



# Town Of Webster

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## Massachusetts

Est. 1832

## 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**  
**Laura Backus**

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

### MINUTES September 21, 2017

Present: Nick Adamopoulos, Laura Backus, Neil Dixon, Michael Finamore, Earl Gabor and Carole Marchand

Absent: Laurie Bysiewicz

The meeting of the Finance Committee was called to order on September 21, 2017 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 Mike Finamore and seconded by Carole Marchand to approve the minutes of August 17, 2017. Vice Chairman Sansom had a few edits: Page 2 "liability insurance budget was \$463,000, spent \$310,000" should be **spent \$410,000**; Page 3 under 5-year Capital Plan " the T/A said the cost to replace it is \$56,00.0" should be **\$56,000**; Page 3 under Financial Policies Update, correct spelling of **Charlton**. Mr. Finamore asked if there had been follow up on questions he and Mr. Waskiewicz had regarding inspection fees; the T/A said he spoke with Mr. Waskiewicz and he provided a list and said he will be meeting with Mr. Waskiewicz and will report at the next meeting. Vote was unanimous; motion carried.

#### New Member

Chairman Gabor welcomed new Finance Committee member, Laura Backus who was appointed by the Board of Selectmen at their last meeting, and asked all members to introduce themselves.

## **Town Administrator's Report**

### Monthly Budget Report

The T/A asked if he sent the budget reports earlier and the members have a chance to review them and can e-mail him with any questions and he will provide answers at the next meeting, if that would work and it was agreed it would. Regarding budget, some of the issues will be addressed in reviewing the warrant articles. Under Selectmen Salaries 511050 Executive Secretary slightly under budget due to Courtney changing positions, transfer from BOS to T/A. Under Inspectional Services 511954 tried to take part of Senior Clerk's salary from wetland fees, and offset her salary with that money; TA said he entered the amount twice so will have to make that adjustment at Town meeting. Chairman Gabor asked about the Car Allowance 519007 of \$700 under Inspectional Services and the T/A said he believes it is \$350/per person for the year, but the T/A will check into it. They do not have a contract so just part of their agreement. Under Police 513000, Chairman Gabor asked about the overtime and the T/A said they have directed patrols during the summer months to address any issues, but this will average out. Under 524006 Communications Maintenance T/A believes it is the phone system, but he will check with Greg. Chairman Gabor said he noticed under Ground Maintenance 524001 that a number of areas has gone up; DPW, Sr. Center, Town Hall; T/A said more is spent in the summer. Chairman Gabor asked about Retirement 517004, T/A said we make two separate payments per year; first month of the year second due in September. Mr. Dixon about Inter-governmental Assessments 181052 at \$180,354, 100% used and thought we had been assessed over \$1.m; the T/A said doesn't include Bay Path and state; technically do not have to be appropriated so not in the Munis system. Charter School and School Choice are in the budget. Chairman Gabor asked about Parking Surcharge 564600; the T/A said the Town pays a portion of RMV services, as they inspect all vehicles. Vice Chairman Sansom asked about the way Town is paying out unused sick and vacation payment, since they relate to accrual as of June 30<sup>th</sup> shouldn't they be encumbered in the prior fiscal year and the T/A said he will look into it. Town voted to have all building utility accounts combined under one department, but this has not been done yet.

### Financial Calendar

Chairman Gabor noted the warrants done and signed. Next item is presenting prior fiscal year actual/budget to Finance; the T/A doesn't have final numbers not officially closed out yet and can provide final numbers tomorrow (9/22). Working to close FY17, auditors will be here the second week of October; close fund balance and send to DOR so free cash for FY17 can be certified. Goal was to submit free cash by September 15; the T/A said will be done tomorrow (9/22). Assessor had to submit property sale report, was submitted and came back certified so looks good. School and Town Accountant worked together and schedule is done. Vice Chairman Sansom asked about snow and ice; T/A made transfer in July to cover deficit; spent \$350,000 which is \$100,000 more than in the budget.

### Town Auditor Update & State Financial Update

The FY16 audit was sent to the state and the T/A reported he received the audit back on September 20, but will need to first present to the Board of Selectmen. There is an issue that will affect the warrant, and will discuss when those are reviewed. At the October meeting he will review with the Finance Committee. The DOR will give a more focused report and get back to the T/A in a few weeks. The state wants to see the final audit, but need a few more weeks to finalize. The Board of Selectmen will review October 2 and there won't be another Board of Selectmen's meeting in October due to the Town and

Special Town meetings. The DOR will be at the November meeting. Chairman Gabor asked about free cash and the T/A said free cash will be certified by the time of the Town meeting. Deadline was supposed to be September 15 but said the Town Accountant has been busy; FY16 audit has taken a long time. Mr. Finamore asked what will happen if no free cash certified by the October 16 meeting, how do we fund warrant articles. The T/A said it will not happen and cannot happen. We would have to skip those articles and call another Town meeting as we must have free cash. Mr. Finamore said it has never been the goal to use free cash. The T/A said there are past debt payments that need to be fixed for prior year expenses not budgeted for and that amount is approximately \$110,000 and he will use free cash for that; the only cost going into the operating budget for the prior year. Vice Chairman Sansom asked if this is the short-term debt that has been rolling and the T/A said it is.

