

**HOLLISTON FINANCE COMMITTEE
MEETING MINUTES
April 7, 2015**

The Committee convened in Room 105 at 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.

1. Economic Development Committee proposal – Peter Barbieri appear to explain the proposal for a new Economic Development Committee and the objectives for additional staff hours and expenses. Peter explained that in order for Holliston to attract commercial and industrial entities to locate in Holliston, there needed to be a more visible outreach and a more streamlined permitting process. Adding hours to the Town Planner and providing money for development of materials and memberships in external organizations would be the first step. The appointing authority of the Economic Development Committee has not been resolved. There was a discussion about appropriating a smaller amount of expense money to get going and then revisit it in the fall. The Committee took the proposal under advisement.
2. Minutes – Moved by Bill Dowd, Seconded by Dan Alfred that the Committee approve the minutes of its meeting on March 31, 2015. Six in favor, none opposed, no abstentions, the motion carried.
3. Budget Deliberations – Ken Szajda asked if there was consensus on moving through the department budgets for recommendation votes. Bill Dowd expressed concerns about several budgets that included extraordinary salary increases for department heads, several budgets with increases in clerical hours, the Public Buildings budget with additional funds for building maintenance, the doubling of active employee life insurance coverage in the Group Insurance budget, the fact that Extended Day benefits were not being handled the same way as Ambulance and the insufficient funding level for the payment of paid time off to departing employees. Dan Alfred was comfortable with the pay raises and indicated that the departments would be held accountable in the future if the raise was covered by an excessive reduction in other line items. Dan Alfred was not concerned about increased clerical hours in certain budgets. Town Administrator Paul LeBeau explained that the maintenance money in the Public Buildings budget – which was added based on conversation last year about handling certain building issues outside the Capital process – would be for all non-School municipal buildings and would be allocated based on need from the Selectmen’s office. Paul also explained that the increase in the life insurance coverage was both a good deal for the Town and welcomed by the employees. Other members of the Committee did not express concerns about the handling of Extended Day benefits. Paul LeBeau explained that the plan for paid time off was to retain unused amounts in the regular appropriation to build into the reserve fund for future needs.
4. Budget Recommendations –
 - a. Ken Szajda confirmed with Selectman Leary that the costs associated with the Economic Development Committee and work should be added to the Selectmen’s budget. Moved by Michelle Zeamer, Seconded by Dan Alfred that the Finance Committee recommend a Selectmen’s budget in the amount of \$452,826. Five in favor, one opposed (Dowd), no abstentions, the motion carried.

