

**Town of Hamilton  
Finance Advisory Committee  
Minutes of Meeting  
Wednesday, December 2, 2020  
6:30 p.m.**

**Virtual Meeting Via Zoom  
Meeting ID: 886 4025 1030  
Passcode: 236643**

Members present: Nicholas Tensen, John Pruellage (Chair), Valerie McCormack, David Wanger, Christina Schenk-Hargrove,

Others present: Rick Mitchell, Anthony Nickas, Kaleigh Paré

**Call to Order**

The Hamilton Finance and Advisory Committee (FinComm) meeting was called to order at 6:36 p.m. on December 2, 2020 via Zoom.

Roll call: Christina Schenk-Hargrove – aye, Dave Wanger – aye, Nick Tensen – aye, Valerie McCormack – aye, and John Pruellage - aye

**Discussion with Rick Mitchell regarding HDC developments**

Rick Mitchell reported that the HDC provided the requested funding to Traggorth Companies, LLC with a \$1.8 million commitment. The financing needs to be in place by June 30, 2021. Dave Traggorth appeared before the Planning Board with some minor modifications in the design with regard to windows and the addition of a few architectural enhancements. Yesterday the Planning Board approved those changes and they also approved extending the site plan review approval for one year as the approval only lasts one year. Dave Traggorth is working on the private financing to make the project financially viable and they are expecting construction to start in the Spring. Out of the \$5 million, he received \$1.8 million and the Affordable Housing Trust kicked in \$500,000. Dave Traggorth also gained the support of the Board of Selectman, Brad Hill and Bruce Tarr, who were writing letters and making phone calls. The plan is to close on the purchase and sales agreement by January 15, 2021 but it may be a couple weeks late because of missing public financing. There is a requirement that the developer provide relocation assistance to the tenant. A consultant has been engaged to find a suitable rental property for Ben Corwin, who is the tenant at 59 Willow. It could take up to 120 days to find a rental and relocation is to be included. They started the second week of November, so it could move into early February. Under the subsidizing, what will be determined is what he is paying now and what the market rate rental of an equivalent size and character will be for 4 years.

The HDC will pay off the mortgage of Ben Corwin when the purchase and sales go through. Angelo Salamone said the sale price is \$1 million and the mortgage is about \$426,000 so that it would leave \$574,000 to cash. The initial investment was \$100,000 and the amount put in for permitting costs was about \$112,000 so the profit would be about \$363,000 less the closing

costs which might be \$15,000. Out of about \$575,000 put into the cash account, about \$350,000 of it will be profit for the sale. They will be saving on debt service and the rental will go away at the same time.

Shop Local has put up banners, printed up pamphlets and put up sandwich boards on Railroad Avenue and they are working with the DPW to put up holiday flags on the telephone poles. There is a plan to put up a banner across Railroad Avenue to Shop Local for the holiday season.

Dave Wagner asked what would be the potential use of those funds. Rick Mitchell explained that there are several things they would like to explore in terms of investing those funds. First, is something that was brought up by the Selectman at one of their previous meetings, the fact that there is no unified branding for the downtown commercial district in terms of marketing downtown. A pamphlet was mailed to every household in town last summer, in early August. The HDC would like to spend time with Shop Local to help the commercial district with branding and to make it more of a destination.

Secondly, the HDC paid for 50 percent of the parking study and would like to review those results. Some of the existing funds will go into paying off the cost of the parking study, which should not be a big capital cost but they are willing to be part of the solution in terms of signage, at least.

The common complaint is that there is not enough parking in the commercial district. As noted by the previous Town Manager, it is not a parking problem but more of a walking problem. Many abutters on Willow Street are concerned about the increase in traffic. The town had not done a parking study since 1983. Questions of whether there is a parking problem, a signage problem, or an enforcement problem were raised as well as questioning whether employees park on Railroad Avenue so they can walk to work. The plan would be to come back with actionable recommendations by March or April.

Money was invested a couple of years ago for the beautification of Railroad Avenue, the plans are on the HDC site. A consultant was commissioned and recommended new sidewalks and trees to make it more cohesive. Hiring a consultant to put together plans and cost estimates could be brought forth for discussion with the Town Manager and the Board of Selectman. The times are financially challenging so it is not a high priority but a discussion to see if there are any state funds would be helpful.

Dave Wanger asked about 1A. Rick Mitchell answered that it is a state road and a complex question. There are technically 2 downtown commercial districts, one on the north side and one on the south side. The HDA would like to work with the state and the town to figure out traffic calming techniques and pedestrian friendly crossing along with beautification. A serious investment of time and expertise is needed to figure out all of the pieces such as who owns what and what can be done. It also includes the MBTA who owns the crosswalk and the right of way there. Some serious thought, time and effort will be needed to pull together a much more effective and cohesive commercial district.

The other thought is not a direct expenditure of funds but it is consistent with the Finance Committee and the Board of Selectmen which is the fact that the Winthrop School site is not within the commercial district. The HDC would like to talk to the Board of Selectmen about the idea of extending the commercial district to include Winthrop. The School Committee should be addressed about consolidating the elementary school at Cutler or some other location in the future.

It is the hope of the HDC that Shop Local will become an organization that is more cohesive and action oriented. There were 200 businesses that participated in the flyer that was mailed to all of the residents in town and the hope was that those businesses would join and pay money to help this organization become more financially independent.

In other HDC business, Rick Mitchell mentioned the Willow Street property that is currently occupied by Dodge Tree and potentially purchasing the property in order to develop it into something that is more attractive and beneficial to the town.

John Pruellage asked Rick Mitchell about the master plan process with Winthrop School and the potential changes with Zoning.

The first master plan was spearheaded by the Planning Board in 2004. Patrick Reffett, the Director of the Planning Board will do the scope of services and Rick Mitchell will be involved in the writing that addresses the key issues of downtown. The only resource the town has to raise revenue is land. If 70 percent of land in Hamilton is under permanent conservation there needs to be some objective information about exactly what is left and developable. This information will help with the future decisions of the town and its sustainability. David Wanger would like to involve the School Committee and Wenham in the discussion. The plan is to come out with some really good recommendations and results.

John Pruellage asked Anthony Nickas to walk him through the line items for last year and the current year. With \$10,000 in the positive last year, John Pruellage asked if the contribution and revenue line items came from more than the town. Anthony Nickas explained that the meal tax was higher than previous years and that is the only difference.

John Pruellage questioned the amount of \$50,000 in 2021 and Anthony explained that in 2021 it was agreed that they would be taking \$50,000 even though the meal tax was higher and then it would be reduced. John Pruellage recalled that the meal tax in 2020 was \$65,000 and questioned whether it is a variable number or if it was fixed. Anthony Nickas explained that they were budgeted for \$65,000 which was the average over the last several years and for some reason it was higher and that amount was just transferred over. Rick Mitchell added that the plan for fiscal 2022 assumed a very small contribution from the meals tax. They had tried to plan 2 years in advance in terms of diminished revenues, which is built into the operating plan. The hope is that Traggorth receipts will allow meals tax revenues to recover. John Pruellage agreed that, assuming the deal goes through, they could remove the debt service line items.

Anthony Nickas further explained that the debt service and taxes for \$10,500 (or whatever the prorated share of taxes are for the year) will be taken off. Also, the repair and maintenance account will go away, so more than the debt service will disappear, the rental income will also disappear at the same time. A revised budget for 2021 will be done for next month that will fold in the closings and the rest of the expenses that are going away will be prorated as well as the income. It should be net by not having higher expenses than revenue.

