



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: Thursday, Sept 30, 2021

Meeting Time: 7:00 pm

Meeting Agenda items to be discussed:

1. Capital Planning-
 - Water and Sewer
 - Best Practices
2. Covid and ARPA grants spending update
3. Approval of prior meeting's minutes
4. 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

Meeting Minutes: September 30, 2021

Members Present: Lynn Nenni, Ken Willette, Terry Smith

Special Guests: Stuart Beckley, Town Manager

The meeting was called to order at 7:05 pm.

Item 1) Capital Planning - Water and Sewer, Best Practices

The Committee and Town Manager discussed the roles of the Capital Planning and Finance Committee in the development of the Town's capital plan and agreed to the following:

- The Capital Planning Committee will forward their report to the Finance Committee by the end of December.
- The report will include prioritized recommendations for capital purchases for the next ten years.
- The Finance Committee will review the report and meet with the Capital Planning Committee to discuss questions.
- The Finance Committee will recommend funding sources including free cash, grants, borrowing or current appropriations, and incorporate the recommended funding method into a multi-year budget projection report.

The Town Manager also noted that only purchases above \$25,000 required approval from the Capital Planning Committee and that the report will include School capital requirements, all town departments and include water and sewer.

The Committee and Town Manager also discussed best practices for the preparation of a capital planning document including a narrative of planned purchases for the next several years along with recommended funding sources. The Committee suggested including an abridged version of the capital plan in the Annual Town Meeting budget package in order to improve the public's understanding of the capital needs of the town for the next several years.

The Committee also expressed interest in continuing the discussion of combining the water and sewer departments, noting that combining the departments would make it easier to provide operational continuity for both plants and that the surplus in the water department fund balance might be able to be used to offset the fund balance deficit in the sewer department.

Item 2) Covid and ARPA grants spending updates

The Town Manager distributed copies of his correspondence with the state concerning the eligibility of certain items under the Covid grant. Many of the items submitted were determined to be ineligible including security camera's, drones, purchases of technology and bulky waste pickup as those items were determined to be not directly Covid related. The PPE, sign rental and rental for equipment for the ATM to enabled social distancing was determined eligible. The Town Manager expected that approximately \$400,000 of the grant would not be spent.

Item 3) Approval of Prior Meeting Minutes

Move to approve: Ken Willette
Second: Terry Smith
Unanimously approved

Item 4) Review of any emails or correspondence since last meeting

The Town Manager distributed a report prepared by the assessor that listed the estimated average value per square foot of residential town property in three general categories:
Slum and Blight: \$43 per square foot
CDBG Target Area (including slum and blight): \$62 per square foot
Non-Target Area's: \$89 per square foot

The next meeting was set for Oct 14th.

The meeting was adjourned at 8: 40 pm

Respectfully submitted,

Lynn Nenni
Finance Committee Chair