



Ware

MASSACHUSETTS

Finance Committee
126 Main Street
Ware, MA 01082

Meeting Date: March 23, 2020
Meeting Location: Selectmen's Conference Room

Fiscal Year 2020

Present: Denis R. Ouimette, Janice E. Hills, Devin M. Peterson and Lynn Nenni
Absent: none
Guest(s): Stuart Beckley, Town Manager (TM), Shawn Crevier (Police Chief), Chris Gagnon (Fire Chief) and Anna Marques (Bldg. Insp.)

Quorum met; meeting opened at 5:04 p.m.

Reserve Fund: \$33,775.13

**March 19, 2020, meeting cancelled due to lack of quorum.*

Due to the pandemic outbreak of corona (Covid-19) virus outbreak, the Governor has announced an emergency order lifting the requirement of the Open Meeting Law to have public access be the physical location of the meeting provided there is a means of remote access. As such, all FinComm meetings for the foreseeable future will be by conference call. The number to connect is 1-425-650-1635. The access code is 265107. Thank you to Lynn for setting up the ability to hold the calls.

New Business:

Reserve Fund transfer request in the amount of **\$5,186** made by Fire Department to pay outstanding bills as the *Supplies* account had dwindled to \$454. Having changed Chiefs and going through a re-organization of methods, it was determined that items were left out of the formal budget process. To qualify for a transfer under M.G.L. Ch. 40 s.6, at least one of four criteria (*Health, Safety, Emergency, Unplanned Event*) must be met. Meeting the criterion *Unplanned Event*, Denis motioned to approve the transfer; it was seconded by Devin and passed on a 4-0 vote. The Town Accountant to transfer the money from *Finance Committee Reserve Fund #131-5701* to *Fire Department Supplies #220-5400*.

Reserve Fund transfer request in the amount of **\$6,840.87** made by Fire Department to pay outstanding bills as the *Purchase of Services* account had dwindled to zero. Having changed Chiefs and going through a re-organization of methods, it was determined that items were left out of the formal budget process. To qualify for a transfer under M.G.L. Ch. 40 s.6, at least one of four criteria (*Health, Safety, Emergency, Unplanned Event*) must be met. Meeting the criterion *Unplanned Event*, Denis motioned to approve the transfer; it was seconded by Devin and passed on a 4-0 vote. The Town Accountant to transfer the money from *Finance Committee Reserve Fund #131-5701* to *Fire Department Purchase of Services #220-5200*.

73 W. Main St.: The Building Inspector came to discuss the demolition of this address that was destroyed by fire several years ago. The first quote is for **\$70,000**; up to five (5) more quotes are expected via the RFP (Request for Proposal) due next week, but all are expected to be in the same price range. \$50,000 should be covered, half by grant from the AG's Office and half by Community Development Authority's (CDA) reserves; Anna is looking for the \$20,000 balance. Motion by Janice and seconded by Devin to table the request until later in the year carried by a 4-0 vote. This will allow other departments who might have urgent need before the end of the fiscal year to get funded. The request will remain a priority to be funded at the end of the fiscal year if the funds are available.

13-15 Parker St.: This address was brought forward by the Building Inspector as an abandoned property; an asbestos survey can be done for \$2,200; full demolition can be had for \$35,500. The demolition of this house will take place next fiscal year beginning July 1, 2020.

DPW Capital items: Three (3) pieces of equipment will need to be replaced within the next three (3) years in the estimate from the interim DPW Director: a Loader (\$180,000), Dump truck (\$245,000) and loader-mounted snowblower (\$130,000); at this time, only one piece, if any, can be replaced. A suggestion was made to list the old loader on *Muni Bid* for sale at a reserve bid rather than as a trade.

Police Department budget: A review of the budget was done; the department is currently three (3) officers short of a full complement. Energy costs were originally listed as higher, but the actual costs are lower thanks to energy improvements made last year. An increase in *Purchase of Services* was due to a license agreement for software purchased last year which has proven very effective. A large increase in the *Supplies* line item was due to state mandated fire arms training which now must occur semi-annually, instead of annually. A large increase in *Capital Expense* is due to a proposed purchase of a filing system software, front door repairs and repairs to the large window above the front door.

Old Business:

FY '20 budget: Due to the corona virus pandemic and the order to stay home and away from crowds, revenues are expected to be down across the board during this fiscal year and the TM has asked every department to refrain as much as possible from any spending for the rest of the fiscal year, which ends June 30, 2020.

March 5, 2020, minutes were tabled.

Next Meeting: March 25, 2020 **Annual Town Meeting: May 11, 2020**

Meeting adjourned at 6:20 pm by motion of Denis, seconded by Devin and passed by a 4-0 vote.

March 23, 2020, minutes reviewed and approved:

