

**HOLLISTON FINANCE COMMITTEE
MEETING MINUTES
September 30, 2014**

The Committee convened in Room 105 at the Town Hall at 7:04 PM. Present from the Committee were Chairman Ken Szajda, Vice Chairperson Michelle Zeamer, Dan Alfred, Bill Dowd, Beth Liberty and Brendan Shea. Charlie Kaslow was absent.

1. Minutes – Moved by Bill Dowd, Seconded by Dan Alfred to approve the minutes of the September 16, 2014 meeting as submitted. Six in favor, none opposed, no abstentions, the motion carried. Moved by Bill Dowd, Seconded by Dan Alfred to approve the minutes of the open session on September 23 2014. Six in favor, none opposed, no abstentions, the motion carried. Moved by Bill Dowd, Seconded by Dan Alfred to approve, but not release, the minutes of the executive session on September 23 2014. Six in favor, none opposed, no abstentions, the motion carried. Moved by Bill Dowd to approve the minutes of April 1, 2014. There was no second. The Committee had not seen the latest version of the minutes including changes made by Town Administrator Paul LeBeau. Bill said he would get them around so these minutes could be acted on at the next meeting. Moved by Bill Dowd, Seconded by Michelle Zeamer to release the executive session minutes for January 11, 2011. One in favor, none opposed, five abstentions (Zeamer, Alfred, Dowd, Liberty and Shea), the motion carried. Moved by Bill Dowd, Seconded by Ken Szajda to approve the minutes of May 31, 2011. Two in favor, none opposed, four abstentions (Alfred, Dowd, Liberty and Shea), the motion carried. Moved by Bill Dowd, seconded by Ken Szajda to approve and release the minutes for the executive session on June 28, 2011. Two in favor, none opposed, four abstentions (Alfred, Dowd, Liberty and Shea), the motion carried. Moved by Bill Dowd, Seconded by Dan Alfred to approve and release the minutes of the executive session on March 21, 2013. Three in favor, none opposed, three abstentions (Dowd, Liberty and Shea), the motion carried.
2. Capital Requests – Technology. Chuck Corman, Technology Director presented the Department's capital needs. (Attachment I) Chuck also advised the Committee that he had explored the possibility of moving file storage and backup to the cloud, and based on the cost and possible service interruptions related to Internet access problem had concluded that he would not recommend such a course. Following a discussion of the proposals, the Committee took the requests under advisement.
3. Deliberations on Capital Spending – Dan Alfred circulated a spreadsheet that portrayed his approach to determining how much to spend on capital and what to spend it on. (Attachment II) The Committee had a lengthy discussion about Free Cash levels, Stabilization levels and Capital Expenditure Fund levels. There was a consensus reached that the issue of how much Free Cash will be should be put to the side for now. Moved by Dan Alfred, Seconded by Michelle Zeamer that the Committee recommend that the Town fund the \$175,000 remaining on the Fire Department pumper truck authorized in October of 2013 from the Capital Expenditure fund. Five in favor, one opposed (Dowd), no abstentions, the motion carried. There was a consensus reached that the Committee should consider the proposed capital projects from the Selectmen without their having prioritized them. There was a consensus to proceed with an assumption that there was \$474,000 available to spend on capital (\$625,000 appropriated in May less the \$21,000 spent on the Sr. Center parking lot study and the \$130,000 spent on a new Highway Dept. dump truck.) Several members put forth initial thoughts on the items they would support funding. Others were not quite ready to do so. Following a lengthy discussion, there was a consensus reached that \$474,000 was not going to be enough to meet the needs. Ken Szajda urged the Committee to do two things prior to next meeting:

- 1.) come up with the amount that should be spent and 2.) identify the proposed capital projects that should be paid for with that.
4. Warrant Articles – The Committee had a brief discussion about the Selectmen’s proposed downtown reconfiguration project. While the total cost would be between \$1.2 and 1.4 million, it was unclear how the project would be structured and how it would be paid for. The Committee postponed further discussion until after the Selectmen have presented their proposal.
 5. Financial Policies – Ken Szajda urged Beth Liberty to proceed to work with Paul LeBeau and develop something for consideration by the full Committee. She agreed to do that.
 6. Capital Planning – Ken noted his earlier e-mail transmission of a Capital Planning guide from the Mass Department of Revenue. He noted that it was not intended to replace the distribution of the capital template, but more to serve as a guide for the work that needs to be done.
 7. Adjournment - At 10:05 PM moved by Dan Alfred, seconded by Michelle Zeamer to adjourn the meeting. Six in favor, none opposed, no abstentions, the meeting was adjourned.

Approved_____10/7/14_____

Subject: Remote Comments (TV audience))

From: Charles Kaslow <CMKaslow@Comcast.net>

Date: 9/30/2014 8:41 PM

To: Holliston Finance Committee <fincom@hollistonfincom.com>

FinCom is not holding anyone hostage, rather FinCom is exercising its fiduciary responsibility. FinCom has been talking about getting a capital plan for a year. If FinCom continues to be an enabler likely be having same conversation next year. Town Charter obligates Town Administrator to bring capital plan to BOS and FinCom for review and budgeting.

