

## Town of Holliston Finance Committee

### Meeting Minutes

January 29, 2019

The meeting convened at 7:05pm in Room 105 at Holliston Town Hall. In attendance: Chairperson Ken Szajda, Vice Chairperson Michelle Zeamer, Clerk Ben Sparrell, Tim Maxwell, Vincent Murphy and Sue Nersessian. Absent: Dan Alfred.

Building Inspector Chris Canney presented the building department budget request. The discussion included a \$200 increase in the communications line; a step increase for clerical staff; and the change in professional development based on the code year. The Committee discussed the purchase of permit tracking software; the cost is \$25,000 for initial purchase and an annual cost of \$10,000, based on population. Mr. Canney recommended the software for its improvement to storage, communication, efficiency and office space. Also discussed, its ability to generate detailed reports for projection of new growth and other trends.

Treasurer Mary Bousquet made a budget request for an additional full-time position for the Treasurer Collector Office. The office's workload has increased and a person is needed to manage benefits. Accountant Sharon Emerick said that it takes more time than before to reconcile benefits.

Mr. Sparrell gave an update on the presentation at the High School on the proposed Feasibility Study to explore the options of a new building or a renovation. Jay Leary, 146 Karen Circle, suggested that they look at the possibility of renovation. Mr. Szajda said that the goal of the Feasibility Study is to identify the preferred direction and encourages evaluation of all possibilities.

Ms. Zeamer made a motion to adjourn, which was seconded by Ms. Nersessian, then passed by a vote of 6-0. The meeting adjourned at 8:28pm.

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