



## **Finance Committee**

**350 Main Street  
Webster, MA 01570**

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**Earl Gabor, Chairman  
Sarah Sansom, Vice Chairman  
Christine Jackel, Recording Secretary  
Nick Adamopoulos**

**Laurie Bysiewicz  
Neil Dixon  
Michael Finamore  
Carole Marchand**

MINUTES  
August 17, 2017

Present: Nick Adamopoulos, Laurie Bysiewicz, Neil Dixon, Mike Finamore, Earl Gabor, Carole Marchand and Sarah Sansom

The meeting of the Finance Committee was called to order at 7:00 PM in the Board of Selectmen's meeting room by Chairman Earl Gabor. Town Administrator Doug Willardson was also in attendance.

### Minutes

Motion was made by Carole Marchand and seconded by Nick Adamopoulos to approve the minutes of July 6, 2017. Vote: Yes-6; Abstain-1; motion carried.

Motion was made by Nick Adamopoulos and seconded by Neil Dixon to approve the minutes of July 10, 2017. Vote: Yes-6; Abstain-1; motion carried.

Motion was made by Mike Finamore and seconded by Nick Adamopoulos to approve the minutes of July 31, 2017. Vote was unanimous; motion carried.

### Town Administrator's Report

The T/A said budget reports look good; water/sewer tracking as should. General fund not a lot to review at this point. Had an employee out; had someone backfill the position (senior who can only work 50 hours), started paying out of line for person out, as well as paying sick time for the individual. The employee is now back to work. Mr. Finamore questioned 59.4% paid out debt service, only 10 weeks into year. The T/A said all payments are scheduled for certain date, most due in June. Vice Chairman Sansom asked for clarification as to why the reports were dated for 2018 99 the T/A said 99 means everything to date thru end of July.

The T/A said he wanted to cut down the custodian by ½ FTE as the Library not yet built, but that didn't work out, so we are back to three (3) FTE and that will be adjusted.

Data processing 155 – \$75,000 spent in July on Munis software and training.  
Inspectional services 240 – spent \$31,000 on nuisance properties \$31,000, payment for tearing down 34 East Main Street. Library 610 – spent \$12,000 on books and \$16,000 to be part of C/W MARS Chairman Gabor asked about the regional assessment; T/A said we pay each quarter; Chairman Gabor said this shows original due September and does not reflect \$3,000; the T/A will check on this. With regard to government assessments, the T/A said we have one-time payments for the state; state assessments not town appropriation so will show as zero in the budget, it was budgeted for, not show the number here; it is a unique situation. Bay Path assessment check was cut today. The last two quarters of the year they will adjust our payment. Other Employee benefits 919 – the T/A said those are part of the collective bargaining agreement, if employees didn't take sick leave or under certain number of sick leave days, paid out in July, sick leave \$50,000 and \$21,000 of that has been spent. If employee doesn't take vacation, this is another \$9,000 and it is part of the contract. This was the first year collective bargaining was able to do that, so not sure what amount to budget. The T/A said town gets a bonus if paid beginning of the year. Liability insurance budget was \$463,000 spent \$310,000 some of the savings used to pay for street light audit. Within that line \$200,000 for accidental liability insurance; savings of \$13,000. Mr. Finamore asked if the reimbursement from the state on veterans benefits paying us 75% is on time and the T/A said it is paid every 12<sup>th</sup> of the month.

### 5-year Capital Plan

Chairman Gabor asked if this will be reviewed at some point. The T/A distributed copies stating by the October town meeting we will have a fully developed capital budget to be approved at town meeting. Largest funding source is free cash not yet determined as to what will be available to fund this. Debt on FY18 is \$47m which includes water and sewer which are below. The handout included requests from all departments to be funded, with back-up for all attached. For fleet equipment, a dump truck for the Highway Department and for Police a Ford Taurus for the chief and Ford Interceptor cruiser; for the Water Department an Ingersollrand air compressor. When we know what funding is available, some may drop off depending on what we have. Dump truck funding source is Chapter 90, will cover the truck but not the plow. Question asked about cruisers and they are budgeted in their line and we can remove. Sheet has all buildings listed, estimate of building, how much to renovate them; will apply for a grant to have someone come in and analyze buildings and put on replacement schedule (sheet goes out 30 years). The company is a software company, and our insurance company has grants to cover some of it. Mr. Finamore asked about the Armory and the "confidential material inside" and the T/A said armory now vacant. Nothing on for high school next couple of years, will continue to apply for the state to continue to pay for it, so nothing built in for the first few years. Question about replacing the roof on the high school, T/A said he has heard nothing about replacing it.

