

Town of Williamsburg

Minutes of the Finance Committee

Meeting held Virtually

22 April 2021

Members Present: Paul Wetzel, Charles Dudek, Gil Loud, Julia Peters, Lisa Sheehy

Members absent: Eric Cerreta, Charlie Heath, Linda Rowley, Richard Kisloski

Town Administrator Charlene Nardi was also present.

The meeting was called to order by co-chair Paul Wetzel at 6:05 p.m.

Town Administrator Charlene Nardi requested a reserve transfer of \$5,943.33 to the Computer Services budget line. This expense requested to purchase technical help hours for Town computers. J. Peters moved to approve the transfer. L. Sheehy seconded the motion. The motion passed unanimously.

Town Administrator Charlene Nardi requested a reserve transfer of \$33.15 to the Highway Department Maintenance budget line. This request needed because Highway Department bought two cameras and slightly under budgeted the cost. L. Sheehy moved to approve the transfer. C. Dudek seconded the motion. The motion passed unanimously.

Town Administrator Charlene Nardi requested a reserve transfer of \$523.21 to the Comprehensive Insurance budget line. This request needed because insurance coverage increased for police radios and insurance increases for Old Town Hall and Haydenville Library. L. Sheehy moved to approve the transfer. C. Dudek seconded the motion. The motion passed unanimously.

The Committee discussed sources of Free Cash in relation to how much Free Cash can be applied to the FY22 budget.

Library Director Beverly Bullock and Library Board representatives Joan Coryat, Charlotte Meryman, Pat Billingsley, and Ken Borden joined the meeting at 6:45. The Library requested an increase in the labor line of \$4,098.20 to pay employees the new minimum wage of \$13.50 in FY22. Five out of 8 employees currently earn less than minimum wage. Increase required to comply with new state law.

The Library presented maintenance data for the last six years, noting that their current maintenance budget of ~\$8,000 was not adequate for reasons listed in the table below. They requested \$14,000 for FY22. The Committee agreed with their assessment.

Meekins Maintenance FY15-20 (excluding cleaner's wages)									
		FY20	FY19	FY18	FY17	FY16	FY15		
Maintenance									
	Building maintenance	2,025	381	419	65	840	229		
	Building supplies	676	1,082	589	510	604	917		

	Elevator	3,995	3,585	3,340	4,198	3,005	2,876				
	Fire control	1,640	767	711	749	680	449				
	Grounds - lawn/leaves/trees	1,590	1,760	1,615	1,465	780	550				
	Grounds - snow removal	1,985	2,315	2,450	2,813	1,150	3,385				
	HVAC maintenance	5,117	1,469	3,809	935	378	1,054				
Total Maintenance		17,028	11,358	12,934	10,734	7,437	9,461				
	Three year moving average	13,773	11,676	10,368	9,211						
Building maintenance: repairs that can't be done by Town Building Supervisor (locks, plumbing, electrical, deep cleaning)											
Building supplies: paper towels, toilet paper, soap, cleaning supplies, light bulbs + small equipment (CO & water detectors, vacuum cleaner parts, etc.)											
Elevator: yearly contract with Otis + annual inspection (increase in FY17 = repair)											
Fire control: annual alarm & extinguisher inspections + alarm monitoring (increase in FY20 = fire extinguisher refill/replacement + problem with alarm panel)											
Grounds - lawn/leaves/trees: prior to FY17 a volunteer mowed our lawn for free											
Grounds - snow removal											
HVAC maintenance											

The Cost of Living Adjustment (COLA) was discussed by the Committee. L. Sheehy moved to put a 2% COLA in the FY 22 budget. J. Peters seconded the motion. The motion passed unanimously.

G. Loud noted that most reserve transfers are requested from either the computer technology line or the Library. Since both of these lines were increased in the FY22 budget to reflect their true costs, he suggested reducing the Reserve Transfer amount to \$50,000. The Committee agreed and the suggestion taken.

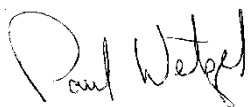
The Committee also discussed reducing the volunteer stipends in the budget. It was decided not to reduce them.

The minutes of the 14 April 2021 meeting were reviewed. L. Sheehy, the author of the minutes, noted several incorrect numbers and requested that the minutes be reviewed at the next meeting.

The next Finance Committee meeting is scheduled for 6 May 2021 at 6:00 p.m. to be held virtually.

There being no further business before the Committee, C. Dudek moved to adjourn the meeting and the motion was seconded by L. Sheehy. The motion passed unanimously and the meeting was adjourned at 7:44 p.m.

Respectfully submitted,



Paul R. Wetzel