- b. Moved by Michelle Zeamer, Seconded by Dan Alfred that the Finance Committee recommend a Finance Committee budget in the amount of \$1,525. Six in favor, none opposed, no abstentions, the motion carried.
- c. Moved by Michelle Zeamer, Seconded by Dan Alfred that the Finance Committee recommend a Town Accountant budget in the amount of \$132,976. Five in favor, one opposed (Dowd), no abstentions, the motion carried.
- d. Moved by Michelle Zeamer, Seconded by Dan Alfred that the Finance Committee recommend a Board of Assessors budget in the amount of \$199,015. Six in favor, none opposed, no abstentions, the motion carried.
- e. Moved by Michelle Zeamer, Seconded by Dan Alfred that the Finance Committee recommend a Treasurer/Collector budget in the amount of \$314,117. Five in favor, one opposed (Dowd), no abstentions, the motion carried.
- f. Moved by Michelle Zeamer, Seconded by Dan Alfred that the Finance Committee recommend an Other Financial Administration budget in the amount of \$212,675. Six in favor, none opposed, no abstentions, the motion carried.
- g. Moved by Michelle Zeamer, Seconded by Dan Alfred that the Finance Committee recommend a Technology budget in the amount of \$97,811. Six in favor, none opposed, no abstentions, the motion carried.
- h. Moved by Michelle Zeamer, Seconded by Dan Alfred that the Finance Committee recommend a Town Clerk budget in the amount of \$142,167. Six in favor, none opposed, no abstentions, the motion carried.
- i. Moved by Michelle Zeamer, Seconded by Dan Alfred that the Finance Committee recommend an Elections budget in the amount of \$18,884. Six in favor, none opposed, no abstentions, the motion carried.
- j. Moved by Michelle Zeamer, Seconded by Dan Alfred that the Finance Committee recommend a Conservation Commission budget in the amount of \$48,887. Five in favor, one opposed (Dowd), no abstentions, the motion carried.
- k. Moved by Michelle Zeamer, Seconded by Dan Alfred that the Finance Committee recommend a Planning Board budget in the amount of \$79,981. Four in favor, one opposed (Dowd), one abstention (Zeamer), the motion carried.
- l. Moved by Michelle Zeamer, Seconded by Dan Alfred that the Finance Committee recommend a Zoning Board of Appeals budget in the amount of \$10,690. Six in favor, none opposed, no abstentions, the motion carried.
- m. Moved by Michelle Zeamer, Seconded by Dan Alfred that the Finance Committee recommend a Public Buildings budget budget in the amount of \$266,292. Six in favor, none opposed, no abstentions, the motion carried.
- n. Moved by Michelle Zeamer, Seconded by Dan Alfred that the Finance Committee recommend a Police Department budget in the amount of \$2,489,851. Six in favor, none opposed, no abstentions, the motion carried.
- o. Moved by Michelle Zeamer, Seconded by Dan Alfred that the Finance Committee recommend an Auxiliary Police budget in the amount of \$13,034. Six in favor, none opposed, no abstentions, the motion carried.
- p. Moved by Michelle Zeamer, Seconded by Dan Alfred that the Finance Committee recommend a Fire Department budget in the amount of \$816,420. Six in favor, none opposed, no abstentions, the motion carried.

- q. Moved by Michelle Zeamer, Seconded by Dan Alfred that the Finance Committee recommend a Building Inspection budget in the amount of \$127,545. Five in favor, one opposed (Dowd), no abstentions, the motion carried.
- r. Moved by Michelle Zeamer, Seconded by Dan Alfred that the Finance Committee recommend a Sealer of Weights and Measures budget in the amount of \$0. Six in favor, none opposed, no abstentions, the motion carried.
- s. Moved by Michelle Zeamer, Seconded by Dan Alfred that the Finance Committee recommend an Emergency Management budget in the amount of \$10,677. Six in favor, none opposed, no abstentions, the motion carried.
- t. Moved by Michelle Zeamer, Seconded by Dan Alfred that the Finance Committee recommend an Animal Control budget in the amount of \$38,000. Six in favor, none opposed, no abstentions, the motion carried.
- u. Moved by Michelle Zeamer, Seconded by Dan Alfred that the Finance Committee recommend a Keefe Tech budget in the amount of \$783,665. Six in favor, none opposed, no abstentions, the motion carried.
- v. Moved by Michelle Zeamer, Seconded by Dan Alfred that the Finance Committee recommend a DPW - Highway budget in the amount of \$1,286,881. Five in favor, one opposed (Dowd), no abstentions, the motion carried.
- w. Moved by Michelle Zeamer, Seconded by Dan Alfred that the Finance Committee recommend a Street Lighting budget in the amount of \$60,000. Six in favor, none opposed, no abstentions, the motion carried.
- x. Moved by Michelle Zeamer, Seconded by Dan Alfred that the Finance Committee recommend a Wastewater Treatment budget in the amount of \$73,300. Six in favor, none opposed, no abstentions, the motion carried.
- y. Moved by Michelle Zeamer, Seconded by Dan Alfred that the Finance Committee recommend a DPW – Motor Vehicle Fuels budget in the amount of \$144,232. Six in favor, none opposed, no abstentions, the motion carried.
- z. Moved by Michelle Zeamer, Seconded by Dan Alfred that the Finance Committee recommend a Board of Health budget in the amount of \$132,982. Five in favor, one opposed (Dowd), no abstentions, the motion carried.
- aa. Moved by Michelle Zeamer, Seconded by Dan Alfred that the Finance Committee recommend a Council on Aging budget in the amount of \$208,240. Five in favor, one opposed (Dowd), no abstentions, the motion carried.
- bb. Moved by Michelle Zeamer, Seconded by Dan Alfred that the Finance Committee recommend a Youth and Family Services budget in the amount of \$120,726. Six in favor, none opposed, no abstentions, the motion carried.
- cc. Moved by Michelle Zeamer, Seconded by Dan Alfred that the Finance Committee recommend a Veterans Services budget in the amount of \$52,437. Six in favor, none opposed, no abstentions, the motion carried.
- dd. Moved by Michelle Zeamer, Seconded by Dan Alfred that the Finance Committee recommend a Library budget in the amount of \$468,003. Five in favor, one opposed (Dowd), no abstentions, the motion carried.
- ee. Moved by Michelle Zeamer, Seconded by Dan Alfred that the Finance Committee recommend a Park Commission budget in the amount of \$100,548. Five in favor, one opposed (Dowd), no abstentions, the motion carried.

