



Ware

MASSACHUSETTS

Finance Committee
126 Main Street
Ware, MA 01082

Finance Committee Meeting

Meeting Location: Selectmen's Conference Room
Ware Town Hall – 126 Main Street

Meeting Dates: Friday, February 11, 2022

Meeting Time: 9:00 am

Meeting Agenda items to be discussed:

1. Discussion of ARPA Recommendations to BOS
2. Discussion of 12/31/2021 Budget Report
3. Update on Capital Planning Report and Multi-Year Revenue and Expense Projections
4. Review of FY 2023 Budget Calendar
5. Approval of prior meeting's minutes
6. Review of any emails or correspondence since last meeting

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. ***THERE'S AN OPENING FOR ONE (1) NEW MEMBER; APPLY ON TOWN WEBSITE (WWW.TOWNOFWARE.COM) OR WITH TOWN MANAGER.***

Submitted by

Lynn Nenni
Chairman Finance Committee

Feb 11, 2022 Meeting Minutes

Members Present: Lynn Nenni, Devin Peterson, Ken Willette, Terry Smith
Special Guests: Stuart Beckley, Town Manager; Tracy Meehan, Town Accountant

The meeting was called to order at 9:10 am.

The agenda items were taken out of order in to accommodate town staff present at the meeting.

Item 2) Discussion of 12/31/2021 Budget Report

The committee reviewed the 12/31/2021 budget report with the Town Accountant. The committee noted that overall both the revenue and expenditure budget appeared to be on track and spending as expected with half of the fiscal year completed. Tracy stated that pilot payments had not yet been received because they are billed in April. She also noted that cannabis excise fees were running approximately 10% higher than expected at mid-year and that the town expected to receive the cannabis impact fee from the Commonwealth in April. The committee noted two line items had been overspent in the expenditure budget; one each in the assessor and police budget however their total departmental budgets were in-line with mid-year spending. Tracy and Stuart indicated that the shortages would be covered in both departments by staff vacancies.

The committee requested that going forward they receive a report of spending on ARPA funds as well as the other grants not included in the general fund or sewer and water enterprise fund budgets as they are also an integral part of the town's budget, and not voted on as part of the annual town meeting.

Item 6) Review of any e-mails or correspondence since last meeting

The committee reviewed a request from the town accountant to approve a request from reserves in the amount of \$8,000 to cover the increase in the contract for the annual audit. Tracy explained that the Board of Selectman requested a change in auditor's as the current audit firm had performed the annual audit for several years. The committee agreed that it was a good practice to change auditor's periodically in order to maintain auditor independence.

Move to Approve: Devin Peterson

Second: Ken Willette

Unanimously approved

Item 3) Update on Capital Planning Report and Multi-Year Revenue and Expense Projections

Tracy indicated she was almost done completing a multi-year projection of revenues and expenditures and that she expected it to be ready for the committee's next meeting.

The Town Manager distributed the latest version of the town’s 10 year capital plan along with the Capital Planning Committee’s recommendation of projects that should be funded in FY 2023. Devin gave a report on the Capital Planning Committee’s recommendations which included the following items:

Department	Item	Estimated Amount	Notes
Public Works	Dump Truck	260,000	
Water Department	Fire Hydrant Replacement	180,000	15 Hydrants-contracted out
Sewer Department	Tractor	40,000	
School	Connecting Sidewalk	20,000	
Police Department	Cruiser	60,000	
Fire Department	Ambulance	390,000	
Fire Department	Safety Gear	65,000	
Parks Department	Grenville Playground	260,000	Grenville trust to contribute 60K
Parks Department	Parks Dept Building Roof	12,000	
Parks Department	Parks Dept Bathroom	??	Working on estimate
	Total	1,287,000	

The committee reviewed the 10 year capital plan with Stuart, who noted that the report was not yet finalized and that he would like to include major maintenance for town buildings and review items from the existing plan that had not been completed. The committee expressed their belief that it would be in the town’s best interests to retain qualified staff, or a consultant, to oversee and assist with validating the capital plan for the town- especially for the water and sewer departments and town buildings. They noted in the past that the Water Resource Committee had contributed valuable oversight of the water and sewer capital plans, however it had been recently dissolved.

The committee agreed to further discussions of the capital plan pending receipt of the final report and the multi-year revenue expenditure report. Stuart requested that the committee also include reducing the tax rate as part of those discussions.

Item 1) Discussion of ARPA Recommendations to BOS

The committee discussed the Board of Selectman’s response to their request for a public hearing on the use of ARPA funds and noted that no decision had been made. The BOS did however request the ARPA sub-committee reconvene to review the list of proposed recommendations and narrow it down to fit the remaining available funds. The committee noted they had already made their recommendations and Terry and Devin agreed to continue to attend the sub-committee meetings.

The committee also acknowledged receipt of a memo they were copied on from the Ware Board of Health requesting the ARPA funds be used to purchase 10,000 covid test kits at a cost of approximately \$190,000.

4. Review of FY 2023 Budget Calendar

This item was tabled to the next meeting

5. Approval of prior meeting's minutes

Motion to Approve: Ken Willette

Second: Devin Peterson

Unanimously approved

The meeting was adjourned at 11:15 am.

Respectfully submitted

Lynn Nenni