



# Town Of Webster

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## Massachusetts

Est. 1832

### Finance Committee

350 Main Street  
Webster, MA 01570

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**Nick Adamopoulos, Chairman**  
**Sarah Sansom, Vice Chairman**  
**Michael Finamore**  
**Courtney Friedland, Recording Secretary**

**Laura Backus**  
**Neil Dixon**  
**Matt Fitton**  
**Sean Williams**

### MEETING MINUTES December 6, 2018

**Present:** Nick Adamopoulos, Laura Backus, Neil Dixon, Mike Finamore, Matt Fitton and Sarah Sansom

**Absent:** Sean Williams

The Finance Committee meeting was called to order by Chairman Nick Adamopoulos at 7:06 p.m. in the Irene Martel Conference Room in the Town Hall.

The By-Law Committee joined the meeting.

Mr. Willardson stated he did not include retail marijuana restriction articles on the October Town Meeting. He stated he is looking to establish the groundwork for two retail establishments in article five. He stated Town Counsel drafted the proposed warrant articles. He said they are similar in language from other towns. Mr. Dixon asked how long it takes the Attorney General to approve these by-laws. Mr. Willardson stated it usually takes 90 days but they could request an extension. Mr. Willardson stated article ten is a zoning By-law that requires a Special Permit that expires after three years. Mike Finamore asked about protections. Mr. Willardson stated article ten requires a safety plan.

**Motion:** made by Sarah Sansom, seconded by Matt Fitton to recommend approval for article 6.

**Vote:** **Matt Fitton – yes, Michael Finamore – yes; Neil Dixon – yes, Laura Backus – yes, Sarah Sansom – yes, and Nick Adamopoulos – yes.**

**Motion:** made by Sarah Sansom, seconded by Matt Fitton to recommend passing over article 12.

**Vote:** **Matt Fitton – yes, Michael Finamore – yes; Neil Dixon – yes, Laura Backus – yes, Sarah Sansom – yes, and Nick Adamopoulos – yes.**

### Meeting Minutes

**Motion:** made by Neil Dixon, seconded by Matt Fitton to approve the meeting minutes of September 20, 2018.

**Vote:** **Matt Fitton – yes, Michael Finamore – yes, Neil Dixon – yes, Laura Backus – yes, Sarah Sansom – yes and Nick Adamopoulos – yes.**

**Motion:** made by Neil Dixon, seconded by Matt Fitton to approve the meeting minutes of October 15, 2018.

**Vote:** Matt Fitton – yes, Michael Finamore – yes, Neil Dixon – yes, Laura Backus – yes, Sarah Sansom – yes and Nick Adamopoulos – yes.

### **Library Update**

Mr. Dixon stated last meeting was November 13, 2018. He stated there wasn't a big update. He stated there was still a 184 item punch list that still needed to be completed. He stated they are on budget. He stated there are ongoing discussion about getting money back from the contractor. He stated the next week is in a week.

### **Town Administrator's Update**

Mr. Willardson passed out the year to date budget and municipal calendar. He stated money needs to be transferred to the general fund the sick leave/vacation incentive. Mr. Dixon asked how this worked. Mr. Willardson stated employees were given the option to be paid out instead of carrying over a week. He stated this was in July and no more should be paid out. He stated the streetlight conversion took longer than expected so money will need to be transferred. He stated that project will be complete this week.

### **Water Filtration Plant Update**

Mr. Fitton stated they started building the walls. He stated they are two to three weeks behind. They ran electrical underground and are moving along. He stated they seems to be on budget and are trying to get everything inside.

### **Local Options Meals/Gas/Sales Tax**

Mr. Willardson stated this is dead in the water. He stated Weighs and Means Committee doesn't move this forward. Mr. Finamore stated the gas prices in Webster are so high compared to other communities. Mr. Willardson stated we can't regulate the gas prices but if enough State Representatives come together maybe something can happen.

### **Audit Update**

Mr. Bell stated they were are scheduled to be here this week but wrapped up early. He stated they are expecting a draft in January. Mr. Adamopoulos stated they will hold a meeting after the draft is released. Mr. Bell stated the auditors seemed pleased. He said they might have some follow-up questions but he will be here to answer them. He stated they will see improvements. He said they are reconciling the trust funds. He stated he is speaking with other Town accountants to get information on payroll companies. He stated this will help with tax filings. Mr. Dixon asked Mr. Bell his goals. Mr Bell stated getting familiar with the software and accounts. He is also working on the year end close. He stated he would like to do the add-on in Munis that will provide scanned invoices.

### **Town Financial Policy Figures – Summary from Town Administrator**

Mr. Willardson requested this get tabled until the next meeting.

## **Financial Calendar Review**

Mr. Willardson stated the balance sheet has been submitted. He stated the Board of Selectmen voted a single tax rate. Mr. Finamore stated that the town should wait until January. He suggested putting together two budgets because the town might need an override. Mr. Willardson stated we might not be able to count as income from the 3% passed concerning the recreational marijuana. He stated he might ask for a host agreement to provide the funds upfront. Mr. Fitton asked if the budget will be level funded. Mr. Willardson stated if the budget is level funded we will need a override. He stated free cash has been submitted. He stated we won't have that certified for a couple of weeks. Ms. Backus stated it might be beneficial to start a Revenue Sub-Committee.

## **FY20 Capital Planning Process**

Mr. Willardson stated this will be part of the budget process and will be able to give the Finance Committee something in January.

## **Conflict of Interest/OML Member Certifications**

Mr. Adamopoulos wanted to remind the Committee members that the Conflict of Interest and OML certifications need to be completed if not done within the last two years. He asked Mr. Willardson to send everyone the link to the test.

## **December Special Town Meeting – Review and Vote on Warrant Articles**

Mr. Willardson went over the warrant articles.

**Motion:** made by Michael Finamore, seconded by Matt Fitton to recommend approval for articles 1, 2, 3, 4, 5, 7, 8, 9, 10, 11 of the Special Town Meeting Warrant,

**Vote:** **Matt Fitton – yes, Michael Finamore – yes; Neil Dixon – yes, Laura Backus – yes, Sarah Sansom – yes, and Nick Adamopoulos – yes.**

## **Schedule Next Meeting**

Mr. Willardson stated he might call for a Special Town Meeting in January in order to make a good faith effect to define a usable district for recreational marijuana. Mr. Adamopoulos stated the Finance Committee will meet again on Thursday, January 17, 2019 at 6:00 p.m. in the Selectmen's Meeting Room.

## **Adjournment**

**Motion:** made by Sarah Sansom, seconded by Neil Dixon to adjourn the meeting at 8:41 p.m.

**Vote:** **Matt Fitton – yes, Michael Finamore – yes; Neil Dixon – yes, Laura Backus – yes, Sarah Sansom – yes, and Nick Adamopoulos – yes.**

Respectfully submitted,  
Courtney Friedland