- ff. Moved by Michelle Zeamer, Seconded by Dan Alfred that the Finance Committee recommend a DPW – Snow and Ice budget in the amount of \$250,000. Six in favor, none opposed, no abstentions, the motion carried.
- gg. Moved by Michelle Zeamer, Seconded by Dan Alfred that the Finance Committee recommend a Solid Waste budget in the amount of \$1,029,710. Six in favor, none opposed, no abstentions, the motion carried.
- hh. Moved by Michelle Zeamer, Seconded by Dan Alfred that the Finance Committee recommend a Group Insurance budget in the amount of \$4,941,430. Five in favor, one opposed (Dowd), no abstentions, the motion carried.
- ii. Moved by Michelle Zeamer, Seconded by Dan Alfred that the Finance Committee recommend a Debt Service budget in the amount of \$5,302,498. Six in favor, none opposed, no abstentions, the motion carried.
- jj. Moved by Michelle Zeamer, Seconded by Dan Alfred that the Finance Committee recommend a Benefits budget in the amount of \$3,515,332. Five in favor, one opposed (Dowd), no abstentions, the motion carried.
- kk. Moved by Michelle Zeamer, Seconded by Dan Alfred that the Finance Committee recommend a DPW - Water budget in the amount of \$2,072,503. Six in favor, none opposed, no abstentions, the motion carried.
- ll. Moved by Michelle Zeamer, Seconded by Dan Alfred that the Finance Committee recommend an Ambulance budget in the amount of \$461,028. Six in favor, none opposed, no abstentions, the motion carried.

5. Warrant Articles

- a. Article 2 – Report of the Finance Committee – Moved by Dan Alfred, Seconded by Michelle Zeamer that the Finance Committee recommend favorable action. Six in Favor, none opposed, no abstentions, the motion carried.
- b. Article 3 – Tax Title land takings - Moved by Dan Alfred, Seconded by Michelle Zeamer that the Finance Committee recommend favorable action. Six in Favor, none opposed, no abstentions, the motion carried.
- c. Article 5 – Non-Union wage table - Moved by Dan Alfred, Seconded by Michelle Zeamer that the Finance Committee recommend favorable action. Six in Favor, none opposed, no abstentions, the motion carried.
- d. Article 6 – Unpaid bills from prior years. Moved by Dan Alfred, Seconded by Michelle Zeamer that the Finance Committee recommend indefinite postponement. Six in Favor, none opposed, no abstentions, the motion carried.
- e. Article 7 – FY15 Budget changes – Action on this item was tabled to a later date.
- f. Article 9 – Chapter 90 State aid acceptance. Moved by Dan Alfred, Seconded by Michelle Zeamer that the Finance Committee recommend favorable action. Six in Favor, none opposed, no abstentions, the motion carried.
- g. Article 10 – Revolving fund authorizations – Beth Liberty inquired about an idea that had been mentioned to eliminate certain revolving funds. Town Administrator Paul LeBeau reported that the proposed article authorizes all existing revolving funds. Moved by Dan Alfred, Seconded by Michelle Zeamer that the Finance Committee recommend favorable action. Six in Favor, none opposed, no abstentions, the motion carried.
- h. Article 11 – Wetlands Determination Fees Revolving Fund – A discussion took place on this and the two articles that follow regarding what exactly the revolving fund