Spreadsheet shows actual cash value of personal property inside and insurance value of the structure; once reviewed replacement cost may be higher. On Other Projects, Chairman Gabor questioned the patrol vessel listed under Police, thought it was under Harbormaster, the T/A said the cost to replace it is \$56,000. Chairman Gabor questioned whether body cameras has been discussed with the union; the T/A said he will follow up with the Chief. Mr. Finamore asked if a patrolman uses his personal cell to protect himself instead of a body camera, is that acceptable by the courts. Mr. Adamopoulos said under MA law, if pedestrian records, without their consent, all comes in on video but no voice, but not sure if that applies to police. Debt Service: Mr. Adamopoulos asked about the \$13,000 per year camera cost under the projects line \$13,000 and the number of cameras; the T/A said he wasn't sure the number of cameras but they want to spread it out over several years. When it gets to a final stage, will have a narrative to go with it, and a timeline.

### Financial Policies Update

Chairman Gabor thanked Vice Chairman Sansom and Ms. Marchand have been working on a 50-page financial policy manual (not procedures at this time). T/A took a lot of model financial polices from other communities, Charlton being the one most favorable. In Appendix 2 there is a municipal calendar. Mr. Adamopoulos noted that on Page 51 – under the month of May, Treasurer says “not applicable to Charlton” so need to change that. T/A said will update Schedule A, now due November 30<sup>th</sup> but it can be submitted earlier. TAP Program to meet with the DOR, we are on schedule, should be OK to have hearing late November and tax rate set at that time; doing better than normal. Mr. Finamore asked why is only the Treasurer and Assistant Treasurer on Ethics portion, should it not be all departments and if proper? T/A will double check to see what other positions have a manual; not sure about the Assessor. Mr. Adamopoulos on the page titled Financial Management Layout first paragraph (line 6) reads “select board” – should it be changed as “selectmen” also two lines down two “As” in department (remove one a), and line above says “or all towns and should be “for” all towns and on next page fourth paragraph sentence begins with “We recommend ... procedure be “9” – need to remove number 9. Ms. Marchand said she will make the changes. Vice Chairman Sansom asked who manages retirement; T/A said the Webster Retirement Board and a lot of communities are regionalized; the T/A said some are like Charlton which said “Worcester Regional” but we are not. Chairman Gabor asked what next step is; Vice Chairman Sansom said they will present it to the Board of Selectmen in September; T/A will invite any members of the Finance Committee to attend the meeting and discuss how it will be presented. Department heads have given feedback and it has been incorporated or not, as appropriate.

### Town Auditors & State Financial Update

Chairman Gabor inquired about the auditors and the state financial update. The T/A said there is one fund the auditors taking deep dive look into, will be here over next two weeks to finalize.

The T/A met with the auditors, DOR and financial team in July, regarding one outstanding issue and once that is resolved audit can be finalized and can then work on FY17. The T/A said we will see something in September from the State and Auditors.

### Quinn Bill Changes

Chairman Gabor asked how is it now calculated. Was the old method based on base salary or salary plus OT? The T/A said before there was base salary and with a Masters Degree would get increase based on education. Each patrolmen level now 3 steps; Patrolmen with Associates, Bachelors and Master Degree would get 1/52 of the \$10,000. All included in the base salary; not a separate item on their paycheck. This is more beneficial than the old way. Chairman Gabor said this should be looked at as a true benefit and the T/A said all parties were aware during negotiation.

### Library Project Update

The T/A met with architects and the Community Development Team and they have a proposal for the layout of the parking lot and they are going to the Planning Board and approved by September 11 and hope to be approved at that time. Closing on sale of properties, 90-120 days for tenants to relocate and this is part of the budget. Mr. Dixon, who is liaison to the project, provided handouts of the Library Project Update based on the August 8<sup>th</sup> meeting. Project is 3-4 weeks behind; the 37-39 Negus Street properties has no bearing on the building project. He said there may be some penalties if the contractor doesn't meet the March 8 date given. Contractor says now the date will be met. Chairman Gabor asked about the patching on Lake Street and the T/A said that is temporary and he will talk to the contractor. Packet has the budget, time line schedule and a copy of the change orders. Mr. Dixon said there could be concern over the winter weather and how it could impact the project, but contractor feels the date will be met. Auditorium Library has to be moved into the new building by elections 2018. The T/A said if not, we will have to find another location. The T/A said O'Connor did the work in Grafton and they were pretty much on time there. Mr. Dixon said there was a delay with pouring the concrete and the fact they had only two workers framing. Mr. Adamopoulos asked if the town might recoup the cost of the initial planning wall, and the T/A said he spoke with town attorney and he feels there is potential to pursue further action and referred to another attorney, a construction specialist. ML O'Connor should get the quotes, but T/A will check.

