

**Town of Holliston
Finance Committee
Meeting Minutes
May 26, 2020**

The meeting was held under the guidelines that were issued because of the emergency caused by the COVID-19 virus. All participation for this meeting was through remote attendance because of the COVID-19 virus. In addition, all votes taken during this meeting were done as a roll call vote.

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

Minutes will be approved next week. Mr. Murphy will send a reminder. There is a reserve fund transfer coming for the Veterans department to cover the cost of a funeral for a veteran, approximately \$4,000. The town still has not received a bill from unemployment. Holliston will meet its local revenue for FY20. It is clear in the short term that there will not be a federal stimulus package. Massachusetts has not spent much from the Cares Act. Currently under the Cares Act, the funding cannot be used to make up for lost revenue; it is only for COVID expenses. The state is working with legislators to see if there is a way to use the funds to make up for lost revenue. The Finance Committee needs to decide which scenario of a local aid cut should be used for budgeting purposes. The Finance Committee also needs to finalize a budget blue print by the end of June for the July 20th town meeting. The 0% budget information should be available next week.

1/12 Budget

The town Treasurer sent out an update to the 1/12 budget with last year's actual. The 1/12 budget for July will be \$8M. All departments' budgets need to be at 1/12 for July. The Select Board is also asking for monthly FY21 budgets. The 1/12 budget is not a use it or lose it budget. The budget also needs to make sure any annual bills due in July are budgeted for. There was discussion concerning what level the 1/12 budget should be done at. The state still has not defined that guideline. The 1/12 budget does account for the one time county retirement payment. Spending should still be limited to critical items only. Elected Boards need to be aware that their 1/12 budgets do need to go through the Select Board for review. A purchase order system would help control spending and should be recommended to the Select Board.

Park Department

The revolving account for the Parks department continues even without town meeting. There are funding issues for the park revolving account. Camp will be open in July with a reduced number of campers and hours. Due to the reduced number of campers, the revolving account may not be sufficiently funded. Park staffing will be reduced, there will less counselors and no extended day. There

was no revenue from spring activities. The beach will only be open to residents which also reduces revenue. The Finance Committee needs to understand the shortfall. If it is a significant amount, park department should reevaluate if the camps can be offered. The Park Committee decided that camps were a community service. The Park department is segregating COVID expenses. There was also a concern about liability if one of the campers gets the virus. The Finance Committee wants to understand if there are any fixed costs associated with the revolving account.

FY21 Budget

The budget guideline document should add a line for transfers from reserves. It should be separate from the operating budget. Mr. Sparrell will provide an update and Mr. Szajda will update it with Mr. Alfred's model as a starting point for discussions next week.

Warrant

The Town Administrator sent a new draft of the warrant. The Select Board has not reviewed it. The Finance Committee will wait to review until the Select Board reviews. The Finance Committee believes the July 20th town meeting is necessary and action should be taken now to make that happen. Ms. Nersessian mentioned that she spoke with the Facilities Manager concerning the Dudes software quote and there are some items that Dudes will not be tagging. Dude's does subcontract out their tagging and the expectation is that Dudes will manage the subcontractor. A new Dude's contract should be coming out soon.

Mr. Sparrell made a motion at 8:02pm to adjourn. Ms. Alfred seconded and the motion was carried 7 to 0.