Nicholas Tensen asked when would the money come in from the sale of the Willow Street property. Anthony Nickas reported that the closing is scheduled for January 15<sup>th</sup> but may extend to February 15<sup>th</sup> due to the house inhabitant. Once this happens, Traggorth will run the project although it is still an HDC sponsored project, so communication with Dave Traggorth and Dan Hubbard, the 2 principals of the project, will be critical in case there are any problems with neighbors that arise to be sure they get addressed and that the project goes as smoothly as possible.

David Wagner asked Rick Mitchell how the Financial and Advisory Committee could be of assistance to the HDC in their endeavors. Rich Mitchell and Anthony Nicklas agreed that communication is key and reporting their activities to the Financial and Advisory Committee for feedback is essential.

John Pruellage explained that the Financial and Advisory Committee is supportive of the HDC mission and that it will grow ever more important with planning discussions. John Pruellage asked that they regularly schedule sessions like this and publicize the success of the HDC.

Rick Mitchell added that it is a challenge getting information out to the residents in town because a town newspaper no longer exists.

#### **Discussion regarding Patton Homestead, including potential lease**

Kaleigh Paré shared that they are moving ahead with the licensing agreement with Inc.Ubate to turn the second and third floor of the Patton Homestead into co-working space. The agreement was sent to the Finance and Advisory Committee a few weeks ago and Kaleigh Paré and Joseph Domelowicz are ready for any questions the Committee may have after sharing a brief update on their progress. Volunteers and in-house labor are being used as much as possible for all of the projects. PHI has stepped up as well and Kaleigh Paré is very thankful for their help.

The carpet on the back stairs and one of the bedrooms has been removed as well as the nails and hooks left on the walls. Old curtains and any other things left behind have been bagged and trashed. Primer has been applied to the wallpaper and so far, it is sticking so that repainting can be done. Michael from Inc.Ubate is building interest in the property and is there often. Bathroom and kitchenette fixtures were delivered today to be installed upstairs.

John Pruellage asked about the financial obligation of the town and what needs to be done pre-lease or pre-license and if there are any hidden costs.

Kaleigh Paré explained that the cost in the first section are split up between the main house and the stables. As of right now they are focusing on the main house to get that up and running for this winter. The improvements to the stables will be the second phase, specifically the stalls where Inc.Ubate would like to put in artisan studios.

Within the house, the general cleaning and carpet removal has been done by town staff as well as volunteers. The installation of the ramp for the front door is going to be a temporary ramp. The building inspector said that we do not have to put in a permanent ramp. There can have be one that is added when it is needed and taken away when it is not.

Removing old flooring and installing new floors in the bathrooms will be done with volunteers and inhouse labor. The new installation of toilets and sinks will have to be done by a plumber. They are still waiting on a quote from a plumber.

Part of the doorway and the removal of the thresholds from the first floor into the parlor room, and the entryway threshold has been removed. Some of the decking for the shower has been removed so the door can open all the way to allow access for wheelchairs and baby carriages and enable the door to be closed.

The painting, bathroom installations, and some electrical work will need outside contractors. The electrician and the plumber have not given quotes yet. The painter has given an estimate of \$17,000 which is high and they are hoping to be able to do inhouse.

Nick Tensen questioned if there is a budget for the work and Joseph Domelowicz responded that they are targeting about \$30,000. The work on 3 bathrooms should be between \$5,000-8,000 which leaves \$24,000 for paint and a couple of other things.

David Wanger asked where the funds will come from. Joseph Domelowicz responded, the Patton Homestead Fund money that was set aside for improvements to the Homestead which is currently approximately \$195,000.

John Pruellage asked if the work on the stables would be done before anything was started with the lease which would generate revenue. Kaleigh Paré explained that the plan is to activate the second and third floor sections of the house first and then expand into the stable at a later date.

David Wanger explained that the sequence was not provided by the language of Section 2. Joseph Domelowicz will see if it can be straightened out with an amendment.

Nick Tensen asked for clarification of Number 5 regarding terminations – it looks as if the lessee has a 60-day out whenever they chose and Joseph Domelowicz said that was correct and

explained that we have a 30-day out if they default. Nick Tensen and David Wanger explained that we should have a reciprocal arrangement of being able to terminate in 60 days.

