

Town of Holliston Finance Committee

Meeting Minutes

March 5, 2019

The meeting convened at 7:02pm in Room 105 at Holliston Town Hall as a joint meeting with the Board of Selectmen. In attendance: Chairperson Ken Szajda, Vice Chairperson Michelle Zeamer, Clerk Ben Sparrell, Dan Alfred, Tim Maxwell, Sue Nersessian and Vincent Murphy.

Chris Meo presented the technology department budget for the town with a guideline budget. Mr. Meo indicated some risks due to cost increases from tariffs, but it was not yet resolved. Ms. Nersessian asked if the town was meeting its needs with this budget. Mr. Meo indicated it was meeting needs. Next, Mr. Meo reported on his research regarding phone lines in town, particularly several lines being used by multiple departments and paid for previously out of a gift account (and not in many budgets). There are not many opportunities to collapse lines, but some potential savings could be realized through using Voice-over-IP. Mr. Szajda asked what was the town doing to manage personal calls on these lines, particularly if the lines were being charged by the call. Mr. Meo indicated each department was getting the breakdown and managing their own calls.

Parks and Recreation Director Mark Frank and the Chair of the Board, Melissa Kaspern made the presentation to the Finance Committee. Budget increases were driven primarily by hours being added to the administrative assistant. Adding hours would result in additional revenue for the department through increased programming. The revenue would be added to their revolving fund to pay for operational expenses (but not salaries). P&R brought up survey results regarding capital, including improving beaches in the town (such as Stoddard and Pleasure Point). They were working toward a grant proposal to reduce phosphorus and improve the lake and the beaches. CPC was helping supplement the grant process since the grant needed the town to present 40% of the grant. Ms. Zeamer asked if there were any other capital needs. The department would like to improve the bathrooms at Goodwill Park in the near future. The Parks Department has information from the contractor, but they are still waiting for numbers and a plan. Mr. Murphy asked about compliance for ADA and Mr. Szajda asked if the kitchen at 1750 Washington Street was being fully utilized. The department reiterated the management of the revolving fund with long-term projects in mind.

Health Director Scott Moles made the presentation for the department. There were some questions about a raise for Mr. Moles. The Finance Committee requested a member of the Board of Health give the presentation, particularly with respect to the raise for Mr. Moles. Since there were two different budgets being shown to the Finance Committee, Mr. Sparrell asked which budget was approved by the Board of Health. Mr.

Moles indicated the Board had approved the budget with the increased salary for the Director. The Committee requested that the liaison for the Board of Health contact the Board to visit the Finance Committee to discuss.

Frank Chamberlain made the presentation on behalf of the Community Preservation Committee (CPC). Mr. Chamberlain mentioned helping Parks with their grant proposal, but there were no other projects that needed funding at this time. The budget for the CPC included \$8,000 for administrative support.

The Finance Committee discussed the impact of the new trash contracts. At the time, with larger containers voted by the selectmen, the town would likely see a reduction in the revenue for trash stickers. During the previous year, the town collected \$68,000 in sticker revenue.

Mr. Sparrell requested the committee consider the changes to the warrant article for the Economic Development Committee at the next meeting.

Mr. Szajda informed the Finance Committee that the assessment for Keefe Tech would be \$1,252,946 because of growing enrollment from Holliston.

Mr. Sparrell made a motion to adjourn with Mr. Alfred seconding the motion. The motion passed 7 to 0 and the meeting was adjourned at 8:54pm.