

Town of Holliston Finance Committee

Meeting Minutes

January 23, 2018

The meeting was convened at 7:02 PM in room 105 at the Holliston Town Hall. In attendance: Sue Nersessian, Tim Maxwell, Dan Alfred, Michelle Zeamer, Ken Szajda, Vin Murphy (arrived 7:27 PM). Absent: Ben Sparrell

1. Budget reviews:

- economic development - Karen Sherman
 - mentioned status of business guide
 - why is salary not 1% increase? Justification was discussed.
- Planning Board- Karen Sherman
 - reminder about the monies reserved for litigation
 - clerical went up by a step
 - professional services covers grants and technical items on by-laws.
- Zoning Board of Appeals- Karen Sherman
 - wages estimated based on 10 hrs. per month for Karen and the clerk.
 - Last year ZBA met 10 times.
 - discussed activities that could potentially impact the budget or town meeting. (e.g., 40B, changes in zoning)
 - discussed in-law apartments, Airbnb, etc.
- Public Buildings - Jeff Ritter
 - discussed cost increase in utilities at golf course and 1750 Washington St
 - discussed income from golf course, if usage is going up, the income should be increasing - contract expires June 2019.
 - discussed grounds and maintenance
 - discussed town hall rentals
 - all contracted services
- Wastewater Treatment. Jeff Ritter
 - discussed run rate on energy and utilities
 - discussed pump
 - briefly discussed contract
- Selectmen - Jeff Ritter
 - discussed increase in acct 51113. Driven by need to generate minutes within the required timeline.
 - Revenue from Town Hall rentals were historically used to off-set the part-time clerical position.
 - discussed scope of the position
 - discussed if there is a permanent need for the additional hours - Additional information to be provided in agreement with the Selectman
 - discussed revenue number reflects timing of fees collected. Will wait for numbers from treasure office
- Updates from Town Administrator
 - town hall doors bid update
 - Pinecrest deck options
 - funding source
 - library roof
 - library HVAC
 - 8 Arch Bridge
 - Andrews school
 - town center/traffic lights project - pending spring
 - library roof repairs
- Library - Leslie McDonnell
 - should fix title for Leslie and for the rest of departments
 - no one in 51112 is at the top step at this point. The Town Accountant has vetted the numbers - numbers reflect pay increase (due to step increase) to the day.
 - why the 10% increase on 51112? The hours did not increase. Discussed how

the town can use state aid, and to decrease the reliance on state aid moving forward.

- discussed a deliberate shift in use of state aid and how . in 2019 it will be used to expand and improve library services. e.g., printer, program, equipment, furniture, new services
 - reviewed breakdown of salaries
 - discussed use of funding from *Friends of the Holliston Public Library* (FoL)
 - discussed the alarm. will be replaced with a modern system.
 - recommendation to consult with the Chief of the Fire Department
 - discussed changes in the communications and professional services lines: change reflect alignment with other departments per Town Accountant
 - discussed requirement that 16% of budget goes to books. There is also \$3222 for books lease. This was paid by FoL, but the Library wants to move this money to be covered by the 16% of the budget.
 - discussed grants
 - discussed how much FoL contributes.
 - request for information, total dollar amount FoL contributes the last several years and next year. Desire to understand what would the town need to cover if FoL could not support.
 - discussed state aid. approximately, in the range of \$12,000 to \$16,000 per year.
 - discussed the change in how libraries are used now.
 - discussed requirements for a new facility
2. liaisons to meet with school committee
- memorandum of agreement reached with the teachers union terms are pending ratification by the union

Motion to adjourn by Dan Alfred at 8:32 PM. Seconded by Sue Nersessian. 6 in favor, 0 opposed, 0 abstained.