

Town of Holliston Finance Committee

Meeting Minutes

October 24, 2016

The meeting convened at 6:02 pm in the Library at Holliston High School before the Fall Special Town Meeting. Present were Chairperson Ken Szajda, Vice Chairperson Michelle Zeamer, Clerk Vincent Murphy, Dan Alfred, Tim Maxwell and Suzanne Nersessian.

Mr. Szajda explained to the Committee that around 6:30 PM Ms. Lixy Carey, the Chair of the Town's Open Space Committee, along with Mr. Frank Chamberlin, the Chair of the Community Preservation Committee (CPC), would be presenting to the Committee information concerning the purchase of the land off Adams Street that is on the Warrant at this evening's Special Town Meeting.

Mr. Szajda also noted after the discussion with Mr. Chamberlin and Ms. Carrey, Ms. Kristen Hedrick, the Recreation Director for Holliston's Park and Recreation Department, along with Mr. Chamberlin will be present information concerning the funds requested from the Community Preservation Act funds.

Next Mr. Szajda noted that the certified Free Cash amount was \$2,005,149, and that this is the figure that would be referenced in the presentation Mr. Szajda would be making at the Special Town Meeting that evening.

Finally, Mr. Szajda noted that there would be a reserve fund transfer request of \$16,000 by the Fire Chief for repair of one of the pumper trucks. This will be a transfer from the FY17 reserves into the Capital Fund.

In advance of the arrival of Mr. Chamberlain and Ms. Carey, Mr. Szajda explained that the Town Administrator, Jeff Ritter, received the requested appraisal of the parcels of land off Adams Street that is being requested to be purchased. The appraisal stated that due to the various zoning limitations and the topography of the land that only two (2) houses could be built on the land. The appraisal for the land was \$590,000, which was less than the \$600,000 amount that was being requested previously by the Community Preservation and Open Space Committees. In addition, since the owners of the property

were planning on living on their property and this would result in many legal considerations that still need to be negotiated therefore the CPC will be recommending that only about half of the property that was being requested to be purchased, previously, be authorized to be purchased at the October 24, 2016 Town Meeting. The purchase of the remaining 250,267 sq ft (about 5.75 acres) will occur later.

Upon the arrival of Mr. Chamberlin, Chair of the Community Preservation Committee (CPC) and Ms. Carey, Chairwoman of the Open Space Committee, Mr. Szadja welcomed the two to the Finance Committee meeting.

Mr. Szajda explained to Mr. Chamberlin and Ms. Carey that he had already explained to the members of the Committee the information contained within the appraisal and the proposal to only purchase Lot 3 (Board of Assessors parcel ID 136/004.0-0002-0041.0) which is only 197,885 Sq ft (about 4.54 acres). Mr. Szajda then asked both Mr. Chamberlin and Ms. Carey to explain why their respective Committees wished to have the town purchase the property.

First Mr. Chamberlin stated that the CPC has several objectives, and one of those objectives is to purchase property to add to the Town's open space and that this property meets the criteria of the CPC based on the Community Preservation Act (CPA). Ms. Carey then explained that this property has been on the Open Space Committee's radar for some time given the location of the property to the Town Forest and because this property is within a Zone III (areas of recharge) of the Town's Groundwater Protection District zoning and the property would add to the Town's open space goal of greater than 25%.

The members of the Committee did not have any questions.

Mr. Szajda thanked Ms. Carey for coming and then introduced Ms. Melissa Kaspern, Co-Chairperson of the Park Commission and Ms. Kristen Hedrick, Director of the Holliston Recreation Department.

Mr. Szajda asked Ms. Kaspern to explain the request of \$34,000 from the CPC funds for a Parks and Recreation study to evaluate the upcoming capital needs for park and recreation upgrades. Ms. Kaspern explained why the study was being requested. She also explained that the company who had provided the quote of \$34,000 has done similar studies for surrounding communities.

Ms. Nersessian stated that additional requests for proposals should be sought before the contract was awarded to the initial company. In addition, Ms. Nersessian asked if any of the items that the company who would be awarded the contract would be doing could instead be done by staff of the Department. Ms. Hedrick replied that because there was only a full-time person and a part-time person in the Department the staff did not have the bandwidth to take on any of the items and that is why it was being incorporated as part of the study.

There were no additional questions so Mr. Szajda thanked Mr. Chamberlain, Ms. Hedrick and Ms. Kaspern for coming to the meeting.

Mr. Szajda then requested that a motion be made to reopen Articles 1, 3 and 5 of the warrant.

Mr. Alfred then made a motion to reopen for reconsideration Articles 1, 3 and 5 of the warrant of the Special Town Meeting being held on Monday, October 24, 2016. This motion was seconded by Ms. Zeamer, the motion was then approved by a vote of 6-0 with no abstentions.

Mr. Szajda stated that after the certified Free Cash amount is now known Article 1 should read that \$120,000 instead of \$100,000 be appropriated from Free Cash to increase the reserves for the current fiscal year.