would handled and the mechanics for covering existing costs from them. It was also noted that moving these revenue streams into these funds would reduce local receipts flowing to the General Fund. Moved by Dan Alfred, Seconded by Michelle Zeamer that the Finance Committee recommend favorable action. Six in Favor, none opposed, no abstentions, the motion carried.

- i. Article 12 – False Alarm Fees Revolving Fund - Moved by Dan Alfred, Seconded by Michelle Zeamer that the Finance Committee recommend favorable action. Six in Favor, none opposed, no abstentions, the motion carried.
- j. Article 13 – Tax Title Revolving Fund - Moved by Dan Alfred, Seconded by Michelle Zeamer that the Finance Committee recommend favorable action. Six in Favor, none opposed, no abstentions, the motion carried.
- k. Articles 14 and 15 – Senior Citizen property tax exemptions and tax deferral - Moved by Dan Alfred, Seconded by Michelle Zeamer that the Finance Committee recommend favorable action. Six in Favor, none opposed, no abstentions, the motion carried.
- l. Article 16 – Income requirements for property tax relief - Moved by Dan Alfred, Seconded by Michelle Zeamer that the Finance Committee recommend favorable action. Six in Favor, none opposed, no abstentions, the motion carried.
- m. Article 17 – Omnibus Budget - Moved by Dan Alfred, Seconded by Michelle Zeamer that the Finance Committee recommend favorable action. Five in Favor, one opposed (Dowd), no abstentions, the motion carried.
- n. Article 20 – Stabilization Fund – There was a discussion about the amount to place in Stabilization. Bill Dowd noted that the amount he had given last week to get to the October 2014 Stabilization fund was wrong. He had reported \$216,000. The correct number is \$284,000. Dan Alfred was not in support of using the \$284,000 amount given the Capital needs before the Committee. Beth Liberty expressed concerns about the level of Stabilization and its potential impact on the Town's credit rating. Ken Szajda and Paul LeBeau reassured her that the numbers she was working with were out of date and that including the amount being discussed here, we would be in good shape. Following the discussion, there was consensus to use \$210,000 of the released Overlay Reserve funds in addition to all of the FY14 certified Free Cash in the amount of \$690,000 for a total add to Stabilization of \$900,000. Moved by Dan Alfred, Seconded by Michelle Zeamer that the Finance Committee recommend that the Town appropriate \$690,000 from Free Cash to Stabilization and appropriate \$210,000 from Overlay Reserve to Stabilization. Six in Favor, none opposed, no abstentions, the motion carried.
- o. Article 21 – Capital Expenditure Fund - Moved by Dan Alfred, Seconded by Michelle Zeamer that the Finance Committee recommend that the Town raise and appropriate \$750,000 for the Capital Expenditure Fund and appropriate \$147,000 from the Overlay Reserve to the Capital Expenditure Fund. Six in Favor, none opposed, no abstentions, the motion carried.
- p. Article 18 – Capital Spending - Moved by Dan Alfred, Seconded by Michelle Zeamer that the Finance Committee recommend that the Town appropriate from the Capital Expenditure Fund \$470,000 for energy efficient lighting in the schools, \$150,000 for the resurfacing of the High School track, \$205,000 for the final payment on the Fire Department ladder truck and \$140,000 for a trackless multi-purpose tractor with

snow blower for the Highway Department. Six in Favor, none opposed, no abstentions, the motion carried.

