



Town Of Webster

Massachusetts

Est. 1832

Finance Committee

350 Main Street
Webster, MA 01570

Sarah Sansom, Chairman

Laura Backus, Vice-Chairman

Mat Fitton, Secretary

Joseph Ralph

Courtney Friedland, Recording Secretary

Michael Finamore

Jennifer Findlay

Scott Dziedzic

Joshua Sterczala

FINANCE COMMITTEE

MEETING MINUTES

Monday, October 18, 2021

Bartlett High School, Meeting Room

52 Lake Parkway, Webster, MA

via conference call in accordance with Governor Baker's
emergency "Order Suspending Certain Provisions of the
Open Meeting Law, G.L. c. 30A, §20

5:30 p.m.

The Finance Committee meeting was called to order by Chairman Mat Fitton at 5:32 p.m.

Present: Sarah Sansom, Michael Finamore, Scott Dziedzic, Joseph Ralph, Joshua Sterczala, Mat Fitton, Town Accountant Timothy Bell, Interim Town Administrator Greg Balukonis, and Finance Committee Secretary Courtney Friedland.

Governor Baker issued an Executive Order modifying certain requirements of the Open Meeting Law, to enable public bodies to carry out their responsibilities while adhering to public health recommendations regarding social distancing. The Executive Order relieves public bodies from the requirement in the Open Meeting Law that meetings be conducted in a public place that is open and physically accessible to the public, provided that the public body makes provision to ensure public access to the deliberations of the public body through adequate, alternative means.

Meeting Minutes

Motion by Matt Fitton, seconded by Sarah Sansom to approve the meeting minutes of Thursday, September 16, 2021. Vote: Joshua Sterczala – yes, Joseph Ralph – yes, Scott Dziedzic – yes, Michael Finamore – yes, Sarah Sansom – yes, and Matt Fitton – yes.

Town Meeting Warrant

Articles 2,3,5, and 7 will be passed over for more information. All other articles will be presented for approval. The funding source for Article 11 will be added in the amount of \$40,000.00

Town Administrator's Report

1. Coronavirus & Public Health
 - i. There are 30 new cases and 61 active cases during the past week ending October 17th. There is a total of 18 so-called breakthrough cases, 5 in school age children and 7 in congregate care settings. The good news there are no hospitalizations or deaths to report.
 - ii. A Mask Order is in-place for all municipal buildings for the past 2 weeks. There have been no issues brought to my attention.
 - iii. A couple of municipal employees have been ill over the past weeks and exercised caution in not reporting to work- there are no known positive cases in the workforce. Health
 - iv. Laurie Keefe is the shared Community Health Coordinator. She started work today and comes to us via Blackstone where Laurie was the COA Director.
2. Human Resources- Employee Comings/Goings/Transfers/Other
 - a. New employees- Traci Corporale, ConCom Recording Secretary; Bruce Morando, Highway Motor Equipment Operator/Laborer
 - b. Transfers- Eric Guiou, from Highway to Water/Sewer
3. Financial Issues
 - a. Work in the FY 21 financial audit has commenced with the independent auditors on-site beginning last week.
 - b. I'm waiting for confirmation the annual Tax Classification which needs to take place in order to set the FY 22 tax rate. There are no issues that I am aware of that would cause a problem in setting the tax rate.
4. Economic Development
 - a. The ARPA business grant program for local businesses and non-profit organizations was launched with several applications being reviewed by the Development Team.
 - b. Work is beginning on the MVP grant that address climate preparedness and opens Webster up to receive additional grants. A Core Group has been assembled which will work closely with State officials and the grant consultant.
5. Infrastructure & Projects
 - a. Work on the Town Hall roof project has recommenced.
 - b. The Water and Sewer Commission is arranging a public hearing on a date TBD but expected between October 26th and 29th. Public notification will be made once a date is finalized.
 - c. Town officials attended a Mass DOT public hearing on reconstruction of the Rt. 395/Rt. 16/Sutton Ave intersection. The project is still early in the design phase and is being funded under the State's TIP program.

Town Accountant Report

The Auditors were at the Town Hall last week for 3-4 days doing additional field work for the grants received. This cost an additional \$9,000.00 fee that will be charged to the grant.

OLD BUSINESS

Capital Planning

Mr. Finamore requested they hold a Capital Planning Meeting to look into next year's expenditures/requests. Tim and Greg are currently putting together the Capital Requests from last year and are reviewing them. The biggest capital expense going to be requested is the Bartlett High School renovation project. There might also be an additional request for a new truck in the Highway Department.

Town Administrator Selectmen Committee

The RFP for consultants did not yield any submissions. Mr. Balukonis has reached back out to the various consultants who thought the town's timeline was too aggressive. Without going back out with a new RFP they are going to proceed interviewing interested consultants, which a less aggressive workload, which will be restricted to less than \$10,000.00. The Town Administrator's job has been posted and they will do their first round of reviews on October 21, 2021.

Next Finance Committee Meeting

The Finance Committee will meet on November 4, 2021, at 6:00 p.m.

Adjournment

Motion by Michael Finamore, seconded by Sarah Sansom to adjourn the meeting at 5:57 p.m.

Vote: Joshua Sterczala – yes, Joseph Ralph – yes, Scott Dziedzic – yes, Michael Finamore – yes, Sarah Sansom – yes, Matt Fitton.

Respectfully submitted,
Courtney Friedland