

Draft

Town of Holliston Finance Committee

Meeting Minutes

June 28, 2016

The Committee meeting convened in Room 105 at Town Hall at 7:03pm by Chairperson Ken Szajda.

Present were Chairperson Ken Szajda, Vice Chairperson Michelle Zeamer, Clerk Vincent Murphy, Beth Liberty, and Tim Maxwell,

Absent were members Dan Alfred and Suzanne Nersessian.

The meeting began with a review of the line item transfer requests submitted by different departments.

1. The first request was a transfer request submitted by the Head of the Technology Department (Org 01155). This request was already approved by the Board of Selectmen. The following was the requested transfer:

Transfer \$372.61 from Office Supplies (54200) to Communications (53400)

A motion was made by Ms. Zeamer to approve the transfer. This motion was seconded by Mr. Maxwell.

There was no discussion about this request, and the request was approved unanimously.

2. The first request was a transfer request submitted by the Chief of the Holliston Police Department (Org 01210). This request was already approved by the Board of Selectmen. The following was the requested transfer:

Transfer \$17,600.00 from Energy & Utilities (52110) to Regular Salaries (51112)

Mr. Szajda explained that this request was required as the Collective Bargaining Agreement (CBA) agreement with the Holliston Police Association (HPA), Local 160, MCOP and the Town of Holliston was approved and went into effect in fiscal year 2016 and there were retroactive adjustments that impacted this fiscal year's expenses which will result in budget lines being over budget if the transfer lines were not approved.

Mr. Szajda also noted that there was already a \$39,000 that was approved during the May 2016 Town Meeting, however, the Department could not absorb all of the increase of the new CBA within its personnel budget line as it had anticipated before the Town Meeting.

A motion was made by Ms. Zeamer to approve the transfer. This motion was seconded by Mr. Maxwell.

There was no discussion about this request, and the request was approved unanimously.

3. The next request was a transfer request submitted by the Chief of the Holliston Police Department (Org 01210). This request was already approved by the Board of Selectmen. The following was the requested transfer:

Transfer \$564.92 from Energy & Utilities (52100) to Uniform Allowance (51901)

This request was also a result of the new CBA between the HPA, Local 160, MCOP and the Town of Holliston as the Uniform stipend increased as a result of the new CBA.

A motion was made by Ms. Zeamer to approve this transfer. This motion was seconded by Mr. Maxwell.

There was no discussion about this request, and the request was approved unanimously.

4. The next request was a transfer request submitted by the Head of Public Works, for the Waste Water Treatment department (Org 01440). This request was already approved by the Board of Selectmen. The following was the requested transfer:

Transfer \$10,500 from Motor Vehicle Fuels (01499-55392) to Professional & Technical (53000)

This request was a result of unforeseen repairs needed for the waste water treatment plant off Woodland street (the plant utilized by the schools on Woodland Street).

A motion was made by Ms. Zeamer to approve this transfer. This motion was seconded by Mr. Maxwell.

There was no discussion about this request, and the request was approved unanimously.

5. The next request was a transfer request submitted by the Treasurer's office. This request was already approved by the Board of Selectmen. The following was the requested transfer:

Transfer a total of \$100,500 from Org 01911 – County Retirement (51770) the following amounts to the following Orgs and Object codes:

\$60,500 to (org 01820) – Charter School (56320)

\$40,000 to (org 01820) – School Choice (56330)

The Chair explained that this request was a result of the “Cherry Sheet” from the town being received and the final amounts the town owed to the state as a result of town residents attending Charter Schools and public schools (School Choice) in other districts being higher than was originally budgeted.

A motion was made by Ms. Zeamer to approve this transfer. This motion was seconded by Ms. Liberty.

A discussion ensued as to how these budget line items for the FY16 budget were developed. Specifically, the members discussed many students were expected to attend Charter Schools and schools in other districts when the budget was developed vs. the final attendees. There was also discussion as to how these increased expenditures impacted the amounts the Holliston Public Schools received from the town’s general fund.

The members requested that these issues be discussed in more detail when these budget line items are developed for future fiscal years.

After the discussion ended the Chair requested that the committee vote on this transfer.

The requested transfers were unanimously approved by the committee.

6. The next request was a transfer request submitted by the Head of Public Works, to transfer \$5,000 from the following:

The following was the requested transfer:

From Other Public Works (Dept No. 01499) Motor Vehicle Fuels 55392

To Street Lighting (Dept. No. 01424) Street Lighting 52100

This request was a result of the expenses being higher than expected for FY16.

This request was already approved by the Board of Selectmen.

A motion was made by Ms. Zeamer to approve this transfer. This motion was seconded by Mr. Maxwell.

