

**HOLLISTON FINANCE COMMITTEE  
MEETING MINUTES  
March 31, 2015**

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, Bill Dowd, Beth Liberty and Brendan Shea.

1. Minutes – Moved by Bill Dowd, Seconded by Michelle Zeamer that the Committee approve the minutes of its meeting on March 24, 2015. Five in favor, none opposed, one abstention (Shea), the motion carried.
2. FY16 Budget Reviews – Keefe Tech – Keefe Tech Superintendent John Evans appeared to present the FY16 budget for Keefe Tech. (Attachment I) Supt. Evans noted the importance of the participation of Holliston's two Keefe Tech School Committee members, Barry Sims and Sarah Commerford, as well as the ongoing support he receives from Holliston Schools Superintendent Brad Jackson. The budget request was taken under advisement.
3. Budget Spreadsheet revisions – Ken Szajda reported a number of budget spreadsheet revisions and corrections. State Aid, State Charges and State Offsets were all revised based on latest information from the State budget process. Ken had also revised the Council On Aging budget request based on latest submission to the FinCom, but noted that the budget had yet to be voted by the Board of Selectmen. Ken also noted that he had corrected the Town Accountant budget request in the spreadsheet to conform to the budget worksheet received from the Town Accountant. With those changes, the budget reflected an approximate \$137,000 deficit. Further discussion of FY16 budget matters was tabled to allow for the presentation of the Community Preservation Committee.
4. Community Preservation Committee – Frank Chamberlain, Chairman of the Community Preservation Committee appeared to present the projects being proposed for funding at May Town Meeting. First is funding in the amount of \$250,000 to the Housing Trust to support creation of additional affordable housing units. Second is funding of \$54,000 to the Park Commission for the construction of a new playground at Stoddard Park. Those funds, along with funds donated by Celebrate Holliston and installation labor provided by the Highway Department will allow for the new playground. An additional project related to parking at Wenakeening Woods was deferred to the fall. The Committee took the proposed projects under advisement.
5. FY16 Budget Deliberations – The Finance Committee had been advised by the School Committee that unless an additional \$602,480 over guideline could be raised for the FY16 School Budget, the School Committee would seek an override question on the May Town Election Ballot to fund the Schools. Ken noted that the worksheet the Committee was working from reflected the School Committees requested budget, inclusive of the \$602,480. A discussion was held on how to close the approximate \$137,000 deficit in the worksheet. Ken advised the Committee that it had been suggested that the Town pay the last remaining installment on the Fire Department ladder truck from Capital. Doing so would reduce the Debt service budget for FY16 by approximately \$216,000 and bring the worksheet into surplus. Concerns were raised about the amount of Capital being funded at May Town Meeting. Currently, there is the light bulb replacement in the schools at \$470,000, the High School track resurfacing at \$150,000 and a Highway mower/snow blower at \$140,000.