Joseph Domelowicz explained that it is a license agreement not a lease and we are licensing them to operate their service there but not leasing the property to them.

Nick Tensen further explained that the other piece of this is the licensing fee, it goes by a net profit as opposed to a gross profit and if you look at what is included, there are investment costs and taxes that we are paying for and the interest costs will be paid out of the net profit. These are all things that are all good for them, even if it is to break even because someone else is paying their financing costs. At some point we may have no money and they may not be making a lot of money but their expenses are being covered.

John Pruellage asked if they could take a step back and discuss how the model works again. How could fees be allocated to specific properties because the members can visit more than one location?

Joseph Domelowicz explained that there are different tiers of membership based on which properties you want to access. A lower-tiered membership fee would allow a member to access just one part whereas a higher tier would allow a member to access all of the properties. Tiers are set based on the amount of usage and which properties they plan to use.

John Pruellage explained that there is not a lot of detail on how the fees would be calculated. With the way it is written, it may not generate a lot of profit for the site itself which would then be to our detriment. It would be helpful to know how many people would have to be using the premises to generate X amount of revenue.

Nick Tensen said further, when defining the operating expenses, cost of goods sold and services, what is being included in those expenses? Would any labor that is not known about be included?

Joseph Domelowicz told the Committee that he would send them the Inc.Ubate P & L projection which was the basis for the Appendix A.

Nick Tensen said the gross expenses, which would be operating expenses and cost of goods and services that go into depreciation, amortization, interest and taxes. For example, if you buy a desk and they pay for it outright and they depreciate it, half of that cost is really a cost for Hamilton. If they decide to buy that desk and they finance the whole thing, there is an interest cost that is going to be in there. If Hamilton is actually paying for some of those, the depreciation and interest, whose property is it? If that is their investment, they should be paying for it and it should not be part of the P & L from the profit standpoint. Our taxes and any of our expenses on the building are not part of the P & L and split, that is the investment that the town is making.

Joseph Domelowicz explained that they would not be carrying the costs for depreciation. They would carry the cost for Comcast internet, insurance, the keylock system, a web service called Revzilla IT Support, general supplies, cleaning and marketing.

David Wanger expressed concern that the language of the legal document was too generic to allow exceeding offsets in terms of calculating net profit.

John Pruellage said that the way it reads, it is like you are looking at C and their bottom line and then you are taking 50 percent of that. It should not work that way, it should be hard costs and revenue and come out with a net there – anything in terms of depreciation and amortization, etc. – that is just not our concern. I think in terms of hard costs, it needs to be similar to the revenue. There needs to be an understanding of how they are allocating things, such as if they have shared resources that are hitting their operating cost. Another way to approach this is you can come up with caps on these kinds of things. There is potential for this to be a bad deal for the town. We want it to work out but if they are making revenue off of it, it should be profitable for both parties, certainly on a cash basis.

Joseph Domelowicz would like to take all of the concerns back to Inc.Ubate and asked if there were other concerns.

Nick Tensen asked if there was a deposit of some kind in case any damage was done. It is customary for this to be in a lease.

Joseph Domelowicz explained that it is a licensing agreement, not a lease. They are allowing their operation to work on our property but we are not giving them the property, a loan, or anything like that. This was the recommendation of Town Council. There are insurance requirements and indemnification requirements where any potential damage of the building would be covered through that. If any damage occurs, it will be addressed at the time the damage occurs. The property will continually be occupied by both parties so we would be aware of any damage that might occur. If they cause any damage they will have to pay for it. Joseph Domelowicz explained that if the right of inspection is not in the agreement, he will add it.

Nick Tensen asked that they add to Number 9 that if alterations needed to be done, that they be done in a workman-like manner such as a licensed contractor approved by us as the licensee. Nick Tensen further questioned why they have 6 months to pay their license fee and why are they not paid monthly. David Wanger said they could potentially do that for the first year and then revert to monthly for the second year. Joseph Domelowicz will check on that.

