



# Town Of Webster

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## Massachusetts

Est. 1832

## Finance Committee

350 Main Street  
Webster, MA 01570

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**Mat Fitton, Chairman**  
**Sarah Sansom, Vice-Chairman**  
**Joshua Sterczala**  
**Courtney Friedland, Recording Secretary**

**Michael Finamore**  
**Scott Dziedzic**  
**Joseph Ralph**  
**Wilfrid Cournoyer**

### FINANCE COMMITTEE MEETING MINUTES

Wednesday, January 11, 2023

Webster Town Hall, 350 Main Street, 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  
6:00 p.m.

The Finance Committee meeting was called to order by Chairman Mat Fitton at 6:00 p.m. via Vonage Conference Call.

**Present:** Sarah Sansom (via conference call), Joshua Sterczala (via conference call), Matt Fitton (via conference call), Michael Finamore (via conference call), Wilfrid Cournoyer (via conference call), Town Accountant, Timothy Bell (via conference call), Town Administrator, Richard LaFond (via conference call), and Finance Committee Secretary Courtney Friedland (via conference call).

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.

### Pledge of Allegiance

**Motion by Michael Finamore, seconded by Joshua Sterczala, to waive the Pledge of Allegiance. Call Vote: Michael Finamore – yes, Joshua Sterczala – yes, Wilfrid Cournoyer – yes, Sarah Sansom – yes, and Mat Fitton – yes.**

### Meeting Minutes

**Motion by Sarah Sansom, seconded by Michael Finamore, to approve the meeting minutes of November 22, 2023. Call Vote: Michael Finamore – yes, Joshua Sterczala – yes, Wilfrid Cournoyer – abstain, Sarah Sansom – yes, and Mat Fitton – yes.**

### **Town Administrator's Report**

The Library is holding a Strategic Planning Meeting to develop a plan for the future. A community survey is the next step, followed by setting goals and objectives. Vision Statements will be developed to help drive decision making. A Community Survey will be available starting on January 17 on the Library website.

The deadline of the HR review with the Collins Center is June 30, 2023. This review was approved at Town Meeting. This is a very comprehensive study with more than 40 points to be reviewed. The wage and classification plan is complete and Mr. LaFond and Ms. Friedland will be meeting with the department heads soon.

The regional Health Group was expanded with 5 additional communities and the current municipal agreement will be updated. There is no specific effective date of the new agreement.

The Hillstreet bridge is still being addressed. Architect and Engineering bids have been pushed off until February 1, 2023. There is no estimated cost for this project. This will not incur any cost to the Town of Webster, as the bridge is located in Dudley. We are happy to partner with the Town of Dudley to seeking grant funding to reopen the bids.

The Town of Webster and the Webster School Department are in the preliminary stages of looking into a Facilities Assistant. This new position would be looked at for the proposed FY24 budget. The position would be the professional oversight of buildings for the town. This position would be shared with the School Department. This is very premature and are looking at funding in the next cycle. One of the Board of Selectmen's goals would be to have a full inventory of buildings. This would involve a long-term capital plan.

The company, Crimson Power, will be working with the Town to recommend appropriate areas for electric vehicle (EV) charging stations. These will be covered by State incentive programs at no cost for the Town.

### **Town Accountant Report**

FY22 Schedule A has been approved. The Board of Selectmen approved the Tax Rate at their meeting last night. The FY24 Budget Schedule has been distributed to Department Heads, Board of Selectmen, and Finance Committee. The Capital Improvement Plan has been updated. There are not many new requests. A new format has been presented to Department Heads which is more efficient. The year to date entries have not been recorded.

Munis test environment has been updated. This is a massive upgrade which will move from a desktop platform to web based. Munis will have multiple back-up locations and heightened security.

The setting of the tax rate by the Board of Selectmen was delayed. The consultants that the Town uses was set back due to COVID. This put 5-6 of their clients behind schedule. This was discussed at the Board of Selectmen's Meeting. This is the first time the consultant has caused a lateness. 3<sup>rd</sup> and 4<sup>th</sup> quarter tax bills will both be due May 1, 2023. This will cause minimal cash flow impact and a small revenue impact.

### **FY24 Budget/Budget Calendar**

Town Accountant, Timothy Bell, put together the proposed FY24 budget calendar. The schedule references the Town Charter and the Town By-Laws within the calendar.

The Finance Committee discussed the requirements regarding holding a Public Hearing.

**Motion by Wilfrid Cournoyer, seconded by Joshua Sterczala, to hold a regular Finance Committee on March 7, 2023 and the Public Hearing on March 14, 2023. Call Vote: Michael Finamore – no, Joshua Sterczala – yes, Wilfrid Cournoyer – yes, Sarah Sansom – yes, and Mat Fitton – yes.**

### **FY2023 Goals and Objectives**

There was no discussion at this time.

### **Proposed Future Meeting Date Discussion**

The Finance Committee will meet Tuesday, March 7, 2023 at 6:00 p.m. via Zoom.

The Finance Committee will meet Tuesday, March 14, 2023 at 6:00 p.m. via Zoom.

### **Informational Mail**

There is no informational mail.

### **Any Other Items Not Available at the Time of Posting**

There are no other items available at the time of posting.

### **Adjournment**

**Motion by Joshua Sterczala, seconded by Sarah Sansom, to adjourn the Finance Committee Meeting at 7:44 p.m. Call Vote: Michael Finamore – yes, Joshua Sterczala – yes, Wilfrid Cournoyer – yes, Sarah Sansom – yes, and Mat Fitton – yes.**

Respectfully submitted,  
Courtney Friedland