

**Westport Finance Committee
Meeting Minutes
Virtual Meeting-Remote Participation
January 16, 2024**

Present: Karen Raus (Chair) , Cindy Brown (Vice-Chair), Al Lees, Michelle Orlando, Hugh Morton , Christopher Thrasher , Gary Carreiro, Zachary Lebreux , Duncan Law

Also Present: Keith Novo, Sean Leach , Sue Brayton, Nicole Pearsall

Karen Raus called the meeting to order at 6:31pm, and a Pledge of Allegiance .

Karen Raus read the following: This meeting is being held remotely in accordance with the Governor of Massachusetts 'March 12, 2020, order suspending certain provisions of the Open Meeting Law, G.L. c.30A Section 20 and on March 29, 2023, Governor Healey signed a Supplemental 2023 Budget Bill allowing remote and hybrid meetings options for public bodies through March 31, 2025. This meeting is being recorded.

Karen Raus (Chair) opened the meeting welcoming a new finance committee member Duncan Law.

1.Department Budget Meetings:

- A. Beach Committee:** Sean Leach was in attendance to present the FY25 budget. Sean Leach mentioned last year we had a budget of \$90,890.00 .We are requesting an increase, an increase this year of almost 32% of from \$90,000 to \$123,000 dollars due to two certain factors. One is the increase in salaries. We increased salaries for lifeguards last year, probably 30 to 40% just to attract qualified personnel so we would have lifeguards. Which increased our personal item significantly from \$50,000 to \$79,000 basically for lifeguards. We're going to an online beach pass system carries with it a price which is a dollar per sticker printing \$3500 and then there's a \$4500 software subscription fee and service to be able to do that the town clerk is implementing that hopefully we'll have that up and running soon. We've also increased senior passes from \$15 to \$25 and regular beach passes from \$35 to \$50. We sell about 4400 passes 40% of which are senior passes, which were a considerable number of passes. For Two years of revenue ,from January 1st. To June 30th of last year and then it starts July 1st a total about \$120,000. As for warrant articles we have two articles. One is a request for \$24,000 for beach enterprise fund for capital improvements, we're looking to replace 300 feet of fencing .The second line item is the \$25,000 to buy a gator ,for use for access to beach ,they tend to run about \$21,000, but we just want enough to cover it and what we're going to do is also rent a storage container to put it in.

B. Assessors Department : Theodora Gabriel was in attendance to present the Fy25 Theodora Gabriel mentioned slight increase in overall 4% in salaries. The major increases on full-time we are trying to have the principal clerk going into assistant slash office manager that's where you see the 6% increase. also 4% on the expenses. The we increased for schooling I feel it's essential for staff to be updated with the new laws so we can assess properly .Computer software which is a fairly new application that we have in our office, so overall budget went up about three 3.7%. For the 5-year plan I did 2 1/2 percent on most of the items, we have 3% on the increase in software and obviously travel . Theodora mentioned for the warrant articles which is an annual article we need to have that in place in order to maintain our data. We are only requested \$20,000 of that should be able to maintain new full measure lengths from about 750 properties.

C. Information Technology :Keith Novo was in attendance to present the Fy25 budget. Keith Novo mentioned he is the IT Director for the town for all the town departments including the police and fire departments. I added in approximately \$10,000 to get an additional part time worker to help with a lot of the day-to-day help. Another increase in professional services We implemented this past year a help desk, an online help desk where people can call in if have any issues to help 24/7 to help them resolve for town employees with there computer .Other than that the other line items are pretty much the same as last year.

2.Discussion :Fiscal24/Fiscal 25 budget ; 5-year operating /capitol plan:

Karen Raus mentioned there has been no change from the last finance committee meetings discussion.

4. Committee/Liaison updates: Cindy Brown mentioned for the CIPC, the capital improvement planning committee they voted last week out of the 2.3 allocation of free cash. CIPC using \$1 million of the 2.3 for capital expenditures would be in line. It's generally about \$1,000,000 a year that they spend, maybe a little bit less depending on how much is available. You will see total about just about \$1 million on the button. Cindy Brown continued and mentioned on the Personnel Board the compensation study of all the employees, was launched today, employees will be asked to fill out forms of detailing, so we can match the employee to the proper classification of the proper compensation for the job that they do. Hopefully, that's going to be done prior to the town meeting. And we should have the finished product sometime in late March or early April.

5.Minutes: The minutes for January 09, 2024 , was presented for approval Cindy Brown motioned and Gary Carreiro seconded to approve. The roll call vote was 8-0 in favor Morton :aye Raus ;aye Brown :aye Orlando ;aye Thrasher; aye Lees ;aye Carreiro; aye Lebreux; aye

The minutes for December 05, 2023, was updated and , was presented for approval Hugh Morton motioned and Cindy Brown seconded to approve. The roll call vote was 6-0 in favor Morton :aye Raus ;aye Brown ;aye Orlando ;aye Lees ;aye Lebreux; aye Thrasher; abstained Carreiro ;(left meeting)

6.Topic for next Meeting Agenda: Department Budget Meeting

7.Meeting Schedule: January 23, 2024, February 06, 2024, A Meeting possibly joint meeting with select board and school committee end of January.

8. Correspondence: N/A

9.Topics not reasonably anticipated forty-eight (48) hours in advanced of the meeting:
N/A

Adjourn :There being no further business to come before this meeting a motion to adjourn the meeting at 8:01pm was made by Cindy Brown and Al Lees seconded the roll call vote was 7-0 all in favor. Raus ;aye Morton ;aye Thrasher ;aye Lees ;aye Brown; aye Orlando ; aye. Lebreux; aye Carreiro ;(left meeting)

Respectfully submitted,
Jessica McKane
Finance Committee Recording Clerk

REFERENCE DOCUMENTS:

2024 Jan 16, 2024, Agenda.docx
Fy25 Budget schedule as of Jan16.xlsx
01-09-24 Meeting Minutes Finance Committee...docx
12-05-2023 meeting minutes REVISED.pdf
BEACH REVENUE FY22.PDF
Certified Retained Earnings .pdf
BEACH REVENUE FY24 YTD 11-30-23.PDF
BEACH REVENUE FY23.PDF
BEACH EXPENSES YTD 1-12-24.PDF
BEACH Enterprise Budget.pdf
IT Operating Budget memo for FY25.docx
155.IT.xlsx
Assessors articleFy2025.pdf
Assessors BOA Budget Fy2025pdf

