

Town of Holliston Finance Committee

Meeting Minutes

November 28, 2017

The meeting convened at 7:01pm in Room 105 at Holliston Town Hall. In attendance: Chairperson Ken Szajda, Vice Chairperson Michelle Zeamer, Clerk Benjamin Sparrell, Vincent Murphy and Suzanne Nersessian. Absent: Tim Maxwell, Dan Alfred.

Ms. Zeamer made a motion to approve the timesheet for Finance Committee Secretary for payment for 14 hours for recording meeting minutes. Ms. Nersessian seconded and the motion was passed 5-0.

Mr. Szajda recommended that the Committee approve the request for a transfer of \$20,000 from the Reserve Fund from the Department of Public Works for storm related tree work. Ms. Zeamer made a motion to approve the transfer of \$20,000 from the Reserve Fund to the Upbranch account (01420-53801). Ms. Nersessian seconded the motion and the motion passed by a vote of 5-0.

The Committee discussed issues regarding the setting of budget guidelines including Town's new growth, increased enrollment at Keefe Tech and the possibility of injecting a measure of performance based bonuses to departmental budgets. Ms. Nersessian made a motion to approve a 1% guideline for salaries and operation. Mr. Murphy seconded and the motion passed by a vote of 5-0. After further discussion, Ms. Nersessian made a motion to reconsider the previous motion and set the salary increase guideline to 1% for salaries and a 1.5% for an overall increase. In addition to the 1% guideline for salary increases, the committee agreed the increase would be a baseline for budget preparations, and there would be potential additional funding for the Board of Selectmen to add performance based adjustments. Mr. Sparrell seconded and the reconsideration was approved by a vote of 5-0.

The Committee's discussion of the guideline document included resolving spreadsheet issues, giving departments the opportunity to present new initiatives that might be pursued if funding were available and improving cost-saving collaboration among departments. Mr. Murphy made a motion to approve the FY19 guideline document with changes and Ms. Nersessian seconded. The motion passed by a vote of 5-0.

The Committee discussed changes to its Liaison List: one, to assign Mr. Murphy as liaison for the Solid Waste budget; and, to add the names of department heads to the list. Mr. Murphy made a motion to approve the liaison list with changes. Mr. Sparrell seconded and the motion passed with a vote of 5-0.

Regarding the budget review schedule, Mr. Szajda said that Treasurer Mary Bousquet had requested to change her department's review date to March 13, 2018. Mr. Murphy made a motion to approve the budget review schedule with changes. Mr. Sparrell seconded and the motion passed with a vote of 5-0.

Ms. Nersessian made a motion to approve the minutes of September 19, 2017, as amended. Mr. Sparrell seconded and the motion was passed by a vote of 5-0.

Ms. Nersessian made a motion to approve the minutes of September 26, 2017. Ms. Zeamer seconded and the motion was passed by a vote of 5-0.

Ms. Nersessian made a motion to approve the minutes of October 3, 2017, as amended. Mr. Sparrell seconded and the motion was passed by a vote of 4-0, Mr. Murphy abstaining.

Mr. Sparrell made a motion to approve the minutes of October 10, 2017, as amended. Ms. Zeamer seconded and the motion was passed by a vote of 5-0.

Ms. Zeamer made a motion to approve the minutes of September 19, 2017, as amended. Mr. Murphy seconded and the motion was passed by a vote of 4-0. Ms. Nersessian abstaining.

Mr. Szajda discussed forming the Capital Subcommittee. He said that Article 34 of the Town Bylaws allows for a subcommittee with members selected by the Finance Committee, though votes remain with the Finance Committee. Ms. Nersessian acknowledged that Jeff Ritter had done a lot of work on the Capital plan.

Mr. Murphy made a motion to form a Capital Improvement Subcommittee. Ms. Nersessian seconded and the motion was passed with a vote of 5-0.

Mr. Szajda and Ms. Nersessian will co-chair the Subcommittee. Appointments from the Finance Committee to the Capital Subcommittee were discussed.

Ms. Nersessian made a motion to adjourn the meeting. Mr. Sparrell seconded and the motion was passed by a vote of 5-0. The meeting was adjourned at 9:00pm.