John Pruellage explained that it is about the net profit calculation as well as the term, if it is going to be 2 years we need to have some flexibility. It is a license, so it not exactly reciprocal but there are concerns if we are obligated for 2 years to something that they may continue derive a benefit out of, even if they are not making any money because it allows their members to use the premises. We could not potentially sell the property if there was another interested

party. Joseph Domelowicz offered that he could structure an amendment that said, if the town realizes no revenue for a 6-month period, then they would have the ability to sever the agreement.

Joseph shared that the hope is to gain \$100,000 a year or at least \$75,000 a year which will not happen in the first 6 months or even the first year. Michael projected that they each may recognize \$35,000-40,000 revenue in the first year and closer to \$100,000 when the stables are online as well.

David Wanger clarified that any revenue received goes into the Patton Homestead Fund and the costs of maintaining Kaleigh Paré and the project are coming from the General Fund.

Joseph Domelowicz explained that he would not be asking for any General Fund appropriation for the Homestead this year. The hope is to use some of the \$195,000 for continued operations while they try out the method with Inc.Ubate and get the project off the land but they are not planning to ask for any money from the General Fund or from tax revenues this year. They will further evaluate how the indirect costs are calculated and will try to cover them as part of the Homestead operations.

David Wanger commented that the Committee would like to make this a workable situation but prior to the virus, it was agreed that one more year was needed to see if the Homestead could become self-sustaining. Before the virus, it was apparent that would not be possible on any reasonable schedule. The license potential for revenue is a way to recoup viability for the Homestead but there is a growing public perception that especially in these times of fiscal drain, it is not right to keep underwriting the Homestead. The Committee wants this to work but there needs to be a document with some duality to it. It cannot be a unilaterally advantageous document. There needs to be a better understanding of the costs associated with paragraph 2. David Wanger also expressed concern about the breadth of undertaking all repairs to maintain the premises as stated "the licensure shall make all repairs, replacements and renewals necessary to maintain the premises."

Joseph Domelowicz explained that the cost of repairs is based on what we own, if the HVAC system or electrical system fails, it is our property. David Wanger suggested saying "limited to" instead of "including." Joseph Domelowicz said further that he will send the Committee an updated Appendix A.

Nick Tensen said that in a commercial lease, the commercial landlord is responsible for the roof, walls and exterior – anything interior is the responsibility of the tenant such as the HVAC system, the plumbing, the electrical, etc. Joseph Domelowicz commented that technically this is not a lease and they are not a tenant but that he would look to limit their exposure there. John Pruellage said that although this is not a lease, there are exclusive areas that make it more like a lease because no one else can occupy the space.



David Wanger told Joseph Domelowicz that there is a meeting on January 16, 2021 and that any revisions should be forwarded to every member of the committee with as much advanced notice as possible so that there is a reasonable opportunity to re-review it. All agreed that if it is not profitable there has to be a way to get out of it earlier than 2 years.

David Wanger shared that the proforma has actual costs but it does not have anything related to depreciation, interest, taxes, amortization, etc. Joseph Domelowicz explained that everything Michael is buying such as furniture, wi-fi routers, security system he would take with him if the deal breaks down.

John Pruellage Joseph Domelowicz how the Board of Selectman meeting went. Joseph Domelowicz responded that it went as expected. They passed all 4 recommendations of the Board of Assessors which basically amounts to setting the residential factor at 1 and assuming it is certified by DOR when it is submitted tomorrow, it will establish a tax rate of \$17.51 per thousand which is less than what was projected which was \$17.89 although more than they want. The valuation increase used by the accessor is about 2 percent. Joseph Domelowicz sent John Pruellage the presentation and he will forward it t the Committee.

David Wanger asked what accounted for the reduction and wondered if the valuation went up. Joseph Domelowicz explained that when they pivoted and pushed off town meeting and reset everything, they changed the assumption that the valuation would not continue to go up and set a zero percent increase and in fact, it went up quite a bit.

