

Town of Williamsburg

Minutes of the Finance Committee Williamsburg Town Offices 18 May 2016

Members Present: Paul Wetzel, Jacqueline Dufresne, Charles Dudek, Charlie Heath, Steven Romanowski, Richard Kisloski, Linda Rowley
Members Absent: Chris Morris, Eric Cerreta

David Mathers, Select Board Member and Charlene Nardi, Town Administrator were also present.

The meeting was called to order by co-chair Paul Wetzel at 6:35 p.m.

Minutes from the meeting held 11 May 2016 were reviewed. C. Dudek moved to approve the minutes as corrected; C. Heath seconded the motion. L. Rowley abstained; the remaining members voted for the motion.

C. Heath led the Committee in reviewing the Town budget line by line. The following changes were made to the budget:

- a. In the General Government section: Computer Services line was increased from \$19,185 to 19,269 based on new knowledge of increasing rates.
- b. In the Protection on Persons & Property section: A new line entitled, "Fire Department Administrative Assistant" was created and funded at \$5,070. The funding for this line was moved from Fire Department Salaries (which was reduced to \$22,141) and Fire Department Labor which was reduced from \$28,463 to \$28,393.
- c. In the Education section: The vocational school assessment was reduced to \$191,688.
- d. In the Fixed Expenses section:
 - The Workers Compensation line was increased from \$22,758 to \$24,488.
 - The Police & Fire Disability Insurance line was increased \$1,062 to \$15,042.
 - The Comprehensive Insurance expense was decreased to \$63,478.

The Town FY17 proposed operating Town budget was \$6,903,363 with \$190,000 from Free Cash and \$6,713,363 from taxation. C. Heath moved to accept the corrected FY17 budget. R. Kisloski seconded the motion. The motion passed unanimously.

It was noted that the Reserve Fund was overspent this year by \$6,778.17. The additional funding to cover the \$6,778.17 was moved from the Winter Expenses budget line. The Committee asked the Chairs to send a letter to all department heads to more carefully plan their budgets.

The Committee reviewed the Town warrant articles and voted on those articles that concerned spending money. The following decisions were made about the Town warrant.

Article Number	Article	Finance Committee Decision
3	To see if the Town will vote to approve a Capital Improvement Plan, as prepared by the Capital Planning Committee and approved by the Finance Committee, including recommended capital improvements for the following five fiscal years, or take any other action relative thereto.	Vote was deferred because Committee had not reviewed an updated Capital Improvement Plan.
4	To see if the Town will vote to raise and appropriate or transfer from available funds the sum of \$10,705.97, an amount equal to ½ half the amount received by the Town as Medicare Part D reimbursements, to the Williamsburg School Department, or take any other action relative thereto.	Recommended by the Finance Committee with funds from Free Cash. Moved: S. Romanowski Seconded: L. Rowley The motion passed unanimously.
5	To see if the Town will vote to fix the salary and compensation of all elected and appointed officers of the Town for the twelve month period	Recommended by the Finance Committee with funds from Free Cash.

