

Draft

Town of Holliston Finance Committee

Meeting Minutes

June 14, 2016

The meeting convened at 7:02pm in Room 105 at Holliston Town Hall. The Committee convened in Room 105 at Town Hall at 7:02pm. Present were Chairperson Ken Szajda, Vice Chairperson Michelle Zeamer (late), Clerk Vincent Murphy, Dan Alfred and Beth Liberty, Tim Maxwell, and Suzanne Nersessian.

The meeting began with a review of meeting minutes.

A motion was made by Mr. Maxwell and seconded by Ms. Nersessian to approve the minutes of April 5, 2016. The minutes were approved by a vote of 4-0; Mr. Murphy and Mr. Alfred, abstaining.

A motion was made by Mr. Alfred and seconded by Ms. Nersessian to approve the minutes of May 9, 2016. The minutes were approved by a vote of 5-0; Mr. Murphy, abstaining.

A motion was made by Mr. Alfred and seconded by Ms. Nersessian to approve the minutes of March 8, 2016. The minutes were approved by a vote of 5-0; Mr. Murphy, abstaining.

A motion was made by Mr. Alfred and seconded by Ms. Nersessian to approve the minutes of February 23, 2016. The minutes were approved by a vote of 5-0; Mr. Murphy, abstaining.

A motion was made by Mr. Szadja and seconded by Mr. Maxwell to approve the minutes of January 26, 2016. The minutes were approved by a vote of 4-0; Mr. Murphy and Mr. Maxwell, abstaining.

A motion was made by Mr. Alfred and seconded by Ms. Nersessian to approve the minutes of May 26, 2016. The minutes were approved by a vote of 6-0.

A motion was made by Mr. Murphy and seconded by Mr. Maxwell to approve the minutes of January 12, 2016. The minutes were approved by a vote of 4-0; Mr. Murphy

and Mr. Alfred, abstaining.

The next order of business was the review and approval of requests for line item transfers.

The Town Administrator requested a line item transfer of \$4,250. from the streetlights budget to the Board of Selectmen's budget for the Economic Development Committee. There was a discussion on how the transfer would be reflected in the next year's budget. Mr. Alfred made motion was made to approve the line item transfer; it was seconded by Mr. Maxwell, and approved by a vote of 6-0.

The Treasurer's Office made a request for a line item transfer of \$3,800. from the Principal Clerk line for additional money for land court. Mr. Alfred made a motion to move \$1,700. from line 01138 to line 50031 and \$2,100. from line 01138 to line 50030. The motion was seconded by Mr. Maxwell and approved by a vote of 6-0.

The Building Inspector's department requested a line item transfer due to an error in FY16 budgets. Mr. Alfred made a motion to transfer \$650. from 01251 to lines 52190 and 50030. The motion was seconded by Ms. Nersessian and approved by a vote of 6-0.

The Library made a line item request for five repair, maintenance and inspection needs. Mr. Alfred made a motion to transfer \$3,000. from line 01610 to lines 52110 and 53020. Ms. Nersessian seconded the motion and it was approved by a vote of 6-0.

The Council on Aging requested a line item transfer for repair of damaged wires and other building repair needs. Mr. Alfred made a motion to transfer \$3,500. from line 01541 to Building and Grounds lines 52110 and 53020. Mr. Murphy seconded the motion and it was approved 7-0.

A discussion was initiated by Ms. Liberty regarding the her suggestion to consult with a municipal finance budget program, GFOA, which advises on best practices for budgets and presentation of budgets in a readable and digestible for the audience. Some points raised included the transition in personnel which had presented some challenges in this budget season, the recent purchase of the services of Clear.gov, the gap in the townspeople's understanding of directions of the Town's finances, advantages and disadvantages of free cash, and the idea that new personnel are now in a better position to report, review and manage the Town's finances.

Items added to the Action List were: update to the line item transfer form by Mr. Szadja; and a review of trash removal costs and budgets.

A motion to adjourn was made by Mr. Alfred and seconded by Mr. Szadja was adjourned at 8:30.