John Pruellage said that he would like to reach out to the accessors and schedule them to attend one of the Finance Committee and Advisory Committee meetings. Maybe they could give a personal presentation if we can get it on the agenda next time. If not then, maybe in early January, to discuss things such as revenue potential for the town, etc.

#### **Discussion regarding FINCOMM reserve fund transfer**

Marisa Batista explained that the fund transfer is in the amount of \$26,553.30 and it is the payout for the officer that passed away a couple of weeks ago. As part of their contract they are entitled to their sick time and their vacation time. This was not in the budget and the payout has already been processed and they are asking for a reserve fund transfer for this expense. The reserve fund currently has about \$88,111 and there has only been one other transfer in the fiscal year.

Motion made by David Wanger for the transfer to be made.

Seconded by Nick Tensen.

Roll Call Vote: Christina Schenk Hargrove – aye, Valerie McCormack – aye, David Wanger – aye, Nick Jensen – aye, John Pruellage – aye.

Vote: Unanimous in favor.

**Discussion regarding process for upcoming FY2022 budget, including work with HWRSD**

Joseph Domelowicz will be presenting a draft of the budget schedule to the Board of Selectman Monday night and would like input regarding the schedule that has been used the last couple of cycles of annual and special. They will try to keep within a similar timeframe. The Boards in both towns moved the meeting to May 1 so there is a little more time than they had last year. In mid-December there will still be a joint meeting with the FinComms, Boards of Selectmen and School Committee which is advantageous with the budget calendar this year because the town meeting has been pushed off which gives an opportunity to have more than one meeting with them before they present a budget to the School Committee which is a positive change.

At the Board of Selectmen's meeting last week, Superintendent Banios did visit and she indicated that the school district would not be able to propose an increase of 9 percent again this year.

John Pruellage said that a tentative date needs to be finalized in the next week or so for a meeting with Mary Beth Banios and Vincent Leone to join a FinComm meeting. They met previously at the end of October and have soft-circled the second week of January for another meeting with them.

Anthony Ansaldi is no longer the Wenham Town Administrator and the interim is Tom Younger, a veteran town administrator from around the North Shore. Paradigm Associates were hired to conduct the search so Tom may be on until as late as next June.

David Wanger asked if everyone received Vincent Leone's Op-Ed report. The unfunded estimated liability as of June, 2021 is \$51 million and our share would be in excess of \$30 million. When that is coupled with the request and the interest in school building issues, it creates a very difficult situation. Joseph Domelowicz said that is one of the reasons to reopen the regional agreements to collaborate and plan in advance.

Joseph Domelowicz inquired if the schedules that are being used allowed enough time to conduct reviews and have hearings in order to compile the book of recommendations. If so, Joseph Domelowicz will draft out a schedule and a budget message for department heads that can be shared in advance of the Selectmen's Meeting and send it to the Selectmen as well. The plan would be to start budget meetings in early January.

John Pruellage said that they do not want to short shift the work that is being done on the actual budget itself and they understand that it takes time. They are comfortable working with the same kind of schedule that has worked over the last few years. It is not all within a specific town's control, especially with the schools. They do not want to be chopping off limbs to try to get under prop 2 ½ and still not get under prop 2 ½ in the schools and then they have shot themselves in the foot. John Pruellage shared that they need to be reasonable about providing a level of service without growing in areas where they do not have to. It is important to be realistic and provide for flexibility.

Joseph Domelowicz shared that one of the things that he and Marisa Batista are concerned about in the coming year is that they are much closer to their cap because of the absence of levy capacity based on the votes that were taken at the town meeting last year. Any information that can be provided as to what FinComm is looking for to help develop a budget would be helpful. Joseph Domelowicz said that he will be working hard in the next month with a group of dedicated professional department heads to find ways to rethink the way they are doing things so as not to increase the budget. Last year the town side of the budget was cut by \$500,000 from the initial request and the schools grew. It is difficult to propose a balanced level-serviced budget without having an override.

