

**HOLLISTON FINANCE COMMITTEE
MEETING MINUTES
September 1, 2015**

The Committee convened in Room 105 at Town Hall at ~7:00 PM. Present from the Committee were Chairman Ken Szajda, Dan Alfred, Suzanne Nersessian, Tim Maxwell and Beth Liberty. Michelle Zeamer Bill Dowd were absent.

Minutes

Ms Nersessian circulated Minutes of July 7, 2015, Beth made a motion to accept the minutes, seconded by Dan which were then unanimously approved 5 in favor none opposed, no abstentions

Capital

A draft Capital Improvement Plan and capital spending spreadsheet was circulated by Mr. Ritter.

Ms. Nersessian requested that materials be circulated several days in advance in order to allow time to review. Mr. Szajda requested that feedback be sent to Mr. Ritter for discussion at next week's meeting. Ms. Liberty noted that Bill Dowd had led an initiative to develop a comprehensive CIP Plan and Inventory template last year, and that she would send it to Mr. Ritter and committee members.

Mr. Alfred observed that there was no Finance Committee representative on the proposed CIP Committee. Mr. Szajda noted that Ms. Zeamer was planning to meet with Mr. Ritter to propose a revised FinCom bylaw which would allow FinCom to participate on subcommittees. Changes would allow Fincom members to officially serve on advisory committees with full member rights, provided the committee did not have a direct budget that comes before the Fincom. The proposed bylaw would also recognize that FInCom has a Vice Chairman position and would change the office of "secretary" to "clerk". There were questions and discussion about the proposed bylaw changes, but everyone agreed to wait to see what the draft changes actually were before taking up the matter.

After briefly reviewing the FY15 Fall capital request spreadsheet, it was agreed that Mr. Szajda would request the following departments to present their capital requests to the FinCom: COA, Parks, Police, Schools, Technology, Town Clerk.

FY17 Budget Spreadsheet

Mr. Szajda briefly introduced the FY17 Budget Spreadsheet and encouraged members to review and become familiar with it.

Adjournment – At ~7:45 PM, moved by Dan Alfred, seconded by Ms. Nersessian to adjourn the meeting. Five in favor, none opposed, no abstentions, the meeting was adjourned.

Approved 09/08/2015

