

Town of Holliston  
Finance Committee  
Meeting Minutes  
February 4, 2020

The meeting was convened at 7:00 pm in room 105 at the Holliston Town Hall. In attendance were Ken Szajda, Tim Maxwell, Daniel Alfred, Sue Nersessian, Michelle Zeamer, Ben Sparrell and Vincent Murphy.

Dr. Szajda discussed the fact that they needed a new Secretary and that the minutes need to be caught up and that all of the members were going to need to take some and do them to get caught up.

The Committee discussed an email they received from Mr. Ahronian expressing concern about the conduct of the Finance Committee.

Ms. Nersessian spoke about a document to help department heads and Town Boards gather up the information that the Finance Committee would typically want to see for a new funding request. Not talking about budgets but about when you want to change funding or have a new funding request. It outlines all the material they would like to see and the background research to make sure that 2 things get accomplished; 1) people come prepared with the data needed to make a recommendation at some point and 2) also so that people understand what they need to do so they are not blindsided when they come into the meeting. This will make it easier up front for people to understand what information they will need to give the Committee. This is for all requests coming from across the board.

Kevin Connelly spoke regarding the 9 Green Street Committee of which the Town owns the land. Ground analysis to see if up to current standards. Looking to get Lord & Associates to look at ground and go through it and let them know what's up. It went out to bid and the bids went from \$13,500 to \$55,000. Chose the \$13,500 out of the 5- 6 bids. Goal to get them to go in ASAP and analyze the ground and it will help them develop their plan for it. Hope to have public meeting while they do it. Want to invite public in and get their thoughts on what to do with 9 Green Street. Second meeting publicized – will know what's in ground. So if we do nothing with property we are still liable to clean up the property of contaminants that were in ground when the town took the property via non-payment of taxes. This is a one and done report to have done to see what the state needs done now on this property to remedy the issue. Focus is on what needs to be done to satisfy the State. Ms. Zeamer made a motion to approve the reserve fund transfer in the amount of \$13,500 to Organization #01122, Object #53000 from Professional & Technical, seconded by Mr. Maxwell. Motion to approve 7-0.

The Conservation Commission budget was reviewed in great detail. Finance Committee gave guidelines for 1% department budget increase across the board. So for Conservation Commission that would be a \$540 increase from FY20 to FY21. Using all reasonable cost savings measurers they were able to reach a 1.59% increase which is an increase of \$859, which is \$319 over the guideline. Line by line – Administrative Salaries after Negotiations in June 2019 where Mr. Clapp was established as an M2 employee at minimum end of \$57,667 based on a 40 hour work week. However he is a 35 hour work week employee so the scaled amount is \$50,459 which is a 1.62% salary increase. By far the largest portion of his budget.

The Auxiliary Police budget was reviewed by the Finance Committee. Two years ago they were given \$6,000 and were able to bring the auxiliary unit up to 16 members. The last member to go before Select Board in 3 weeks. These people volunteer their time for the Town and last year they volunteered 908 hours. If had to use full time police officer it would have cost the town \$57,040.56 and with new additions would go up more. Auxiliary Police #01211 – Professional Development added 1%, vehicle maintenance \$190, supplies \$7,364 which were outfits for auxiliary officers and for them to be properly trained for their firearms.

Library budget was reviewed by the Finance Committee. The budget has the same hours, same staff and same services as previous years. She explained that across the board there were just tiny increases. Office supplies was \$3,900 which had been reduced down a little bit. The books are 16% to keep their certification. Plus the \$3,000 that they gave the Library 2 years ago for the book lease. They also said that they had dropped one phone line which Finance Committee had requested them to do. Also stated that half of their aides are coming up to their top step.

Select Board budget presentation will be reviewed at next week's meeting on February 11, 2020.

The committee discussed an email received from Ms. Greendale with regard to members appearing on her television show. The Board felt it was a bit premature to do so at the current time.

Mr. Alfred made motion to adjourn, which was seconded by Ms. Nersessian. The motion passed 7-0 and the meeting was adjourned at 8:42 pm.