Adding the \$205,000 for the ladder truck brings Capital spending to \$965,000. The appropriation for Capital in the budget model is \$650,000. That means that \$315,000 would be drawn from the Capital Expenditure Fund. There was a discussion about how, despite not having adopted a Capital Policy, the remaining balance in the fund after the \$315,000 withdrawal was in line with the concepts in the draft policy. It was pointed out that there would be no funds from the appropriation for the usual fall Capital reviews. Ken then advised the Committee that the Assessors were releasing approximately \$357,000 from the overlay account. These funds would be available for appropriation, but should be viewed as one-time funds. A question was posed about how Free Cash and Stabilization were going to be handled. Ken reported that as discussed last fall, the entire \$690,000 in certified Free Cash would be transferred to Stabilization. Given that Town Meeting voted to draw \$474,000 from Stabilization in the fall, that would be a net increase of \$216,000. Bill Dowd suggested that \$216,000 of the released overlay funds be placed in Stabilization and there was consensus to do so. Dan Alfred suggested that the balance of the overlay funds be placed in the Capital Expenditure Fund and there was consensus to do so. Ken also noted that the Wastewater Treatment budget had not been reviewed by the FinCom. The Selectmen had not approved it either. Ken said the proposed budget of \$73,300 reflected additional utility costs and contractor charges. Ken suggested that the GIS funding be moved to the Assessors budget. Ken reported on proposed Economic Development Committee proposal to fund additional hours for the Town Planner and expenses associated with bringing more commercial and industrial development to the Town. Ken suggested that the money for expenses could be reduced. There was a request for an opportunity for the Committee to hear the proposal and ask questions and Ken agreed to ask the sponsors to come in for a discussion. Bill Dowd asked about the petition article regarding providing a 50% Town contribution toward the cost of surviving spouse health insurance coverage. He said he had met with Treasurer/Collector Mary Bousquet and Town Administrator Paul LeBeau and learned that the pay as you go cost of doing this was already included in the Health Insurance budget. He believed the pay as you go cost should be removed from the budget, and the petitioner should be required to obtain a vote to both approve the acceptance of the statute and fund the cost of it. Based on the most recent actuarial report, in FY14 terms, the added cost was \$140,000. Paul LeBeau reported that the pay as you go costs in the budget were \$27,500. There was consensus to remove that from the proposed budget and advise the petitioner that the Town Meeting motion would need to move to raise and appropriate the \$140,00 and identify offsetting budget reductions to keep the budget in balance. There was a lengthy discussion about the School Committee vote seeking the \$602,480. It was noted that even with this "above guideline" adjustment, the requested budget represented over \$760,000 in cost reductions. It was also noted that barring a dramatic increase in State funding, it was a virtual certainty that an override would be needed next year, and that much work and discussion should be had starting now on getting ready for it. There was a lengthy discussion about the need to complete a full deliberation on the non-school budgets. Selectman Jay Leary pointed out that if the FinCom recommends the above guideline budget for the schools and holds Town departments to the 1.5% increase guideline, no one should be surprised that there could be hard feelings among those who worked hard to come in at guideline watching the schools once again getting more than guideline. Following that discussion, Moved by Dan Alfred, Seconded by Michelle Zeamer that the Finance Committee

recommend a school budget of \$31,052,370. Five in favor, none opposed, one abstention (Liberty), the motion carried.

6. Town Meeting matters – Ken Szajda noted an article on the Warrant relative to changing the Finance Committee to an appointed Committee. The full Committee would like the opportunity to discuss it, although there was not a consensus on whether or not the Committee would take a position on it. Bill Dowd circulated his proposed by-law revision to achieve an appointed FinCom. (Attachment II) He also circulated a proposed by-law change that would change the date of the fall Town Meeting. (Attachment III) Both topics were tabled for later discussion.
7. Override Request recommendation - Moved by Dan Alfred, Seconded by Michelle Zeamer that the Finance Committee recommend that the Selectmen not put an override question for the Schools budget on the warrant or ballot. Six in favor, none opposed, no abstentions, the motion carried. School Committee member Anne Louise Hanstad expressed her appreciation to the FinCom for all the hard work that had been done make the schools budget override unnecessary.
8. Adjournment – At 9:15PM, Moved by Dan Alfred, Seconded by Brendan Shea to adjourn the meeting. Six in favor, none opposed, no abstentions, the meeting was adjourned.

Approved\_\_\_\_4/7/15\_\_\_\_\_

## SOUTH MIDDLESEX REGIONAL VOCATIONAL TECHNICAL SCHOOL DISTRICT

Keefe Technical School - Framingham, Massachusetts

## APPORTIONMENT ESTIMATE FOR 2015-2016 BY TOWN

with a District Preliminary Budget of \$17,640,054 the budget increase is 2.76% over FY15 operations.