	ending June 30, 2017, as provided in M.G.L. c.41, §108, as amended, and to see if the Town will vote to raise and appropriate such sums of money as shall be deemed necessary to defray the expenses of the Town for that same period, or take any other action relative thereto.	Moved: S. Romanowski Seconded: L. Rowley The motion passed unanimously.
6	To see if the Town will vote to accept monies from the Massachusetts Department of Transportation, including but not limited to Chapter 90 funds, for the maintenance and reconstruction of Town roads and bridges, and to authorize expenditure of the same without further appropriation, or take any other action relative thereto.	Recommended by the Finance Committee with funds from Free Cash. Moved: L. Rowley Seconded: S. Romanowski The motion passed unanimously.
7	Departmental Revolving Funds Authorization. To see if the Town will vote to authorize revolving funds for certain Town departments under M.G.L. c.44, §53E1/2 for the fiscal year beginning July 1, 2016, or take any other action relative thereto.	Recommended by the Finance Committee with funds from Free Cash. Moved: L. Rowley Seconded: C. Dudek The motion passed unanimously.
10	To see if the Town will vote to raise and appropriate or transfer from available funds the sum of \$4,000 for the purchase of materials for the Historic Dam Flood and Forest Trail, or take any other action relative thereto.	Recommended by the Finance Committee with funds from Free Cash. Moved: S. Romanowski Seconded: L. Rowley The motion passed unanimously.
11	To see if the Town will vote to raise and appropriate or transfer from available funds the total sum of \$40,000 for the restoration of the walls and stairway at the original Meekins Library entry, including but not limited to the preparation of design plans and specifications, construction, reconstruction and rehabilitation of such walls and stairways as well as all other incidental and related expenses, or take any other action relative thereto.	Recommended by the Finance Committee with funds from Free Cash. Moved: J. Dufresne Seconded: S. Romanowski The motion passed unanimously.
12	To see if the Town will vote to raise and appropriate or transfer from available funds the sum of \$800 to purchase a handheld barcode scanner to track data for the Senior Center, or take any other action relative thereto.	Recommended by the Finance Committee with funds from Free Cash. Moved: J. Dufresne Seconded: C. Dudek The motion passed unanimously.
13	To see if the Town will vote to raise and appropriate or transfer from available funds the sum of \$1,500 to prepare educational flyers/pamphlets for use by the Agricultural Commission, or take any other action relative thereto	Recommended by the Finance Committee at \$750 as voted by the Select Board with funds from Free Cash. Moved: J. Dufresne Seconded: S. Romanowski The motion passed unanimously.
14	To see if the Town will vote to raise and appropriate or transfer from available funds the sum of \$9,000 to purchase a 40-yard roll-off box to be used for collection of paper and cardboard recycling at the Transfer Station, or take any other action relative thereto.	Recommended by the Finance Committee with funds from Free Cash. Moved: L. Rowley Seconded: S. Romanowski The motion passed unanimously.
15	To see if the Town will vote to raise and appropriate or transfer from available funds the sum of \$3,300 to pay for Stericycle Sharps Disposal and OSHA Compliance Services, or take any other action relative thereto.	Recommended by the Finance Committee with funds from Free Cash. Moved: S. Romanowski Seconded: C. Dudek The motion passed unanimously.
16	To see if the Town will vote to transfer \$5,000 from the amounts appropriated under Article 5 of the November 17, 2014 Special Town Meeting (for computer server and wiring purposes) to redesign and upgrade the Town's Website, or take any other action relative thereto.	Recommended by the Finance Committee. Moved: S. Romanowski Seconded: J. Dufresne The motion passed unanimously.
17	To see if the Town will vote to raise and appropriate or transfer from available funds the sum of \$2,093 to the Williamsburg Elementary School Account as reimbursement for unanticipated statutory homeless transportation costs, or take any other action relative thereto.	Recommended by the Finance Committee with funds from Free Cash. Moved: S. Romanowski Seconded: J. Dufresne The motion passed unanimously.
19	To see if the Town will vote to rescind the vote taken under Article 26 of the May 4, 1998 Annual Town Meeting establishing The Brassworks Housing and Economic Development Trust Fund and the Small Business Loan Trust Fund, which funds were described as follows: THE BRASSWORKS HOUSING AND ECONOMIC DEVELOPMENT TRUST FUND This Fund shall be established by depositing \$25,000 from the Brassworks Fund and in addition all repayments to the Town of Williamsburg from the Hilltown Community Development Corporation from a \$50,000 loan made to them by a vote of a Special Town Meeting dated November 17, 1997, Article One. These monies shall be spent in the form of a loan or expenditure for the purpose of assisting in the maintenance or creation of affordable housing either in the form of new construction or rehabilitated stock. If a loan is made, the repayments of said loan would be deposited into this account. Any	Recommended by the Finance Committee. Moved: J. Dufresne Seconded: L. Rowley The motion passed unanimously.

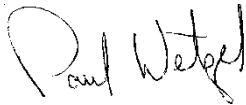
	<p>and all loans equal to and over \$10,000 shall be approved by a vote of the Town Meeting after recommendation by the Brassworks Reuse Committee. Expenditures under \$10,000 shall be made at the discretion of the Brassworks Reuse Committee. The other authorized use of this fund will be for the purchase, lease or upgrade of any land to be used for economic development purposes within the Town of Williamsburg. Any proceeds from the resale or lease of such properties will be deposited into this fund.</p> <p>THE BRASSWORKS SMALL BUSINESS LOAN TRUST FUND This Fund shall be established at the level of \$185,000. These funds shall be used for making loans to qualified small businesses per guidelines currently being used by the Brassworks Reuse Committee. These funds shall be at the discretion of the Brassworks Reuse Committee. All proceeds from the repayment of the loans made shall be deposited into this account.</p> <p>and further, to terminate these trust funds and transfer the remaining monies in said accounts to the Stabilization Fund, or take any other action relative thereto.</p>	
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The Town Administrator requested that the Committee make a reserve fund transfer of \$1,250.67 for the June payment to Paragus computer service. The amount of the request was expected to be a slightly high estimate. S. Romanowski moved to approve the transfer. L. Rowley seconded the motion. The motion passed unanimously.

The next meeting of the Finance Committee will be held on 25 May 2016 at 6:30 p.m.

There being no further business before the Committee, S. Romanowski moved to adjourn the meeting and the motion was seconded by L. Rowley. The motion passed unanimously and the meeting was adjourned at 7:50 p.m.

Respectfully submitted,



Paul R. Wetzel