by the Commonwealth of Massachusetts on the Town-owned property located at 31 Ray Street, Webster, and described in the deed from the Commonwealth to the Town dated January 4, 2005 and recorded with the Worcester South District Registry of Deeds in Book 35465, Page 99, a copy of said deed on file with the Town Clerk, said restriction requiring the property be used solely as a community youth facility; provided, however, that the General Court may make clerical or editorial changes of form only to the bill, unless the Board of Selectmen approves amendments to the bill before enactment by the General Court which are within the scope of the general public objectives of the petition, and to authorize the Board of Selectmen to approve such amendments, the form of said special legislation to be as follows:

AN ACT RELATIVE TO THE RELEASE OF A RESTRICTION ON PROPERTY LOCATED AT 31 RAY STREET IN THE TOWN OF WEBSTER

Be it enacted by the Senate and House of Representatives, in General Court assembled, and by the authority of the same as follows:

SECTION 1. The division of capital asset management and maintenance is authorized to release a restriction held by the Commonwealth on the town-owned property located at 31 Ray Street, Webster, and described in a deed from the commonwealth of Massachusetts to said town of Webster, dated January 4, 2005, and recorded with the Worcester south district registry of deeds in book 35465, page 99, said restriction requiring the property be used solely as a community youth facility.

SECTION 2. This act shall take effect upon its passage.

and to authorize the Board of Selectmen to take such actions as it deems necessary or proper; or take any action thereon.

Sponsored by the Town Administrator

Recommended by the Board of Selectmen / Finance Committee

Motion made by Sarah Sansom and seconded by Mike Finamore to approve Article 12 as recommended by the Board of Selectmen. Vote was unanimous; motion carried.

ARTICLE 13: To see if the Town will vote to raise and appropriate, borrow or transfer from any available funds in the Treasury a sum sufficient for the purpose installing and extending the water main on Thompson Road from Memorial Beach Drive to Park to Park Road with approximately 1,500 feet of 16” diameter main to transmit treated water flows from the filtration plant, including but not limited to costs for planning, design, construction, as well as all other costs incidental or related thereto; or take any other action thereto. **Sponsored by the Town Administrator**

Recommended by the Board of Selectmen / Finance Committee

Motion made by Carole Marchand and seconded by Sarah Sansom to approve Article 13 as recommended by the Board of Selectmen. Vote was unanimous; motion carried.

Finance Committee Report for May Town Meeting

Chairman Gabor shared a copy of the Fall Annual Town Meeting Report from 10/17/16 and said he will have a draft of this year’s report which he will present at Town Meeting and it will be in the packet.

Continue Bylaws Review

The Finance Committee continues review the bylaws (handout provided). **Under 110-2:** Limits on who may serve (A) (B) and (D) will remain the same. (C) Members of the Finance Committee may serve on the Personnel Advisory Board. The Finance Committee may appoint **up to two members** to serve on the Personnel Advisory Board. **Under 110-3:** Duty and power – will remain the same.

Under 110-4: Budget Schedule – Discussion about whether to start later or go back to the original date of February 1st. *Motion made by Mike Finamore and seconded by Sarah Sansom to go back to having*

department budgets due to the T/A by February 1. Vote: Yes-2; No-4; motion did not carry. Under 110-5: Report – will remain the same. 110-6: Special Town Meeting and 110-7: Proposed budget will remain the same.

Mr. Finamore suggested there may be some untapped talent in town where perhaps ten individuals would be willing to donate 4 hours/week for six months to categorize each building in town, look at which businesses might like to relocate; could start to fill the stores again on Main Street with new businesses, and also to look at land to be developed. The T/A said this would be something the New Town Planner, who will start new Monday, could look into.

Preparation for Finance Committee Public Hearing scheduled for April 26, 2017

Chairman Gabor stated a Public Hearing is scheduled for Wednesday, April 26 at 7:00 PM in the Board of Selectmen's Meeting Room in the Town Hall to discuss the budget, and at that time, the School Committee will have met (April 25) and have their recommendations. The T/A said he will have a presentation at the hearing, the warrant articles and budget will be on the website and there will be a Town Meeting guide with all pertinent information available. Town resident Bob Whitelaw questioned why there was no information for residents to review prior to the Public Hearing; asking how they could come prepared to ask questions, without having any information to review and felt it is important as it is the only time residents can ask questions. He stated the school project is one year late, yet no dollar amount given by the school. The T/A said Mr. Avlas would be at the Public Hearing to answer any questions. The T/A said he will hold a Q&A session at 6:00 PM on April 25th and on May 3rd at 7:00 PM. These will be taped and put on You Tube.

Resignation

Chairman Gabor informed the committee that he received notification from Town Clerk Bob Craver that Stanley Lenky submitted his letter of resignation to the Finance Committee and the Personnel Advisory Board, effective April 30, 2017. Stanley was re-appointed by the Board of Selectmen last year, for a 3-year term ending in 2019. Since there are currently only two (2) positions appointed by the Board of Selectmen, we will ask them to consider making a new appointment for the remainder of Stanley's term. This would then bring the appointments by the Board of Selectmen to three (3) members and would be in line with potential charter changes. ***Motion made by Mike Finamore and seconded by Carole Marchand to accept Mr Lenky's resignation effective April 30th. Vote was unanimous; motion carried.*** The Secretary will send a letter to Mr. Lenky from the committee thanking him for his years of service.

Finance Committee Appointment to the Personnel Advisory Committee

Stanley Lenky was also an appointed member of the Personnel Advisory Board and his position needs to be replaced. Personnel Advisory Board meetings are held on Wednesdays at 1:30 PM ***Motion made by Mike Finamore and seconded by Carole Marchand to appoint Sarah Sansom as Stanley Lenky's replacement. Vote was unanimous; motion carried.***

There being no further business, motion made by Mike Finamore and seconded by Sarah Sansom to adjourn at 8:05 PM.

Respectfully submitted,

Christine Jackel
Recording Secretary

Documents for Discussion:

- Minutes of April 6, 2017
- ATM & STM Warrant Articles
- Handout from T/A regarding town meeting warrant articles
- Bylaws Review