

**HOLLISTON FINANCE COMMITTEE  
MEETING MINUTES  
December 9, 2014**

The Committee convened in Room 105 at Town Hall at 7:03 PM. Present from the Committee were Chairman Ken Szajda, Vice Chairperson Michelle Zeamer, Dan Alfred, Charlie Kaslow, Bill Dowd and Beth Liberty. Brendan Shea was absent.

1. Minutes – Moved by Bill Dowd, Seconded by Michelle Zeamer to approve the minutes of the meeting on November 25, 2014. Four in favor, none opposed, two abstentions (Alfred and Kaslow), the motion carried. Moved by Bill Dowd, Seconded by Michelle Zeamer to approve the minutes of the meeting on December 2, 2014. Four in favor, none opposed, two abstentions (Szajda and Kaslow), the motion carried.
2. FY16 Budget Planning – Ken Szajda clarified the handling of New Growth in both the budget model and the setting of the actual tax rate. Ken also noted that he had circulated a revised version of the budget worksheet that reflected an adjusted amount for Keefe Tech (\$8000,000) based on recent enrollment data. Following a discussion regarding the pros and cons of various approaches to stating a budget guideline, Moved by Dan Alfred, Seconded by Michelle Zeamer that department heads be requested to produce a.) a budget that reflects increased salary and wage costs associated with an assumed 1% general wage increase and any pay table step impacts, and b.) a description of how he/she gets from there to a budget 1.5% higher. Five in favor, one opposed (Dowd), no abstentions, the motion carried.
3. Policies – The Committee was not prepared for a discussion of the proposed financial policies. Ken Szajda suggested that the Committee plan on dealing with one of the policies at each of its next several meetings, beginning next week, December 16 with the policy on the Reserve Fund.
4. Next Meetings – Ken Szajda agreed to work with Town Administrator Paul LeBeau on a draft FY16 budget memo so that the Committee could review it next week. Ken reminded the Committee that the School Committee was scheduled to be at the January 6, 2015 meeting to discuss union contracts. While the Committee agreed that next week's meeting (12/16) would likely be the last of the year, Dan Alfred suggested that Ken post a meeting for 12/23 and/or 12/30 just in case the Committee had to meet.
5. Other Business – Bill Dowd withdrew his proposal to seek approval from the Board of Selectmen for remote meeting participation, and he also withdrew his proposal to provide financial stipends to FinCom members.
6. Adjournment – At 8:14 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\_\_\_\_\_12/16/14\_\_\_\_\_