- q. Article 19 – Community Preservation Committee - Moved by Dan Alfred, Seconded by Michelle Zeamer that the Finance Committee recommend favorable action. Six in Favor, none opposed, no abstentions, the motion carried.
- r. Article 22 – OPEB trust – The Committee noted that this item had been moved into the budget and suggested the article be deleted. If it is not, Moved by Dan Alfred, Seconded by Michelle Zeamer that the Finance Committee recommend indefinite postponement. Six in Favor, none opposed, no abstentions, the motion carried.
- s. Article 23 –Compensated absence reserve fund - Moved by Dan Alfred, Seconded by Michelle Zeamer that the Finance Committee recommend indefinite postponement. Six in Favor, none opposed, no abstentions, the motion carried.
- t. Reconsider Article 18 – Moved by Michelle Zeamer, Seconded by Dan Alfred that the Committee reconsider its action under Article 18. Six in Favor, none opposed, no abstentions, the motion carried. Since the final payment on the ladder truck was being handled in Article 24, it needs to be removed from Article 18. Moved by Dan Alfred, Seconded by Michelle Zeamer that the Finance Committee recommend that the Town appropriate from the Capital Expenditure Fund \$470,000 for energy efficient lighting in the schools, \$150,000 for the resurfacing of the High School track, and \$140,000 for a trackless multi-purpose tractor with snow blower for the Highway Department. Six in Favor, none opposed, no abstentions, the motion carried.
- u. Article 24 – Final Payment on Ladder Truck - Moved by Dan Alfred, Seconded by Michelle Zeamer that the Finance Committee recommend that the Town appropriate from the Capital Expenditure Fund \$205,000 for the final debt payment on the ladder truck. Six in Favor, none opposed, no abstentions, the motion carried.
- v. Article 25 – Surviving spouse health insurance – Ken Szajda reported that this matter remains under review and suggested that it be addressed at a later date.
- w. Article 26 and 31– Downtown traffic lights and Park Commission Real Estate acquisition – Both of these articles are associated with debt exclusion override questions. Town Administrator Paul LeBeau reported that under Article 26, Town Meeting would be presented with two options for the reconfiguration of downtown roads. Option I has a cost of \$1.375 million, would be paid by a five year borrowing – most likely by a series of one year Bond Anticipation Notes – at an estimated total cost, inclusive of interest and costs, of \$1.475 million which would translate into an additional \$.14 on the tax rate, which would result in the average residential taxpayer seeing an annual tax increase of \$55. Option II has a cost of \$1.675 million, would be paid by a five year borrowing – most likely by a series of one year Bond Anticipation Notes – at an estimated total cost, inclusive of interest and costs of \$1.794 million which would translate into an additional \$.17 on the tax rate, which would result in the average residential taxpayer seeing an annual tax increase of \$66. Paul also provided an overview of Article 31 whereby the Town would acquire the property at 1750 Washington St and use the building as the location for the Park Department, the Youth and Family Services Department and the Veterans Services Department. The actual costs have not been finalized, but are expected to be less than \$2 million. Selectmen Jay Leary answered questions about the downtown

project and said it was time to either do it, or stop talking about it. There was a discussion about whether or not the FinCom should or would even make a recommendation on either Article. The Committee requested more information on Article 31 and will make the decision on whether or not to act on Articles 26 and 31 at its next meeting.

- x. Articles 27 – 30. Water issues – Ken Szajda suggested that the specifics on these be prepared for a discussion at our next meeting.
- 6. Next Meeting – Ken Szajda said that at next week's meeting, the Committee would act on the remaining articles in the warrant and view a draft warrant message for Town Meeting.
- 7. Adjournment – At 9:55PM, Moved by Dan Alfred, Seconded by Michelle Zeamer to adjourn the meeting. Six in favor, none opposed, no abstentions, the meeting was adjourned.

Approved____4/14/15_____