Mr. Alfred then made the following motion:

That the recommendation from the Finance Committee in Article 1 of the Warrant be changed from *THE FINANCE COMMITTEE RECOMENDS THAT THE TOWN RAISE AND APPROPRIATE \$100,000 AND APPROPRIATE \$100,000 FROM FREE CASH FOR THE "OTHER FINANCIAL ADMINISTRATION/REERVER FOR TRANSFERS" ACCOUNT*

To

THE FINANCE COMMITTEE RECOMENDS THAT THE TOWN RAISE AND APPROPRIATE \$100,000 AND APPROPRIATE \$120,000 FROM FREE CASH FOR THE "OTHER FINANCIAL ADMINISTRATION/REERVER FOR TRANSFERS" ACCOUNT

This motion was seconded by Ms. Zeamer and the motion was approved 6-0 with no abstentions.

Next, Mr. Szajda stated that because we now have the certified Free Cash amount we now have an amount to request to be transferred into the Capital Expenditure fund. Mr. Szajda stated that the amount that should be transferred into the Capital Expenditure fund should be \$1,610,149.

Mr. Alfred then made a motion that the Finance Committee recommend that the Town transfer from Free Cash the sum of \$1,610,149. Ms. Zeamer seconded the motion. The motion was approved 6-0, with no abstentions.

Mr. Szajda then stated that because of the recent accident between a motor vehicle and a pedestrian at the Rail Trail crossing on Summer street the Rail Trail Committee (RTC) as requested that additional signs be installed at both the crossing of the Rail Trail at Central Street and at the crossing at Lowland street. The RTC has requested that an additional \$16,000 be appropriated during this Special Town Meeting. Therefore, Article 5 of the warrant will need to be changed if the Committee agrees with the expenditure.

Mr. Alfred then made a motion to change Article 5 of the warrant to include the additional \$16,000 expenditure for the purpose of installing warning signs at the locations where the Rail Trail crosses Central Street and where it crosses Lowland St., and therefore the total of the Capital Expenditures being requested is now \$974,755. Mr. Maxwell seconded. There was no discussion about the motion, and the motion was approved 6-0 with no abstentions.

Mr. Szajda explained that since the recommendations from the Committee for Articles 8, 9 and 10 were to be made at this meeting there was no need for a motion to reopen them for reconsideration.

Mr. Szajda then stated that Article 8 was for the water main replacement construction for the Shaw Farm Road area that is planned to happen in the Spring of 2017. The expected price for the construction is \$1.13 million, because of the amount of funds in the water surplus account \$250,000 of the money should come from this account and the remaining \$880,000 should come from the Water Infrastructure Account.

Ms. Zeamer then made a motion that the Finance Committee recommend that \$250,000 of the \$1,130,000 for the water main replacement construction in the Shaw Farm Road area be appropriated from the Water Surplus account and the remaining \$880,000 be

appropriated from the Water Infrastructure account. Mr. Murphy seconded the motion. The motion was approved 6-0 with no abstentions.

Mr. Szajda then stated that Article 9 was the request of the Community Preservation Committee's budget expenditures.

Ms. Zeamer made a motion that the Committee recommend that the Town approve \$35,000 for the Recreation Department to hire a firm to update the Town's Recreation Master Plan.

Mr. Alfred seconded the motion.

Ms. Nersessian requested that the Department's staff and the Town Administrator be reminded that at least two (2) additional quotes for services be received before the contract is awarded. Mr. Szajda stated that he would follow up with a reminder, and that he would also include the Town Accountant and Town Treasurer on the reminder.

Mr. Szajda then requested that a vote on the motion be taken. The motion passed 6-0 with no abstentions.

Next Ms. Zeamer made a motion to recommend to the Town that \$150,000 be used from the Community Preservation Act (CPA) account to purchase the property on and around 280 Adams street that is referenced in Article 10 of the Warrant. Mr. Maxwell seconded the motion. The motion passed 5-1, with Mr. Alfred voting no and there being no abstentions.

Mr. Szajda then requested that for purchasing the 4.74 acres near 280 Adams street that a total of \$300,000 should be requested with an anticipated purchase price of \$290,000 and \$10,000 for closing and other miscellaneous expenditures related to the purchase of the property. He also stated that in addition to the \$150,000 from the CPA account the remaining \$150,000 would come from the Open Space account.

Ms. Zeamer then made a motion that the Committee recommend appropriating \$150,000 from the CPA account and \$150,000 from the Open Space account for a total of \$300,000, up to \$290,000 of this will be used to purchase 197,885 square feet, which is about 4.74 acres, shown as Lot 3 of the Board of Assessors Parcel ID 136/004.0-0002-0041.0, and the remaining \$10,000 to be used for closing and other costs associated with the purchase of this property.

Mr. Maxwell seconded the motion. The motion was approved 5-1, with no abstentions with Mr. Alfred voting against the motion.

Mr. Alfred then made a motion to move to Town Meeting. The motion was seconded by Ms. Zeamer. The motion was approved 6-0 with no abstentions.

The meeting moved to Town Meeting at 7:15.

Respectfully submitted,

Vincent J. Murphy, Jr.
Clerk