Town	Enrollment per 10/1/14	*Apportionment for Operating Costs	Min. Local Contribution	Additional Over NSS	Less All Other Credits	Excluded Budget Items	Less Credit: Ch. 71 Transportation	TOTAL FY2016 ASSESSMENT
Ashland	74	10.50%	\$ 981,376	\$ 448,680	\$ (33,904)	\$ 152,342	\$ (41,986)	\$ 1,506,509
Framingham	514	72.91%	\$ 5,276,658	\$ 3,116,494	\$ (235,492)	\$ 1,058,148	\$ (291,631)	\$ 8,924,178
Holliston	40	5.67%	\$ 499,814	\$ 242,525	\$ (18,326)	\$ 82,347	\$ (22,695)	\$ 783,665
Hopkinton	18	2.55%	\$ 258,352	\$ 109,138	\$ (8,247)	\$ 37,056	\$ (10,213)	\$ 386,087
Natick	59	8.37%	\$ 828,629	\$ 357,730	\$ (27,031)	\$ 121,461	\$ (33,475)	\$ 1,247,313
<b>TOTALS</b>	<b>705</b>	<b>100.00%</b>	<b>\$ 7,844,829</b>	<b>\$ 4,274,569</b>	<b>\$ (323,000)</b>	<b>\$ 1,451,351</b>	<b>\$ (400,000)</b>	<b>\$ 12,847,752</b>

Net Operating Items: \$ 16,188,703

Net Excess School Spending: \$ 3,951,569

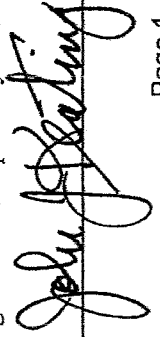
Net Excluded Budget Items:

\*Apportionment ratio for Operating Costs ... "shall be determined by computing the ratio which that member town's pupil enrollment in the regional district school on October 1 of the year next preceding the year for which the apportionment is determined bears to the total pupil enrollment in the regional school from all the member towns on the same date" as found in Section 1 (E) of the regional agreement.

\*\*Apportionment of Capital/Debt Costs... "shall be determined by computing the ratio which the sum of its resident pupil enrollments on October 1 of the three (3) years next preceding the year in which the Committee votes to authorize the incurring of such capital costs bears to the sum of the resident pupil enrollments of all the member towns on October 1 of the same three years" per Section 1 (D)(1) of the regional agreement.

These amounts apportioned to the district member towns have been estimated according to the Education Reform Law and District Agreement as required by law. The anticipated credits are based on the information

Certified by:



Date:

3/9/15

## SOUTH MIDDLESEX REGIONAL VOCATIONAL TECHNICAL SCHOOL DISTRICT

Keefe Technical School - Framingham, Massachusetts

## GENERAL FUND FY 2016



## SUMMARY OF REVENUES, ASSESSMENTS AND EXPENSES

	2014 Budget	2015 Budget	2016 Proposed	Change From Prior Year	% Change
<b>Revenues: State Aid/Other</b>					
CH 70, School Aid	\$ 3,998,383	\$ 3,818,291	\$ 4,069,302	\$ 251,011	6.57%
CH 71, Regional Transportation	\$ 308,352	\$ 357,590	\$ 400,000	\$ 42,410	11.86%
Investment Income	\$ 4,000	\$ 8,000	\$ 8,000	\$ -	0.00%
*E&D	\$ 150,000	\$ 250,000	\$ 250,000	\$ -	0.00%
HIT Credit - District Portion OFS	\$ -	\$ -	\$ -	\$ -	0.00%
Indirect Costs	\$ 27,500	\$ 47,000	\$ 30,000	\$ (17,000)	-36.17%
Local Revenue Offsets	\$ 30,000	\$ 40,000	\$ 35,000	\$ (5,000)	-12.50%
Sub-Total State Aid/Other Revenue:	\$ 4,518,235	\$ 4,520,881	\$ 4,792,302	\$ 271,421	6.00%
<b>Revenues: Member Assessments</b>					
Minimum Contribution	\$ 8,259,585	\$ 7,868,569	\$ 7,844,829	\$ (23,740)	-0.30%
Transportation (cost over Ch71 reimb)	\$ 461,788	\$ 395,630	\$ 374,300	\$ (21,330)	-5.39%
Additional Contribution over NSS	\$ 3,674,392	\$ 4,380,670	\$ 4,628,623	\$ 247,953	5.66%
Capital/Debt - Separate Schedule	\$ -	\$ -	\$ -	\$ -	0.00%
<b>Total Member Assessment</b>	<b>\$ 12,395,765</b>	<b>\$ 12,644,869</b>	<b>\$ 12,847,752</b>	<b>\$ 202,883</b>	<b>1.60%</b>
<b>Total All Revenues</b>	<b>\$ 16,914,000</b>	<b>\$ 17,165,750</b>	<b>\$ 17,640,054</b>	<b>\$ 474,304</b>	<b>2.76%</b>
<b>Expenses:</b>					
1000 Administration	\$ 959,025	\$ 968,815	\$ 992,276	\$ 23,461	2.42%
2000 Instruction	\$ 8,597,450	\$ 8,640,827	\$ 8,934,369	\$ 293,542	3.40%
3000 Other School Services	\$ 1,465,920	\$ 1,443,726	\$ 1,445,616	\$ 1,889	0.13%
4000 Facility/Operation of Plant	\$ 2,269,223	\$ 2,327,955	\$ 2,308,161	\$ (19,794)	-0.85%
5000 Fixed Charges	\$ 2,981,822	\$ 3,130,427	\$ 3,282,582	\$ 152,155	4.86%
7000 Acquisition of Fixed Assets	\$ 640,560	\$ 654,000	\$ 677,051	\$ 23,051	3.52%
Sub-Total Expenses	\$ 16,914,000	\$ 17,165,750	\$ 17,640,054	\$ 474,304	2.76%
<b>Special Items (if applicable)</b>					
8000 Debt (Bond Principal & Interest)	\$ -	\$ -	\$ -	\$ -	Separate Sch
9000 School Choice Payments	\$ -	\$ -	\$ -	\$ -	
Sub-Total Expenses	\$ -	\$ -	\$ -	\$ -	0.00%
<b>Total Expenditures</b>	<b>\$ 16,914,000</b>	<b>\$ 17,165,750</b>	<b>\$ 17,640,054</b>	<b>\$ 474,304</b>	<b>2.76%</b>

\*The District has applied \$250,000 of its available Excess & Deficiency reserve funds to reduce the assessment impact to its member communities. Additionally, within its FY16 financial planning, the District expects to self-fund several potential activities which fall into the category of unanticipated fiscal deficiencies, emergencies, facility renovations and/or extraordinary repairs. Therefore, and with full disclosure, the District alerts local stakeholders of (potential) FY16 utilization of up to \$200,000 of Department of Revenue certified E & D funds. In all cases, use of E&D funds will be voted for targeted items by the Regional School Committee in open session.

#### ARTICLE IV FINANCE COMMITTEE

**Section 1.** The Town shall have a Finance Committee, consisting of seven voters of the Town, no one of whom shall be 1.) a Town officer elected by ballot, 2.) an appointed Town officer to a position with an actual or estimated duration of more than two years, or 3.) a Town employee, with the exception of those who serve on the part-time call Fire Department. Said Committee shall serve without pay.

