

Town of Williamsburg

Minutes of the Finance Committee

Williamsburg Town Offices

13 July 2016

Members Present: Paul Wetzel, Eric Cerreta, Chris Morris, Charles Dudek, Charlie Heath

Members Absent: Jacqueline Dufresne, Linda Rowley, Richard Kisloski, Steven Romanowski

Charlene Nardi, Town Administrator was also present.

The meeting was called to order by co-chair Paul Wetzel at 5:07 p.m.

Meeting minutes from the last three meetings were reviewed and approved:

Minutes from the meeting held 25 May 2016 were reviewed. Eric Cerreta moved to approve the minutes; Charles Dudek seconded the motion. E. Cerreta abstained; all other members presented voted yes to pass the motion.

Minutes from the meeting held 1 June 2016 were reviewed. Eric Cerreta moved to approve the minutes; Charles Dudek seconded the motion. The motion passed unanimously.

Minutes from the meeting held 6 June 2016 were reviewed. C. Heath moved to approve the minutes; E. Cerreta seconded the motion. The motion passed unanimously.

Four Reserve Fund transfers were presented to the Committee:

1. The Town Administrator requested that the Committee make a reserve fund transfer of \$359.06 to the Street Lighting account to pay the electric bill. E. Cerreta moved to approve the transfer. C. Morris seconded the motion. The motion passed unanimously.
2. The Town Administrator requested that the Committee make a reserve fund transfer of \$42.79 to the Town Office Internet account to pay for email services. E. Cerreta moved to approve the transfer. C. Morris seconded the motion. The motion passed unanimously.
3. The Town Administrator requested that the Committee make a reserve fund transfer of \$164.50 to the COA Outreach Coordinator account to pay for extra hours worked. C. Morris moved to approve the transfer. E. Cerreta seconded the motion. The motion passed unanimously.
4. The Town Administrator requested that the Committee make a reserve fund transfer of \$23.40 to the COA Administrative Assistant account to pay for 1.5 hours worked. C. Dudek moved to approve the transfer. E. Cerreta seconded the motion. The motion passed unanimously.

The Committee had a general discussion about improving communication between the Committee and various Town departments, particularly the local school committee. It was suggested that a letter be written to the School Committee asking them to alert the Committee to factors that will impact the budget—school choice projections, number of students, and budget projections. The intent is not to micromanage department budgets, but to engage in finance planning. The Finance Committee may also find it useful to meet with the Local School Committee in the fall. Planning for the Safety Complex was also briefly discussed.

There being no further business before the Committee, Charles Dudek moved to adjourn the meeting and the motion was seconded by Chris Morris. The motion passed unanimously and the meeting was adjourned at 5:45 p.m.

Respectfully submitted,

A handwritten signature in black ink that reads "Paul Wetzel". The signature is written in a cursive style with a large, looped "P" and a distinct "Wetzel".

Paul R. Wetzel