### **Reserve Fund Transfer Requests**

The first requested transfer of Reserve Funds was a transfer request submitted by the Board of Selectmen's office, to transfer \$53,500 in funds from the Reserve Fund to cover an increase in the expenditures for the Town's liability insurance.

The following was the requested transfer:

From the Reserve Fund

To Liability Insurance (Dept No. 01945) 57400

This request was a result of incorrectly assuming that the employees would be allowed to take different classes that would result in credits being applied to the insurance premiums. However, the classes and therefore the credits can only be taken every other year.

This request was already approved by the Board of Selectmen.

A motion was made by Ms. Zeamer to approve this transfer. This motion was seconded by Mr. Maxwell.

The requested transfer was unanimously approved by the committee.

The next request was a transfer request submitted by the Board of Selectmen's office, to transfer \$28,000 in funds from the Reserve Fund to cover an unexpected increase of legal expenses incurred by the town.

The following was the requested transfer:

From the Reserve Fund

To Board of Selectmen (Dept No. 01211) Professional & Technical 53000

This request was a result of the following unexpected legal expenses:

- \$17,000 – related to property acquisition
- \$10,000 – to labor issue
- \$ 7,000 – for the downtown traffic study, and override

This request was already approved by the Board of Selectmen.

A motion was made by Ms. Zeamer to approve this transfer. This motion was seconded by Mr. Maxwell.

The requested transfer was unanimously approved by the committee.

### **Inter departmental line item transfer requests**

7. The next request was a transfer request submitted by the head of Youth and Family services (Org 01542). This request was already approved by the Board of Selectmen. The following was the requested transfer:

Transfer \$1,000 from Professional & Technical (53000) to Communications (53400)

This request was a result of unforeseen expenses incurred during the year.

A motion was made by Ms. Zeamer to approve this transfer. This motion was seconded by Mr. Maxwell.

There was no discussion about this request, and the request was approved unanimously.

8. The next request was a transfer request submitted by the head of the Department of Public Works under its Water Department (Org 61450). This request was already approved by the Board of Selectmen. The following was the requested transfer:

Transfer \$10,000 from Field Expenses (55809) to Professional & Technical (53000)

This request was a result of bring a couple of pumps online.

A motion was made by Ms. Zeamer to approve this transfer. This motion was seconded by Mr. Maxwell.

There was no discussion about this request, and the request was approved unanimously.

9. The next request was a transfer request submitted by the head of Library (Org 01610). This request was already approved by the Board of Selectmen. The following was the requested transfer:

Transfer \$988.13 from Energy & Utilities (52110) to Building & Grounds Maintenance (52400)

This request was a result of unforeseen expenses to repair the air conditioning system that were incurred during the year.

A motion was made by Ms. Zeamer to approve this transfer. This motion was seconded by Mr. Maxwell.

There was no discussion about this request, and the request was approved unanimously.

### **Approval of Expending monies from the Emergency Response and Recovery Fund**

The Chief of the Holliston Fire Department requested monies from the Emergency Response and Recovery Fund be used to pay the costs incurred in the improvement of the Gates Fire Station (which is behind the Dunkin Donuts on Washington Street). The total that was incurred for the improvements was \$37,320.03. The Board of Selectmen had already approved this request.

A motion was made by Ms. Zeamer to approve this transfer. This motion was seconded by Mr. Maxwell.

There was a discussion regarding why this project was not part of the capital process. Mr. Szajda explained that initially that project was going to cost less than \$10,000 however, after the Building Inspector reviewed the plans he required that the major changes be made to the plans, including installing a steel I-Beam running through the center of the building.

Mr. Szajda stated that after the Department received this change the Chief should have come to the Finance Committee to request a capital expenditure. The Chief has stated that if this happens in the future he will certainly bring it to both the Board of Selectmen and the Finance Committee before expending any additional funds.

After the discussion ended the Chair requested that the committee vote on this transfer.

The requested transfer was unanimously approved by the committee.

### **Summer Meetings of the Committee**

After the requests for various transfers was completed the Chair stated that he did not anticipate any additional meetings to approve any more transfers. However, if there is a request for another transfer then he will notify the members so they can meet in the first two weeks of July.

The Chair also noted that he did not expect to meet until late August.

### **Other Items**

Chairperson Szajda then noted that the Internal Revenue Service had just completed an audit of the town's payroll withholdings and remittance. The town did not have any findings and the IRS auditor noted that it was the first time in her 28 years of auditing that there were no findings after she had completed an audit.

### **Motion to Adjourn**

A motion was made by Ms. Zeamer to adjourn. This motion was seconded by Mr. Maxwell.

This motion was unanimously approved by the committee.

The Finance Committee adjourned at 8:59