Charlie

Subject: Town Charter (responsibilities of Town Admin)

From: Charles Kaslow <CMKaslow@Comcast.net>

Date: 9/30/2014 8:57 PM

To: Holliston Finance Committee <fincom@hollistonfincom.com>

Language defines the process as dept heads provide operating budgets and capital plans to Town Administrator who brings to BOS and FinCom for review. When all else fails read the directions.
Charlie

We are looking to replace the Town Hall File Server which now holds all the files for computers on the Town Fiber Network. There are 13 separate departments that store all files, photos and other important documents onto this server.

The present server was purchased back in 2004 and had a hard drive upgrade in 2007 because the capacity was too small. At present the hard drive capacity is 182 GB which also contains the operating system software. We are backing up about 90 GB of data. The new system will have separate hard drives for the operating system and running a Raid 5 for the hard drives containing data at 600 GB.

With the Treasurer/Collector Department looking to store more electronic data than at present, the added storage space will help the paper storage space problem that the department is now facing.

At present I've had to have departments remove files from the server and burn DVD's because we were not able to perform a backup due to the amount of data the back up drive could handle.

The present server is now 10 years old and at the end of its life cycle. I feel it would be better to change out to a new server being proactive, than if it did fail and we had to be reactive, both in downtime and costs.

I have provided a current list of all computers and printers. The majority of computers is new and hasn't been in service a year. Most of our current printers are also new and we have new stock to replace those that may have a problem.

I have also enclosed a current quotation of the server we require and an old quotation for the old Munis server which shares the same model number, but the technology is over 7 years old as shown by the specs. The old Munis server was looked at as a replacement for the File Server, but its age and cost to update determined that it would not be money well spent.

Chuck Corman
Technology Director

Filson Minutes 9/30/14 Attachment I

Department	Available Printers	Computers	
	Updated 9/10/14	All computers shown	
		as new have been replaced	
Accountant	Brother 5450 laser (new)	2 new	
	Brother laser		
Assessors	Brother 5450 laser (new)	4 new 1 counter old	
	Brother 3040C color laser		
	All in one inkjet		
Building	HP laser	3 new	
	Lex 320 laser		
	Copy Machine		
Con Com	Brother 5450 laser (new)	2 new	
	(Building Copy Machine)		
	Epson NX420 inkjet		
BoH	Brother 5450 laser (new)	3 new	
	(Building Copy Machine)		
Planning	HP 1320 laser	2 new	
	(Building Copy Machine)		
Park	Brother laser	3 new	
Selectmen	Brother 5450 laser (new)	3 new	
	HP 1025 color laser		
	Copy Machine		
Technology	Brother 5450 laser (new)	1 new 1 old	
	HP 3005 laser		
	Brother 4150 color laser (new)		
	Epson 7510 inkjet all in one		
Town Clerk	Brother 5450 laser (new)	3 new	
Treasurer	Brother 5450 laser (new)	7 new	
	HP inkjet		
	Brother 5450 laser (new)		
	Brother 5450 laser (new)		
	HP 1320 laser		
Water	HP laser	4 new	
Youth & Family		2 new	
Highway	HP 1320	3 new	
	Brother Color laser		
	Copy Machine		
Senior Center	Brother laser	4 new	
	Copy Machine		
		46 total	

FinCom Minutes 9/30/14 Attachment I

	life 2-3 years	life 4-5 years	
Servers	IBM X series 226 (file server)	purchased 2004	
		life over	
This is the server we are looking to replace - back in 2007 we had to add a larger hard drive as we ran out of space			
	IBM System X3500 (old Munis)	purchased 2007	
		using for Tax files?	
		not used since ASP	
		life 4-5 years	
This is the same model number of server we are looking to purchase except the new specification far exceeds the specs of the old server - I did look into trying to reuse this, but costs and age would not make it feasible.			
	Compaq (for CAMA)	Going to Cloud	
		life over	
This server is out of service as CAMA has gone to the cloud.			
Costs			
Brother Printers	retail cost ea. \$199.99		
40PPM laser			
New Computers			
HP Windows 7/8			
special quantity price	\$373.19 ea. w/shipping		
Microsoft Office 2013			
special quantity price	\$346.78 ea.		



www.mxcsi.com • 508.821.5855

Business Network Solutions

544 Paramount Drive - Raynham, Ma 02767
Fax: (508) 823-0290 - Email: sales@mxcsi.com

QUOTE

Date	Quote #
09/08/14	MXCQ3822

Sold To: Town of Holliston
Chuck Corman
703 Washington Street
Holliston, MA 01746

Phone: (508) 429-0685
Fax:

Ship To: Town of Holliston
Chuck Corman
703 Washington Street
Holliston, MA 01746

Phone: (508) 429-0685
Fax:

Chuck,

As per your request, MX Consulting is pleased to provide you with this quote. If you have any questions please do not hesitate to call. Thank you for allowing us the opportunity to provide you with quality IT services and solutions. For Municipal Clients please be sure to use our ITS43 State Contract Vendor code 6000182394. To proceed please sign and fax back this quote to 508-823-0290.

