

Town of Holliston Finance Committee

Meeting Minutes

November 17, 2016

The meeting convened at 7:00 pm in Room 105 at Holliston Town Hall. In attendance, Chairperson Ken Szadja, Vice Chairperson Michelle Zeamer, Dan Alfred, Sue Nersessian and Tim Maxwell. Absent, Committee Clerk Vincent Murphy.

Mr. Szadja began a discussion of procedures and guidelines for the preparation of the Fiscal Year 2018. He reported that the revised accounting model for the Tax Collector's Office has no problems. Also that the departmental budget sheets would use the standard template and that issues with the spreadsheets from FY17 budget considerations have been resolved. For the FY18 budget consideration Town Accountant, Ms. Sharon Emerick, will review the budgets from an accounting point of view before submitting to the Finance Committee for review and discussion. Mr. Szadja said that he expects to have all budgets done and approved by February 2017.

The next order of business was to set the budget guidelines. Issues discussed in determining the departmental guidelines for the FY18 budget included: a capital budget increase and the Collins Center report on capital needs: the uncertainty of cuts from the State in 9C budgets; an expected recommendation from the OPEB Executive Board for an increased contribution.

Ms. Nersessian made a motion to set the guidelines for increases at 1% for salaries and 1% for the entire budget. Ms. Zeamer seconded the motion and it was passed by a 5-0 vote.

Mr. Szadja that the Collins Center had compiled a report on capital needs for the Town for the next five years adding up to \$31 million. Mr. Szadja asked the committee to review the list for the purpose of assigning a weight/priority each item with regard to other projects.

Mr. Szadja reported that there had been an informal approval of the software update for the Assessor's Office. The Office will continue to be part of the State consortium and there was an opportunity for bulk pricing.

Ms. Nersessian made a motion to adjourn which was seconded by Mr. Alfred. Meeting was adjourned at 8:00 pm.

Respectfully submitted,

Vincent J. Murphy, Jr.
Clerk