

**Town of Holliston
Finance Committee
Meeting Minutes
June 4, 2019**

The meeting was held in Room 105 of the Holliston Town Hall, 703 Washington St., Holliston, MA.

Mr. Szajda called the meeting to order at 7:00 PM.

In attendance was Chairperson Ken Szajda, Vice Chair Benjamin Sparrell, Clerk Vincent Murphy, Daniel Alfred, Tim Maxwell, Michelle Zeamer, and Sue Nersessian.

Administrative issues

Finance Committee reviewed minutes that were ready for approval.

Mr. Sparrell made a motion to approve the February 26, 2019 minutes as amended. Ms. Zeamer seconded and the motion was carried 6 to 0, Mr. Alfred abstained.

Mr. Maxwell made a motion to approve the April 30, 2019 minutes as amended. Mr. Alfred seconded and the motion was carried 7 to 0.

Ms. Zeamer made a motion to approve the March 26, 2019 minutes as amended. Mr. Alfred seconded and the motion was carried 6 to 0, Mr. Maxwell abstained.

Ms. Zeamer made a motion to approve the April 16, 2019 minutes as amended. Mr. Alfred seconded and the motion was carried 6 to 0, Mr. Maxwell abstained.

Ms. Zeamer made a motion to approve the April 2, 2019 minutes as amended. Mr. Murphy seconded and the motion was carried 6 to 0, Mr. Maxwell abstained.

Ms. Zeamer made a motion to reconsider the March 26, 2019 minutes. Ms. Nersessian seconded and the motion was carried 7 to 0.

Ms. Zeamer made a motion to reapprove the March 26, 2019 minutes as amended. Ms. Nersessian seconded and the motion was carried 7 to 0, Mr.

Mr. Sparrell made a motion to approve the May 6th, 2019 minutes as amended. Mr. Murphy seconded and the motion was carried 7 to 0.

Ms. Alfred made a motion to approve the April 23, 2019 minutes as amended. Mr. Sparrell seconded and the motion was carried 6 to 0, Mr. Murphy abstained.

Ms. Alfred made a motion to approve the March 28, 2019 minutes as amended. Ms. Zeamer seconded and the motion was carried 5 to 0, Mr. Murphy and Mr. Maxwell abstained.

Ms. Maxwell made a motion to approve the May 23, 2019 minutes as amended. Ms. Nersessian seconded and the motion was carried 5 to 0, Mr. Murphy and Ms. Zeamer abstained.

Reserve Fund Transfer

Mr. Zeamer made a motion to approve a request for a reserve fund transfer \$61,225 to the DPW up branch account, account 01420-53801. Mr. Alfred seconded and the motion was carried 7 to 0.

Mr. Alfred made a motion to approve Mr. Murphy as the Finance Committee Clerk. Ms. Nersessian seconded and the motion was carried 7 to 0.

Budget Process

There was discussion of improvements to the budget process going forward. There were concerns about accuracy of departmental inputs. There is a plan to use the liaison role to bring concerns forward earlier. The Finance Committee needs information shared in a timelier manner. The Finance Committee will send an email out to Department heads. Mr. Cronin said the Select Board will try to prioritize requests for funding going forward.

Ms. Nersessian asked Mr. Cronin to have the Select Board review remote participation and allow it for Town boards and committees.

Capital Requests for Special Town Meeting

This outlines the Select Board's process for Capital requests. The Finance Committee would now get requests 30 days before Town Meeting. The Finance Committee wants initial requests to be kept on the Capital spreadsheet. A process needs to be established to keep the spreadsheet updated. The Capital spreadsheet will go out to Department Heads for review and validation. A quarterly control would be helpful. The Sub-committee will meet and come back with solutions.

Staffing Changes

The Facilities Manager position was discussed. The long-term goal is to have the school buildings fall under this role. The schools do not want action on this position right now. The position would start with town assets only. It could potentially be 3-5 years before adding the schools. The Finance Committee would like some commitment from the schools that they will eventually buy into the position. The Finance Committee also wants a more detailed description of the position and the long-term plans for the position.

The CFO position was discussed. The Finance Committee wants this role to support the town and dotted line to support the schools. The Finance Committee also discussed the role having someone with a legal knowledge. The Finance Committee would like to develop a plan for this role. The Facilities Manager role is a top priority for the Select Board.

Nancy Farrell submitted her hours for approval.

Ms. Zeamer made a motion to approve Ms. Farrell's hours as of 6/4/2019 for 13.5 hours. Mr. Alfred seconded and the motion was carried 7 to 0.

Mr. Alfred made a motion at 8:45pm to adjourn. Mr. Sparrell seconded and the motion was carried 7 to 0.