Munis Server Upgrade IBM System x3500 M4 7383 Dual Xeon, 2.4 GHz, 24 GB, DVD, (2) 146GB 15 k Raid 1 OS, (6) 600 GB 10K HDD Raid 5 Data, LTO4 400/800GB SCSI, U320 Ctrl, RedHat Linux Server Enterprise.

Terms	Rep	P.O. Number	Ship Via
Due Upon	gkavgic		

Ln #	Qty	Description	Unit Price	Ext. Price
1		Hardware		
2	1	IBM System x3500 M4 7383 Xeon, 2 GHz, 24 GB, (2) 146GB, (6) 600 GB 10K HD	9,230.00	9,230.00
3		X3500 M4 2.00G 6core, 8 SFF, DVD		
4		Intel Xeon E5-2620 Hexa-core (6 Core) 2 GHz Processor Upgrade - Socket LGA-2011 - 1.50 MB - 15 MB Cache - 7.20 GT/s QPI - Yes - 32 nm - 95 W - 171.3°F (77.4°C) - 1.4 V DC		
5		(2) IBM 8GB (1x8GB, 2Rx4, 1.35V) PC3L-10600 CL9 ECC DDR3 1333MHz LP RDIMM - 8 GB (1 x 8 GB) - DDR3 SDRAM - 1333 MHz		
6		SERVERAID M1100 SERIES ZERO CACHE/RAID 5 UPG FOR SYSTEM X		
7		SERVERAID M5014 SAS/SATA CTRL		
8		SERVERAID M5000 SERIES BATT KIT		
9		(2) IBM 146 GB 2.5" Internal Hard Drive - SAS - 15000 rpm - Hot Swappable		
10		(6) IBM 600 GB 2.5" Internal Hard Drive - SAS - 10000 rpm - Hot Swappable		
11		IBM System x 750W High Efficiency Platinum AC Power Supply - 750 W - 110 V AC, 220 V AC		
12		SubTotal		9,230.00
13		Tape Drive		
14	1	LTO4 ULTRIUM 1760 SCSI INT TAPE DR	2,899.00	2,899.00
15	1	29320ALP-R SCSI LP KIT 64BIT PCI-X 1CH U320 ROHS	225.00	225.00
16	20	1PK LTO4 800GB/1.6TB DATA CART	73.31	1,466.20
17	1	UNIV ULTRIUM LTO CLEANING CARTRIDGE	89.00	89.00
18		SubTotal		4,679.20
19		Licensing		

Attachment I EnCom Minutes 9/20/14

Ln #	Qty	Description	Unit Price	Ext. Price
20	1	Red Hat Enterprise Linux Server - Self-support Subscription - 1 Year - PC	399.00	399.00
21		Professional Services		
22	1	MX Delivery, Installation and Data Migration	4,800.00	4,800.00
23		Total		5,199.00
24	1	MX Monthly Maintenance Contract	225.00	225.00

Authorized Signature

Date

SubTotal	19,333.20
Sales Tax	0.00
Shipping	0.00
Total	19,333.20

FinCom Minutes 9/30/14

Attachment II

Prepared by Daniel Alfred for Holliston FinCom (9/30/2014).

-All assumptions are my own though some guidelines were laid out as potential financial policies by town administrator.

Other Sources of Capital Spending**FREE CASH**

Total Free Cash (Assumed - Plug)	\$ 1,100,000
-Included in Operating	\$ 500,000
=Net Free Cash Available	\$ 600,000
-To Reserves (DGA Recommendation)	\$ 400,000
=Net Net FCF for Capital	\$ 200,000

CAPITAL RESERVE *Cap Fund*

Current Reserve	\$ 2,215,164
-less amount allocated but not spent FY15	\$ 474,000
=Net Capital Reserve Level	\$ 1,741,164
-Less 2% of FY15 Omnibus Threshold	\$ 1,133,867
=Potential Usable Capital Reserve	\$ 607,297
Half of "Usable" Capital	\$ 303,648

DGA Capital Spending Approval List

	Dept	Purpose	Amount
1)	COA	Stairs	\$ 3,000
2)	Technology	Server	\$ 19,333
3)	Police	Vehicles/Computers/Tasers	\$ 170,727
4)	Fire	Firetruck/Chief Vehicle/Pagers	\$ 248,000
5)	Schools	Chrome Books	\$ 214,337
6)	DPW	Backhoe	\$ 91,000
7)	Library	Painting	\$ 15,000
		Total Spending	\$ 761,397

Sources	Capital Set-aside	\$474,000
	Capital Reserve	\$287,397
	Total Sources	\$761,397

Restore List (from Free Cash in excess of \$900,000)

1)	Schools	Wireless Equipment	\$ 54,000
2)	DPW	Truck	\$ 50,000
3)	Schools	Priority #3	\$ 40,102
4)	Schools	HS Projector and Roof HVAC	\$ 25,000
5)	Schools	Track (Or May TM)	\$ 150,000
		Total Restore List	\$ 319,102

Total Potential Spending	\$ 1,080,499
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Total Free Cash Needed to Meet Spending	\$ 1,219,102
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