

## Town of Holliston Finance Committee – Capital Subcommittee

### Meeting Minutes

November 13, 2018

The meeting was convened at 6:04pm in room 105 at the Holliston Town Hall. In attendance: Sue Nersessian and Ben Sparrell. Ken Szajda joined the meeting at 6:26

Ms. Nersessian made a motion to approve the minutes of 9/25, and Mr. Sparrell seconded the motion. The Motion was approved unanimously.

The Subcommittee discussed the asset management plan. What processes would be needed to maintain the plan? Who owns the spreadsheet and would make changes?

Mr. Sparrell indicated he would reach out to Franklin to find out what sort of process was undertaken to consolidate the building administration in Franklin, and how Franklin audited their facilities.

The Sub-committee talked further about the Asset Management plan, and giving preference to items on the plan, along with auditing the policy for the Finance Committee to include the plan as part of the capital process.

The next meeting of the sub-committee would be November 27.

Ms. Nersessian made a motion to adjourn at 6:54pm, with Mr. Sparrell seconding the motion. The motion passed unanimously.