David Wanger asked Joseph Domelowicz what schedule they are on in terms of collective bargaining agreements. Joseph Domelowicz replied that they did one year of holdovers last year because of the uncertainty of the pandemic so those would need to be renegotiated this year. Three other unions are currently closed and would be due the year after. They are in the final stages of negotiating the first-time contract for the joint library. The library employees unionized during the pandemic but Wenham is the lead in that partnership so they have taken the lead in negotiations but Joseph Domelowicz has been included in the negotiations and in all of the strategy sessions. Wenham has taken a very conservative approach to those administrations. There will be a meeting on Monday and they might settle and it might set a tone for the other negotiations that are coming up.

David Wanger added that given what the school has done in terms of personnel costs/year-to-year increases both direct and indirect, they should not be parsimonious with their employees and for the 2 contracts that are up for negotiation, they should not be niggardly in that approach.

Joseph Domelowicz asked the Committee that if they are thinking they will need a proposition 2 ½ override that they look at it carefully and strategically and try to come up with a number that not only allows them to balance the budget this year but gives the ability to balance the budget over the next 3 or 4 years. Currently our budget allows for 62 percent to go to the schools. John Pruellage asked Joseph Domelowicz if that when putting together the town budget, it might be useful to show what has to be cut to stay under 2 ½. Marisa Batista explained that it is difficult to maintain the same level of service with a lower budget.

Marisa Batista added that at the next town meeting the question of why free cash is not being used instead of an override will likely come up. Marisa Batista also asked whether it made sense to hold off the transfer of funds to the Civilization Fund for one year to balance the budget as much as possible.

John Pruellage expressed the concern that if that was done year after year, it could deplete the reserves. There cannot be a 6 percent increase in the schools and expect to avoid proposition 2 ½. A long-term solution is needed.

Joseph Domelowicz said that the master planning process will do a lot to enlighten and educate residents and will provide a road map for how we will move forward. It will be a 12-18 month process with a lot of discussion and information shared back and forth about what are the challenges and obstacles and will therefore engage them in the process.

Joseph Domelowicz also addressed the issue of the library roof with the Committee. There was an initial quote given for the roof repairs but it was not based on prevailing wage. They are currently awaiting a bid based on prevailing wage and Massachusetts Procurement and Construction Law. Collaboration and communication between the two towns needs to be better.

**Discussion regarding thoughts around STM**

John Pruellage asked that although this agenda item was skipped over, had any members heard any feedback about STM. Generally, members felt that it went well and was an improvement when compared to past years. Christina Schenk Hargrove commented that there are already about 500 mail in ballots for the debt exclusion election.

**Committee Member and Liaison Updates**

John Pruellage reported that he had a positive conversation with James Purdy about joining forces with Wenham’s FinComm as much as possible and invited James Purdy to attend our FinComm meeting on December 16, 2020. In January they may try to have joint FinComm meetings as the budget season gets underway.

**Review and approval of available minutes**

Most recent minutes by Marcie Ricker will be reviewed and subsequently approved at the next meeting. Ann Schlecht will be taking Marcie Ricker’s place as the minute taker.

**Determine/Discuss agenda for next meeting**

David Wanger asked to add 2 items to the next agenda, one dealing with the 550 Highland Kaminski property and the other is the issue of review of legal services billing.

**Adjournment**

Motion made by David Wanger to adjourn the Fin Com meeting at 9:02 p.m.

Christina Schenk Hargrove seconded.

Roll call vote: Christina Schenk Hargrove – aye, Valerie McCormack – aye, Nick Tensen – aye, David Wanger – aye, and John Pruellage – aye. Unanimous in favor.

Prepared by:

\_\_\_\_\_  
Ann Schlecht



\_\_\_\_\_  
Attest

\_\_\_\_\_  
Date