## **Old Business**

### Transfer Station Contract Update; RFP

The T/A said the RFP went out to several companies, and he received only two (2); one from Pratt and another company, based on percentage what was going through the facility rather than a flat number. The other company is less than what Pratt proposed and they would take care of all maintenance. Pratt was higher but we do maintenance; still negotiating with Pratt. Contract expires November 1<sup>st</sup>; initial was for 10 years with two (2) 5-year extensions, amend to cover this 5-year extension period to 2022. The T/A said ten years ago we received \$90,000. Mr. Finamore asked T/A to explore to see if advantageous put a man there from DPW and do ourselves. The T/A said we are still under contract with Pratt. Mr. Finamore said it seemed to bring revenue into the Town. The T/A said he spoke with legal counsel and they said we cannot get out of the contract with Pratt until 2022 and we would pay more to get out of the contract. Chairman Gabor asked if capital costs fall within DPW; T/A said ongoing maintenance costs are with highway department.

### Library Project Update

Mr. Dixon distributed copies of the Total Project Budget. He said the end date of the project has been moved out one month. The total project budget (bid) is \$11,935,577; construction budget is \$11,097,026 and the amount billed to date is \$2,974,655. The budget for the new land as part of the library project budget is \$640,384 (37 & 39 Negus Street). The T/A said relocation costs are more than expected; there is \$60,000 in miscellaneous project costs (move/expense/storage) and the amount has doubled; re-location laws are very generous. The bulk is to cover the owners, but it will cover everything; the difference of what we paid for the property and what it would cost to buy a similar piece of property, because it is a publicly funded project. Mr. Adamopoulos asked why pay to keep the property up if we didn't take the property by eminent domain. The T/A said law states if you could have purchased it by eminent domain, we would probably pay 25% more than the purchase price; said we did negotiate the price and we would still pay the difference. Mr. Adamopoulos asked why pay to keep them up, and if someone voluntarily sells property to the Town, do we have to pay re-location cost? The T/A said we would if the Town has a potential to use it. Mr. Finamore said in the past when we took property by eminent domain, Town was sued and we paid twice as much

### Water Capital Projects Update

Chairman Gabor stated Doran said that the bids are out and sub-bids due today (9/21) and he will have the results available on Monday (9/25). He said bids are slightly above what was estimated. Chairman Gabor said we expect to have a contract signed in November, but not break ground until the Spring, and estimated to be a 12-month project; proposal was 550 days from the date the contract is signed.

### **New Business**

#### Approve ATFC Membership Annual Fee

Chairman Gabor received an invoice to renew our ATFC Membership annual fee. Motion was made by Sarah Sansom and seconded by Mike Finamore to pay the \$245 ATFC Membership Annual Fee. Vote was unanimous; motion carried.

#### ATFC Meeting on 10/21/17

Chairman Gabor announced that the ATFC Annual Meeting will be held on Saturday, October 21, 2017 from 8:00 AM to 3:00 PM at the Tri-County Regional Vocational Technical High School in Franklin MA and encouraged anyone who had not attended to do so. Mr. Dixon said he attended last year and it was very informative. Chairman Gabor said the budget allows 2-3 members to attend. Vice Chairman Sansom, Carole Marchand and Laura Backus said they would like to attend.

#### ATM Warrant Articles for Town Meeting on 10/16/17

Chairman Gabor asked if members had questions regarding the warrant articles, they will be discussed and answered at the October 5<sup>th</sup> Finance Committee Meeting. The T/A will be there to answer questions and will also be providing a town guide for those who attend and it will be on the Town website.

### ***See attached***

#### FY18 Capital Plan for Annual Town Meeting

The T/A distributed copies of the Capital Water & Sewer Plan, which shows an increase in sewer by 9%.

#### Memorial Beach and Transfer Station Revenues

The T/A said a portion of the revenue goes to the General Fund and a portion to the Recreation Fund and it was about \$92,000. The T/A said he will provide a breakdown of stickers, walk-ins, etc. for the committee.

#### Review FinCom Mission Statement, Goals and Member Guidelines

Due to time constraints will be put on the October meeting agenda for review.

### October Meeting Dates

The next meeting of the Finance Committee will be on Thursday, October 5th at 7:00 PM in the Board of Selectmen's Meeting Room. The Finance Committee will also be meeting on Monday, October 16<sup>th</sup> at 6:00 PM in the conference room outside the auditorium at BHS and the committee can make their recommendations on the Warrant Articles for the October 16<sup>th</sup> meeting. Chairman Gabor said there will be a Special Town Meeting on Monday, October 30. There being no further business, motion was made by Mike Finamore and seconded to adjourn. Meeting was adjourned at 8:30 PM.

### Adjournment

There being no further business, motion was made by Vice Chairman Sansom and seconded by Neil Dixon to adjourn at 9:20 PM.

Respectfully submitted,

Christine Jackel. Recording Secretary

### Documents Reviewed:

- Budget Reports
- Minutes of August 17
- Financial Calendar
- Webster Public Library Project Budget
- Reno Budget Update – Mr. Avlas
- Financial Calendar
- Capital Water Plan
- ATM Warrant Articles
- FinCom Mission Statement, Goals & Member Guidelines
- Waste Water Remote Pumping Stations SCADA
- Free Cash Projections