Finance Committee
350 Main Street
Webster, MA 01570

Nick Adamopoulos, Chairman
Sarah Sansom, Vice Chairman
Michael Finamore
Courtney Friedland, Recording Secretary
Laura Backus
Matt Fitton
Jennifer Findlay
Christopher Markiewicz

MEETING MINUTES
September 5, 2019

Present: Nick Adamopoulos, Laura Backus, Matt Fitton, Sarah Sansom, Jennifer Findlay, and Christopher Markiewicz

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

Member Update

Chairman Adamopoulos received a resignation letter from Shawn Williams. The Town Moderator appointed two new members, Jennifer Findlay, and Christopher Markiewicz, to the Finance Committee.

Meeting Minutes

Motion: made by Laura Backus, seconded by Matt Fitton to approve the meeting minutes from Thursday, July 11, 2019.
Vote: Jennifer Findlay – yes; Christopher Markiewicz – yes; Matt Fitton – yes; Laura Backus – yes; Sarah Sansom – yes, and Nick Adamopoulos – yes.

Town Administrator’s Update

0119252-513000: The custodian overtime account is high but funds need to be reallocated to different departments who have been holding meetings at the library.

0115552-524015: The computer equipment maintenance account is high because the annual Munis payment comes out of that account at the beginning of the year.

0161052-530012: The data processing account of the Library is high because the annual CWMARS payment comes out of that account at the beginning of the year.
0121058-585018: The mobile surveillance camera is showing on the expense report. Doug will look into this, as it was approved at Town Meeting.

All of the net metering credits have been applied to the correct accounts.

Smoke tests for the Sewer Department will be completed by the end of the week. Greg Woods has taken over the Sewer Department and is currently the Water/Sewer Superintendent.

The Town of Charlton is currently dealing with a malware issue. The Town of Webster just completed an IT Audit that was conducted by Acuity. The Town is also getting quotes to store data offsite.

**Water Filtration Plant Update**

The town did receive the back ordered piece of equipment but it arrived damaged so we are currently waiting for a replacement. The plant should be operational in December. The town will seek liquidated damages.

**School Building Project Liaison**

**Motion:** made by Matt Fitton, seconded by Laura Backus to appoint Jennifer Findlay as the liaison to the School Building Project.

**Vote:** Jennifer Findlay – yes; Christopher Markiewicz – yes; Matt Fitton – yes; Laura Backus – yes; Sarah Sansom – yes, and Nick Adamopoulos – yes.

A Special Town Meeting will need to be called before March to vote the funding for the Bartlett High School renovations.

**Audit Committee**

Auditors were on-site in July and will return in December. A preliminary meeting will be scheduled with the Audit Committee.

**Financial Policies – Revisions/Updates**

The Board of Selectman have not made any changes. The only change Mr. Willardson would suggest would be to lower the amount of money that needs to be allocated to capital projects.

**October Town Meeting**

The Annual October Town Meeting will be held Monday, October 12, 2019, at 7:00 p.m. at Bartlett High School. The Board of Selectmen will be approving the warrant on September 16, 2019.

**Schedule Next Meeting**

The Finance Committee will meet on October 3, 2019, at 6:00 p.m. for their regularly scheduled meeting and to approve the Annual Town Meeting Warrant.

**Informational Mail**
The town received a Green Communities Grant for $270,000 for the replacement of the school boilers, and to retrofit LED lighting at the Police Station and Town Hall.

The Assistant Town Account is out on extended medical leave. Free cash will not be certified for Town Meeting. The town has looked into outsourcing but it is very costly and the town employees still need to enter all of the data. The office is looking into short term help. The town will be holding a Downtown Business Meeting on Monday, September 23, 2019, starting at 5:00 p.m. with a downtown walk.

Adjournment

Motion: made by Matt Fitton, seconded by Michael Finamore to adjourn the meeting at 6:49 p.m.
Vote: Jennifer Findlay – yes; Christopher Markiewicz – yes; Matt Fitton – yes; Laura Backus – yes; Sarah Sansom – yes, and Nick Adamopoulos – yes.

Respectfully submitted,
Courtney Friedland