



Ware

MASSACHUSETTS

Finance Committee
126 Main Street
Ware, MA 01082

Finance Committee Meeting Minutes

Meeting Location: Ware Fire Station Conference Room

Meeting Date: Wednesday, February 1, 2023

Meeting Time: 6:00 pm

Members Present: Ken Willette, Terry Smith, Kelsey Sidur, Devin Peterson, SK Robinson (left after Fire Engine Tour)
Additional Attendees: Stuart Beckley (Town Manager), Tracy Meehan (Town Accountant), Justine Caggiano via Zoom (Director of HR), Fire Chief Martinez (for beginning of meeting/Fire Engine Tour)

Meeting Agenda items to be discussed:

1. Meeting called to order at 6:28pm.
2. Follow-up after Tour of Newly Purchased Fire Engine
 - Upcoming asks of the Fire Chief: Station air compressor (it's undersized and leaking condensation and causing water build-up in lines), address needs where butler building meets masonry building due to water leaks during storms.
3. Update from Town Manager on FY 24 Budget Process
 - Most departments have submitted their budgets, but a few big pieces missing: School Budget, Insurance Costs, School Transportation Costs, etc.
 - Revenues expected to change after the Governor's budget is released prior to March 1st.
4. Continuance of Free Cash Allocation Discussion
 - Ken Willette suggests that anything outstanding on the list from the School Department be considered for funding from Free Cash, more discussion to follow.
5. Review of January 17 meeting with BOS
 - SK Robinson suggests a Redevelopment Authority to be brought forth to the next Special Town Meeting and plans to discuss with the Finance Committee at the next meeting.
 - One question the Fin Com has is how this would be funded.
6. Report on meeting with School Department
 - Meeting held last week via Zoom, Dr. DiLeo sent Capital Budget although there are still changes being made.
7. Review of draft New Personnel /Expenditure request form
 - Workflow process: When the budget goes out to the dept heads, if they have a new or vacant position being requested, they complete the form, and the form follows with their budget request and is presented in the final notebook to be reviewed by the Town Manager and the Finance Committee after submission.

8. Approval of prior meeting's minutes
 - Terry Smith suggests motion to approve prior meeting minutes, Kelsey Sidur seconds. Passes unanimously.
9. Review of any emails or correspondence since last meeting
 - Terry Smith suggests that we utilize an architect who can assist in assessing recommendations and shortfalls, this position would help set things in motion to begin addressing needs of Town facilities. Continued discussion to follow.
 - Next meeting scheduled for March 1st at 5pm
10. Devin Peterson motions to adjourn at 7:49pm, Kelsey Sidur seconds. Passes unanimously.

Join Zoom Meeting

<https://us02web.zoom.us/j/89785565293?pwd=VkRoVERzYlhUMlgrRUxvclNSd1ZBUT09>

Meeting ID: 897 8556 5293

Passcode: 598026

At the time of posting of this meeting notice and agenda the above items were the only items known. Should an additional item be brought forward, unless of an emergency nature, it will be placed on a future docket. The general public is invited to this and all meetings of the Ware Finance Committee.

Submitted by

Ken Willette
Chairman Finance Committee