

Town of Williamsburg

Minutes of the Finance Committee Williamsburg Town Offices 12 December 2018

Members Present: Paul Wetzel, Linda Rowley, Richard Kisloski, Charles Dudek,, Gil Loud, Jacqueline Dufresne

Town Administrator, Charlene Nardi was also present.

Member absent: Eric Cerreta, Charlie Heath, Linda Kisloski

The meeting was called to order by co-chair Paul Wetzel at 5:05 p.m.

Co-chair positions and representatives of the Finance Committee to the Capital Planning Committee were needed for the coming year. L. Rowley moved to nominate P. Wetzel to be co-chair of the Committee. R. Kisloski seconded the motion. The motion passed unanimously.

L. Rowley moved to nominate C. Heath to be co-chair of the Committee. J. Dufresne seconded the motion. The motion passed unanimously.

L. Rowley moved to nominate R. Kisloski to represent the Finance Committee on the Capital Planning Committee. J. Dufresne seconded the motion. The motion passed unanimously.

L. Rowley moved to nominate G. Loud to represent the Finance Committee on the Capital Planning Committee. J. Dufresne seconded the motion. The motion passed unanimously.

The Committee briefly discussed the annual letter to the Town departments and what that letter should say. Several members suggested that the letter request a level funded budget. P. Wetzel noted that the annual letter always says to level fund budgets, so is it even worth writing? It was suggested that department's requests (level fund or increase) should answer the question of how the budget requested ties to the future operations of the department. C. Nardi and P. Wetzel would work on a letter with the goal to send it out by the middle of January.

Two years ago salary levels of all permanent Town employees were compared to similar positions in Towns similar in size to Williamsburg. The Finance Committee reviewed the data and determined that adjusting those salaries that had a wide discrepancy with other Towns in the area would cost ~\$10,000. About \$5,000 was applied to salary adjustments that year. C. Nardi asked whether the Committee would like to revisit the salary adjustment. The Committee thought that a second look was warranted. Both Franklin and Hampshire County Council of Governments conduct salary surveys. C. Dudek agreed to develop a salary comparison between Williamsburg and other Towns.

C. Nardi brought a letter from the Fire Chief to her and the Select Board to the attention of the Finance Committee. The Chief has not gone over budget yet, but operations expenses have been greater than expected and he was notifying the Select Board. As of 13 December 2018, 67% of

the Fire General Expenses budget was spent. A large amount of the budget was spent on certifying the integrity of various pieces of equipment, especially fire hose tests. The Chief argued that such certifications are necessary for applying for grants. The Committee thought that it would be helpful for the Chief to talk to come to a meeting and clarify his thinking on the department budget and spending priorities.

The Town stores all of its electronic data on a private server which is managed and maintained by Paragus. C. Nardi told the Committee that the server, which is three years old, needed to have its warranty renewed. The warranty cost is: 1 year : \$647.40; 2 years : \$1039; 3 years : \$1427; and 4 years : \$1590. The cost of the warranty and unexpected hours for technicians to work on the Town's computer system will require a reserve transfer later in the year. The Committee discussed the value of the server, its life span, and the general rising cost of information technology required by the Town. J. Dufresne moved that C. Nardi purchase a four year warranty for the server. L. Rowley seconded the motion. G. Loud, P. Wetzel, L. Rowley, J. Dufresne, voted yes; R. Kisloski voted no.

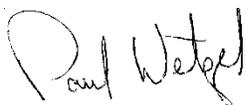
In additional business, R. Kisloski felt that the Select Board should investigate how the Town bills the Water Department for work on the water and sewer lines. He felt that the time worked by the Town for water and sewer projects should be kept track of and that the Town should bill the Water Department for the time worked. The current reimbursement method is that the Water Department supports 1.25 employees in the Highway Department in lieu of services provided to the Water Department by the Town. P. Wetzel will write to the Select Board and request that they ask the Highway Department Head to record the hours that the Town works for the Water Department for at least a year. With these data the Town can then determine whether the current method of reimbursement should be adjusted.

R. Kisloski also questioned whether the transfer station revenue covers the cost of the transfer station. Transfer station revenues are not tracked separately from other revenues. Lacking information on where transfer station revenue goes, it was decided to continue this subject at the next meeting.

The next meeting of the Finance Committee will be held 23 January 2019 at 5:00.

There being no further business before the Committee, L. Rowley moved to adjourn the meeting and the motion was seconded by R. Kisloski. The motion passed unanimously and the meeting was adjourned at 6:20 p.m.

Respectfully submitted,

A handwritten signature in cursive script that reads "Paul Wetzel". The signature is written in black ink and is positioned below the text "Respectfully submitted,".

Paul R. Wetzel