

***Minutes***  
***Williamsburg Board of Selectmen***  
***Williamsburg Finance Committee***  
***Mealsite***  
***November 16, 2017***

The members of the Board of Selectmen met in a special joint meeting with the Finance Committee to discuss the FY19 budget process and issues that will affect the budget next year.

Selectboard Present: William Sayre and David Mathers

Selectboard Absent: Denise Banister

Finance Committee: Dick Kisloski, Linda Rowley, Paul Wetzel, Steven Romanowski, and Charles Dudek

Finance Committee Absent: Charlie Heath, Jacqueline Dufresne, Gil Loud, Eric Cerreta.

Others present: Charlene Nardi – Town Administrator, and Peter Spotts – Country Journal.

Chairman Bill Sayre called the Board of Selectmen meeting to order and Paul Wetzel called the Finance Committee meeting to order at 6:16 p.m.

The Town Administrator gave an overview of the MassIT grant which will provide a shared document management system. The Towns of Williamsburg, Southampton, Chesterfield, Goshen and Westhampton received a \$60,250 grant (\$12,050 per community) to purchase software licenses and equipment for a document management system (scanning and archiving documents in a searchable format). This whole project is working with the City of Northampton as the host using their server. The installation, training and purchasing of equipment, which includes a laptop, scanner, and cart, and the first year licenses and hosting are covered by the grant. Northampton will host the storage of the documents and is purchasing the licenses on behalf of the communities. The Town would sign a three year contract committing to a \$2,100 yearly payment beginning in year two, FY19, for the hosting of the documents.

The Finance Committee and Board of Selectmen members discussed the value of document management, but also expressed concerns of continuing to increase the operating budget in small amounts that add up to increase the total budget. The question was asked what will be cut to cover the yearly costs of this project as well as the cash management software annual maintenance (\$2,400 per year), which was voted at the October 2017 Special Town Meeting. It was acknowledged that the Town's priority is to address the public safety complex and that the Board of Selectmen and Finance Committee must be more aggressive and do their due diligence in keeping the operating budget increases down.

On a motion by Steven Romanowski, seconded by Charles Dudek, the Finance Committee voted to support moving ahead with the document storage project. The vote passed unanimously with Linda Rowley abstaining.

On a motion by David Mathers, seconded by William Sayre, the Board of Selectmen approved signing the three-year contract with the City of Northampton for the licensing and server hosting in the amount of \$2,100 annually for the purposes of the document management project. The motion passed unanimously.

The Board of Selectmen and Finance Committee reviewed the draft schedule and six steps to the budget process as outlined in the DOR Financial guide. It was agreed that the planning step, which includes getting the estimates of the fixed expenses and revenues to determine discretionary spending available for FY19, prior to sending out the budget request sheets, is not really being done. That information should be known as it is vital to what should be expressed in the joint letter that goes with the budget sheet requests. It was noted that all the other steps are being done. The Board and Finance Committee members also reviewed the responsibilities as listed in the DOR financial guide. It was suggested that a budget process section be added to the Town's existing financial policy. Charlene Nardi will draft a section for everyone to review. Paul Wetzel and Charlene Nardi will meet to discuss the budget process including meeting dates so that the Board of Selectmen and Finance Committee members can schedule the times in their calendars to attend. Paul Wetzel will arrange a time he and Charlie Health can meet with the Town Administrator to work on the planning step. Another joint meeting will be scheduled in December to discuss the joint cover letter.

It was also discussed that the Capital Plan work / process should be included in the town's financial policy. Charlene Nardi will work with Capital Planning Chairman Dick Kisloski on that. They will also look at ways to streamline the paperwork and get all the information that Dick gathered about the buildings and needs on to the forms that go out every year. It was acknowledged that Dick Kisloski did a lot of this work this last year himself and documented anything over \$10,000 on the Capital Plan.

The group discussed the current Capital Plan and its impact on the Town's ability to move forward with a Public Safety Complex. Paul Wetzel shared some thoughts on items that could be adjusted to ease the impact on the taxpayers. These included extending out the replacement of vehicles or reducing the fleet size. It was discussed whether police vehicles could be replaced every eight years versus six years and whether we should set a replacement policy that included mileage. Most felt that it was important to discuss in detail with department heads about what can be pushed off and what are real priorities based on the condition of vehicles instead of just how they are listed on the capital plan. It was also suggested that we may be able to reduce the fleet size of the Fire Department from four to three fire trucks. Using Bill Sayre's Taxrate Calculator spreadsheet the Committees can play around with different funding scenarios and see the effect on the debt and taxrate.

William Sayre asked the Board of Selectmen and Finance Committee members about setting the budget for the Public Safety Complex. It was agreed that setting a 2.5 million dollar budget for the Public Safety Complex and a 1.5 million dollar budget for the Helen E. James was reasonable. Concerns were expressed whether any public safety complex could be built for that amount. It was reiterated that the size needs to be reduced and if both buildings were used the 1.5 would be a part of the public safety complex cost. The Board of Selectmen will take the

input and bring it to the discussion as part of the charge to the Owners Project Manager Steering Committee.

The Finance Committee (SR, LR) adjourned at 7:43 p.m. The Board of Selectmen continued its meeting.

Linda Rowley asked that the Board of Selectmen discuss at its next meeting posting signs on Hatfield and Kingsley Street that no trucks over a certain size are allowed to travel over them.

Town Administrator reported that the new boilers at the Town Office are not hooked to the generator and that the correct outlets for the Police Station are not hooked up to their generator. The Police Chief is putting together a list of what is needed. Winston Bancroft will be requested for a quote for the work at both buildings.

She will also ask Winston Bancroft for specifications of the LED light installed in the Town Office Auditorium that cost \$100 per bulb.

The Hampshire Regional School Superintendent Craig Jurgensen asked if the Town would like to participate in the negotiations for the Williamsburg Teachers and Assistant Teachers contracts. This request is in conformance with the Education Reform Act amended, MGL Chapter 150E, as it relates to collective bargaining with school employees and allows a town's chief executive officer to participate and vote as a member of the school committee in collective bargaining. If the town does not have a town manager or administrator, then the chairman of the board of selectmen (or designee) may participate and vote. The Board of Selectmen did not wish to add to the duties of the Town Administrator, and wished to send a designated person from the Finance Committee. Paul Wetzel declined due to a full schedule but suggested Charles Dudek. The Board supports Charles Dudek being its designee on the negotiation team, if he accepts. (Mr. Dudek did accept the designation the following day.)

On a motion by David Mathers, seconded by William Sayre, the Board of Selectmen appointed Paul Kennedy to the Open Space and Recreation Committee for a term to expire on June 30, 2018. The motion passed unanimously.

On a motion by David Mathers, seconded by William Sayre, the Board of Selectmen voted to approve the December 2, 2017, live entertainment permit for the Burgy Bullets.

Reminder that the November 29, 2017, warrant needs to be signed by November 26, 2017. It will be available after 3 p.m. on Wednesday, November 22, 2017.

Adjourned at 8:00 p.m.

Approved:

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Clerk