### Water Capital Projects Update

The T/A said the capital project bids are at the Central Register where they will be posted; with bids open the end of September. The T/A said there was an issue defining the title, and trying to determine if prices better if not started until early Spring.

### Inspectional Services Salary Expenses

The T/A provided handout showing the inspections completed from January thru June for the Wiring Inspector. They are paid a portion of the inspection fee (\$25/per inspection) for the six months he received \$7,325 and he is about \$10,000 with a flat stipend. Mr. Finamore asked if all inspectors receive 1099s, but have their own liability insurance and employees insured, for all inspectors. The T/A said the inspector's employees were not the Town's employees. The T/A said he will look into it; stating the building inspector has all inspections, and has the log for all inspectors. Mr. Joseph Waskiewicz, resident of the town, and a licensed contractor, was recognized by Chairman Gabor. Mr. Waskiewicz asked for clarification for salaries and amount paid vs. what was previously paid. Before January, inspectors were paid a stipend, didn't matter number of inspections. The Wiring Inspector did 293 inspections for six months. Mr. Waskiewicz said fees gone up so consumer is being impacted. He said it was his understanding as heard at the town meeting, it would be a 75/25 split; the T/A said it was not. Chairman Gabor said a survey was done of approximately 10 area towns and put us in line, and the fee went up. Mr. Waskiewicz said based on Webster's 16000 population and looking at surrounding towns of Oxford, Dudley and Southbridge, we are higher, affecting the townspeople. He said there are additional fees that can be brought in, and sits on a state board in Boston, and this is a bone of contention in various communities. Mr. Waskiewicz said he would like to meet with the T/A to discuss further. Chairman Gabor said what was presented on and voted on at town meeting was a percentage, and this fee appears different. The T/A can get the form showing how much the town and inspector receives. Mr. Finamore asked if the town pays each time they inspect and reinspect and the T/A said we do. Mr. Finamore asked why can't inspectional fees be waived; he agrees with Mr. Waskiewicz who inspected the high school and had the fees waived at that time. Chairman Gabor would like to have this looked into a little further with the T/A, even if it means going back and looking at our fees, noting this was done before his time.

### Bay Path Revised Assessment

Chairman Gabor stated there was a reduction in the governor's budget so Webster's assessment for the year was reduced by \$3,598 and our first payment is due September 1.

### Transfer Station Contract Update

The T/A is meeting with the vendor currently running the transfer station tomorrow. Mr. Finamore asked if a new contractor is to be negotiated, he would like the town to be on the receiving end of a new contract. Chairman Gabor asked if it would be going out to bid. Mr. Finamore asked why couldn't the town put the Town Highway Department run the transfer station; it was done in the past. The T/A said he doesn't feel the town should run the business; feels the best option is to have a vendor run it. Chairman Gabor said it would be on next month's agenda.

### Enterprise Fund Assets for Water & Sewer

Chairman Gabor asked if anything new on the assets as stated, or any liabilities not included, asked if anything missed. The T/A said Water and Sewer are in a good place at this time and a good engineer helping with the process.

### Letters of Resignation

Chairman Gabor received two letters of resignation; one from Kiel Becker no longer living in Webster, and also long-time member Joseph Beresik, thus leaving us with seven members; three (3) elected and two (2) appointments by the Board of Selectmen and two appointed by the Moderator.

### Fin Com Membership Status

Chairman Gabor stated that we are trying to reduce board from the 15-members and if successful with charter revisions, at the May election, would become nine members and keep to that level. Chairman Gabor spoke with the Moderator and he will advertise and believes there is one from the Board of Selectmen. The T/A will send any recommendations to Chairman Gabor of anyone expressing interest, Motion made by Mike Finamore and seconded Carole Marchand, to inform the Board of Selectmen and Moderator be informed they have one more appointment and withhold any after that. Vote was unanimous; motion carried.

### Next Meeting

The next meeting of the Finance Committee will be on Thursday, September 7<sup>th</sup> at 7:00 PM in the Board of Selectmen's Meeting Room. There being no further business, motion was made by Mike Finamore and seconded to adjourn. Meeting was adjourned at 8:30 PM.

Respectfully submitted,

Christine Jackel. Recording Secretary

Documents part of discussion:

- Budget Reports
- 5-Year Capital Plan
- Financial Policy Manual
- Library Project Update
- Inspectional Services