

Finance, Insurance, and Personnel Meeting Minutes from December 18, 2014

Chair Springer called the meeting to order at 6:30pm with Alders Quimby and Griffin in attendance. Clerk/Treasurer Chris Astrella was also in attendance.

2. Citizen Input: There was no citizen comment.

3. Approval of Meeting Minutes from November 20, 2014: Alder Quimby made a motion to approve the minutes and it was seconded by Alder Griffin. The motion passed 3-0.

4. Unfinished Business: There was no unfinished business.

5. New Business:

- a. *Payroll for November 2014 – \$55,183.55* – Alder Quimby made a motion to approve the monthly payroll for November in the amount of \$55,183.55. It was seconded by Alder Griffin and passed 3-0.
- b. *Pay Vouchers – November 21, 2014 through December 18, 2014* – Alder Springer made a motion to table the vouchers and it was seconded by Alder Quimby. The motion passed 3-0.
- c. *Treasurer's Report & Budget Reports for November 2014* – Alder Springer made a motion to table the reports until they were ready. It was seconded by Alder Quimby and passed 3-0.
- d. *Impact Fees* – The impact fees for 2014 (so far) were distributed to the committee. No action was taken.
- e. *2015 Watertown Humane Society Service Agreement.* The humane society proposed a 3.5% increase in the contract that Waterloo has with them, with the amount being \$4,222 for the year. However, Waterloo did not receive this figure from the Humane Society in time and therefore budgeted the same amount as last year; \$4,080. The committee directed Clerk/Treasurer Astrella to draft a letter to the humane society telling them we would not be able to pay for the increase this year, but that in future years, if there is an increase, we would need to know in September.
- f. *Clerk's Office Computer Upgrade* – Clerk/Treasurer Astrella reported that the computers in the Clerk's office are between seven and eight years old and need to be replaced immediately. All four of them are currently running Windows XP which is no longer supported by Microsoft and could leave the computers open to security issues. He informed the committee that he could purchase 4 new computers, 1 digital camera, a new printer (for the Clerk's office), Microsoft Office and Norton Anti-Virus for no more than \$3500. It was requested that Hurley Computers be given an opportunity to quote for these computers and equipment.

6. Future Agenda Items: None were presented.

7. Adjournment: Alder Quimby made a motion to adjourn the meeting; it was seconded by Alder Griffin and passed unanimously. The meeting was adjourned at 6:43pm

Minutes written and submitted by
Chris Astrella, WCPC
Clerk/Treasurer