William Dowd 3/27/2015 12:14 PM

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**Section 2.** The Moderator, at each fall Town Meeting, shall appoint up to three members of said Committee for terms of three years such that the term of no more than three shall expire in any one year. Said appointments to be ratified by Town Meeting voters in connection with a Warrant Article proposing the ratification of such appointments by name and term. Except in the case of vacancy appointments, the terms of office of said members shall commence immediately upon adjournment of the Town Meeting at which they were ratified, and shall expire upon adjournment of the fall Town Meeting in the year in which their term expires. The Moderator shall fill by appointment any vacancies that may occur, as they occur, subject to ratification at the next occurring Annual Town Meeting, and said appointee, upon ratification shall serve for the remainder of his/her predecessor's term of office. The failure of a member appointed as the result of a vacancy to be ratified by Town Meeting shall have no effect on votes or actions taken by the Finance Committee between the vacancy appointment of such member and the Town Meeting at which such ratification failed.

William Dowd 3/27/2015 12:14 PM

Deleted: elected for a term of three years each, and so elected that the term of no more than three nor less than two shall expire in any one year.

**Section 3.** The Finance Committee shall, promptly after the adjournment of the fall Town Meeting and assumption of office by new or reappointed members, meet for the purpose of organization, and shall elect from its members such officers as it deems appropriate.

William Dowd 3/27/2015 12:15 PM

Deleted: No person holding any other elected or appointed office and no person employed by the Town, other than those who serve on the part-time call Fire Department, shall be eligible to serve as a member of the Finance Committee, except that, any member of the Finance Committee who holds another appointed office on the effective date of this amendment shall be allowed to continue in such appointed office for so long as he or she remains as a member of the Finance Committee.

**Section 4.** The Finance Committee shall consider, for the purpose of making reports or recommendations to the Town, matters relating to the appropriation, the borrowing and the expenditure of money, municipal debt, property valuations and assessments, and the administration of the Town offices and departments.

William Dowd 3/27/2015 12:23 PM

Deleted: Annual election and assumption of office of new members

**Section 5.** The various town boards, officers and committees involved with the expenditure of money shall, on or before the date specified by the Finance Committee, prepare detailed estimates of the amounts deemed by them necessary for the administration of their respective offices and departments for the ensuing fiscal year, with explanatory statements of the reasons for any changes from the amounts appropriated for the same purpose in the preceding year.

William Dowd 3/27/2015 12:23 PM

Deleted: a chairman and a secretary.

William Dowd 3/27/2015 12:23 PM

Deleted: any and all municipal questions

**Section 6.** All officers, boards, or committees of the Town, elected or appointed, shall on request, furnish to the Finance Committee or to any delegated member or authorized agent thereof any desired financial information about Town affairs and Town funds under their control.

William Dowd 3/27/2015 12:24 PM

Deleted: including but not limited to

**Section 7.** The committee shall submit, at least seven days prior to any town meeting, a written report of its recommendations to the voters including a copy of the warrant and an explanation of its recommendations. The report submitted prior to the Annual Town Meeting shall also contain an appropriate form that would encourage citizen participation in Town boards and committees. No appropriation shall be made until report thereon has been received from the Finance Committee.

William Dewa-312772041-312525.DIV

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## ARTICLE I

## TOWN MEETINGS

**#1. DATE AND TIME OF ANNUAL MEETING.** The town shall have an Annual Town Meeting where registered voters may transact business not required to be determined by official ballot. The Town will hold two regularly scheduled Annual Town Meetings. The Spring Annual Town Meeting shall commence on the first Monday following the first Friday in May. The Fall Town Meeting shall commence on the second Monday in November, unless that date is an official holiday, in which case it shall commence the next day (Tuesday). The first four sessions shall be known as "Town Meeting Week. Notwithstanding the above, whenever an election by official ballot is to be held within Town Meeting Week, or it is likely that a significant number of the town's voters will observe a religious holiday within Town Meeting Week, the Selectmen shall change the date of the first session of Town Meeting in Town Meeting Week to the first Monday of the week thereafter in which Town Meeting Week can be held without the likelihood of such a conflict.

William Dowd 3/27/2015 12:57 PM

**Deleted:** \*The Fall Town Meeting will be held the fourth Monday in October only for the Fall Town Meeting of 2011, then revert back to the last Monday of October.