**Finance Committee Meeting Minutes**

**Town Hall ~ December 3, 2019**

**Sturbridge, MA**

**Call to Order:**

The Finance Committee Chair called the Finance Committee meeting to order at 6:30 pm. The following committee members were present: Kathy Neal (KN), James Waddick (JW), Michael Hager (MH), Larry Morrison (LM), Bruce Boyson (BB), Karen Davis (KD), and Kevin Smith (KS). Absent: Jared Burns (JB) and Joni Light (JL).

Guest: Jeff Bridges (JBr), Town Administrator.

**Reserve Fund Transfers**

Town Administrator request for $7,500.00 to pay to migrate Town emails to Outlook and for the first year of licensing. MH moved the motion to approve the transfer of $7,500.00 to Information Technology – Purchase of Services Account 11552-52000. KS seconds. Motion accepted 7-0-0. JBr explained that there are issues with the current email vendor as the system is becoming rapidly obsolete and security is suspect. He explained that it is an unforeseen expense because the vendor was stable when the budget was put together. There was discussion regarding the need for Outlook licenses and the Town’s moving to Office 365 in the future.

**Meeting Minutes**

No meeting minutes to approve.

**Old Business**

JBr explained that the wage and salary comparison study is off to a good start; he expects the study to be done in time to make changes during the budget process.

**New Business**

JBr stated that the next Special Town Meeting is tentatively scheduled for January 27, 2020, with articles for a Habitat for Humanity proposal, zoning amendments, Senior Center study and potentially a few others.

**No Public Access**

KS moved the motion to adjourn. MH seconds. Motion accepted 7-0-0 and meeting adjourned at 6:48 pm.

/jme