



Ware

MASSACHUSETTS

Finance Committee
126 Main Street
Ware, MA 0108

Finance Committee Meeting Minutes

Meeting Location: Ware Town Hall, Select Board Meeting Room
126 Main Street, Ware, MA

Meeting Date: Wednesday, March 1, 2023

Meeting Time: 5:00 pm

Finance Committee Member Attendees: Ken Willette, Terry Smith, Kelsey Sidur, SK Robinson, Devin Peterson
Additional Attendees: Stuart Beckley (Town Manager), Tracy Meehan (Town Accountant)

Meeting Agenda items to be discussed:

1. Meeting called to order at 5:07pm.
2. Town Manager Presentation of his FY 24 Budget Proposal
 - FY24 budget binders provided to the Finance Committee.
 - Stuart Beckley explained FY24 budget line by line at high level.
 - Suggested that Finance Committee meets with the School Department to review budget and what some of the funds in there are being used for.
 - 3 New Positions Requested for FY24
 - FT Police Officer
 - FT Facilities Management
 - PT Parks & Recreation/Cemeteries (long term seasonal help)
 - Finance Committee Members reviewing prepared budget package binder by next Monday (3/6) and coming forth with areas of concern that fall within criteria/thresholds below.
 - Departments with a 10% change in budget over prior year (positive or negative).
 - New Positions that have been requested by the department.
 - Capital projects greater than \$250k that have not yet been added to Capital list.
 - Fin Com will meet every Wednesday in March from 5-6:30pm.
3. Continuance of Free Cash Allocation Discussion
 - Ongoing discussion.
4. Discussion on Business Development for the Town
 - Fin Com can make some recommendations but the Planning and Community Development department should be assessing the current state of Business Development in town.
 - SK Robinson following up on prior proposal regarding a Redevelopment Authority and is to discuss with Devin Peterson in a sub-committee prior to bringing back to the Finance Committee.
5. Review of January 17 meeting with BOS
 - Discussed at prior meeting, see minutes.
6. Approval of prior meeting's minutes
 - Motion from SK Robinson to approve the prior meeting minutes, Terry Smith seconds

- motions to approve. Passes unanimously.
7. Review of any emails or correspondence since last meeting
 8. Review of two Reserve Fund Transfer Requests (added 2/23/23)
 - Devin Peterson motions to approve Fund Transfer Request brought forth by Tracy Meehan for funds needed due to increase in FY22 Audit Quote (\$3,000), SK Robinson seconds motion. Passes unanimously.
 - Additional \$6,000 requested by Stuart Beckley for 5 or 6 new hires (mainly police and fire). Devin Peterson motions to approve, Terry Smith seconds motion. Passes unanimously.
 9. SK Robinson motions to adjourn at 6:46 pm, Kelsey Sidur seconds. Passes unanimously.

Join Zoom Meeting

<https://us02web.zoom.us/j/83834480046?pwd=bURFSINTNHN6a0dVNINHZkIVSkIvdz09>

Meeting ID: **838 3448 0046**

Passcode: 443068

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