



Ware

MASSACHUSETTS

Finance Committee
126 Main Street
Ware, MA 01082

Finance Committee Meeting Minutes

Meeting Location: Small Conference Room
Ware Town Hall – 126 Main Street

Meeting Date: Wednesday, January 4, 2023

Meeting Time: 5:00 pm

Members Present: Ken Willette, Terry Smith, Kelsey Sidur, S.K. Robinson
Additional Attendees: Stuart Beckley (Town Manager), Tracy Meehan (Town Accountant)

Meeting Agenda items to be discussed:

1. Meeting called to order at 5:03pm
2. Update from Town Manager on FY 24 Budget Process
 - Stuart provided Cover Letter outlining FY24 Budget Preparation.
 - Ken Willette poses question regarding new position requests, followed by promotions from within and then downstream vacancies. He also asks that when budget requests are presented to Finance Committee, the full impact of cost for benefits, training, uniform, etc., are included. Other items of interest being impact of service to the town, benefit to the town, OT costs, call volume impacts and so on.
 - Kelsey Sidur suggested utilizing a position request form to guide managers as to what information will be requested by the Finance Committee.
 - Terry Smith recommended a department “census” to highlight current employees as well as vacant employees etc.
 - Set the expectation for department managers to come forth to their budget meetings with adequate information surrounding needs and requests.
3. Free Cash Allocation Discussion
 - For many years the town has relied on free cash to supplement operating budget, but with the goal to ween away from that model.
 - About 3 months to come up with guidance to prepare for Town Meeting as to where Free Cash should be allocated to.
4. Prepare for January 17 meeting with BOS.
 - Board has extended invitation for Finance Committee to appear at this meeting.
 - Fin Com will propose below Work group to help refine a list of prioritized town needs. Could also be completed by consultants, but needs to be prioritized and addressed.

- It is the Fin Coms recommendation to look at Tighe & Bond and go to the next step of rate increases and continue to move forward as February FY24 will be the last year of the current approved increase.
 - An agreed upon 5-year financial forecast needs to be agreed upon, understood, and republished. Decisions need to be made regarding water and sewer projects and what the priorities of these are to begin to establish a plan and what the impact will be.
5. Review draft letter to BOS recommending Infrastructure Investment Plan Work Group
 - Have this as part of our discussion with the board at the January 17th meeting.
 6. Discussion on joint BOS/School/Fin Com Meeting (Ongoing)
 - Ken Willette and Stuart Beckley are working on arranging a date to meet with them.
 7. Approval of prior meeting's minutes.
 - Ken Willette suggests approving minutes as they stand. SK Robinson motions to approve, Kelsey Sidur seconds. Passes unanimously.
 8. Review of any emails or correspondence since last meeting:
 - Next Meeting: Wednesday January 25, 2023 @ 5pm
 9. SK Robinson motions to adjourn meeting at 6:08pm. Kelsey Sidur seconds the motion. Passes unanimously.

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

