

Town of Holliston Finance Committee – Capital Subcommittee

Meeting Minutes

June 10, 2019

The meeting was convened at 6:33pm in room 105 at the Holliston Town Hall. In attendance: Sue Nersessian, Ken Szajda, and Ben Sparrell.

The initial discussion surrounded ownership of the Asset Management Plan spreadsheet, particularly with respect to updates. Since it is a planning tool, the sub-committee decided to take ownership of the updates.

The sub-committee wanted to ensure any requests met the timeline set forth by the Select Board. Ms. Nersessian would write a letter to on behalf of the sub-committee to be sent by the Town Administrator asking for capital requests and updates to the spreadsheet to be sent to the sub-committee by August 1st, and any further changes to the spreadsheet would need to be made before October 1st with the intention of publishing the data on the town's website for public view.

Mr. Sparrell would separate the spreadsheet into a separate sheet for each department to ease updating.

Ms. Nersessian made a motion to adjourn at 7:17pm, with Mr. Szajda seconding the motion. The motion passed unanimously.