

**HOLLISTON FINANCE COMMITTEE
MEETING MINUTES
AUGUST 13, 2013**

The Committee convened in Room 105 at the Town Hall at 7:35 PM. Present from the Committee were Chairman Ken Szajda, Vice Chairperson Michelle Zeamer, Clerk Charles Kaslow, Dan Alfred and Bill Dowd. Absent were Michelle Johnson and Beth Liberty.

1. Minutes – Moved by Bill Dowd to approve the regular session minutes of August 6, 2013 and the Executive Session minutes of August 6, 2013 but not release the Executive Session minutes at this time. Seconded by Dan Alfred. Four in favor, one abstention (Zeamer).
2. Recording Secretary – Ken Szajda reported that there are still no candidates, and the opening remains posted. Ken also said he would be talking with Faith Antonioli to attempt to persuade her to return to the job of taking FinCom minutes.
3. Issues Log – (Attachment I) The Issues Log was reviewed. The first two items regarding the Building Inspection Revolving Fund remain pending. Paul LeBeau was not present to report on his items. Dan Alfred's item on bond ratings and the issue of setting a target reserve level remain pending. Ken Szajda has completed a review of liaison assignments and will review it with the Committee this evening. Ken said the Planning Board letter would be delivered tonight. The Planning Board letter has not been placed in the Correspondence Log and Archive. Ken has completed a proposed fall meeting schedule and will review it with the Committee this evening. Charlie Kaslow will poll members for meeting availability once the schedule is agreed. Bill Dowd provided Ken with suggested agenda topics for tonight's meeting. The Selectmen still need to receive the FinCom consensus report on the comp and ben study. All FinCom members present indicated that they had responded to Erica Plunkett's e-mail regarding proposed dates for a combined Selectmen/School Committee/FinCom meeting on labor negotiations and the Stone report.
4. Liaison Assignments – (Attachment II) Ken circulated an updated list of liaison assignments showing a second person added to three of the items on which he was previously alone. There was no discussion and it was accepted.
5. Meeting Schedule – (Attachment III) Ken reviewed the post Labor Day meeting schedule. Ken emphasized the importance of using September and October only for topics related to matters to be discussed and resolved at fall Town Meeting. In November, the committee could begin looking at issues affecting the FY 15 budget preparation. With regard to FY15 budget reviews, Ken suggested that the committee consider a different approach for conducting departmental budget reviews. Instead of stretching out those reviews at Tuesday evening meetings over a period of months, Ken asked the committee to think about holding a smaller number of longer meetings,

either beginning in the late afternoon into the evening, or even perhaps on Saturdays so that budget reviews could be completed in a shorter period of time. This would allow the FinCom more time for deliberation and preparation of its recommendations. Michelle Zeamer indicated that she liked this approach. It was confirmed that the proposed schedule worked out well with regard to religious holidays. Bob Nemet pointed out that the meeting scheduled for October 15 was the same day as a primary election so that our meeting would need to begin at 8 PM. In response to a question from Bill Dowd, Ken confirmed that the meeting topics on the schedule were for framework only, and that a more detailed agenda for each of the meetings would be developed just before they occurred.

6. Budget Worksheet – (Attachment IV) Ken began a review of the FY 14 budget worksheet pointing out that the only column on the worksheet to pay attention to at this time is the column labeled Actual FY 14. Ken noted that while his spreadsheet shows a deficit of around \$4,000, a similar spreadsheet maintained by Paul LeBeau shows a surplus of \$36,000. Ken indicated that he would need to spend time with Paul to get the two versions of the worksheet to be the same. Dan Alfred noted a significant reduction in the item labeled local receipts. Ken pointed out that this worksheet needs quite a bit of work and it should be considered preliminary at this time. Ken then pointed out that, for example, the number showing for Free Cash was a complete estimate and that due to lags in the municipal accounting system, it was difficult to nail this number down until closer to the date when the state actually certifies the town's Free Cash. Ken noted that there were some MUNIS modules that could potentially close the gap, but that this lag between expenditure and posting into the accounting system would always be an issue even with an improved MUNIS module. Ken pointed out that while in the private sector, exceeding established limits with regard to spending would result in possible termination, demotion or other employment consequences, in the public sector when an authorized public employee makes a good faith commitment to incur an expense the bills must be paid. Bill Dowd inquired whether this was a moment to discuss the Building Inspection Revolving Fund and Ken responded that it would be a topic for later in the meeting. Bill Dowd suggested that the spreadsheet needs to be version controlled and labeled with a date so that its various forms can be kept straight and sequenced. In addition, Bill pointed out that whenever a new worksheet is produced, any change in any of the numbers needs to be identified and explained on the worksheet so that members of the FinCom are not in a position of having to put spreadsheets side-by-side and compare the numbers in each cell to find what's different. Ken agreed and said that he would make those changes in future versions. Bill also suggested that the spreadsheet be put online so that it could be accessed by the FinCom at anytime for updates and explanations of recent revision. Ken agreed to look into that as well.
7. FinCom Process on Personnel and Capital – With regard to staffing issues there were a number of items that were put off from May town meeting

regarding increased hours or upgrades in classifications. Ken asked the committee how the committee would like to handle these items. Selectmen Chairman Leary, who was in attendance, indicated that as far as the Board of Selectmen was concerned, they were prepared to move ahead with discussion on these items. Bill Dowd pointed out that the personnel bylaw and the stated duties of the Town Administrator described a very clear process for how these things were to be handled. Department heads seeking an upgrade or reclassification of a position are to make a case to the Town Administrator and then it is his job, in the context of the position classification system to decide whether or not the reclassification or upgrade was warranted. Then the FinCom would be approached to determine whether or not there were funds available to cover the proposed upgrade or reclassification. Dan Alfred was concerned that going through all that work and potentially not having the money to pay for it would be a waste of time. However, it was pointed out that all requests that come to the FinCom are made in the absence of certainty about whether there are sufficient funds to cover the request. The FinCom's role is to take all of the incoming requests and prioritize them in the form of recommendations. The committee agreed that the determination on classification upgrades and changes should be handled first by the Town Administrator and then put forward to the FinCom for funding consideration. With regard to capital matters, Ken directed the Committee's attention to the capital plan printed in the annual warrant as part of the Finance Committee report. Ken acknowledged that it wasn't really a capital plan. Charlie Kaslow referred to it as a wish list. Ken then explained to the Committee that in recent years due to financial difficulties, the Town moved from having no money for capital to \$350,000 per year, to the current \$550,000 that is part of the FY 14 budget plan. Ken suggested that the Finance Committee work with the department heads to prepare a more realistic capital plan by identifying capital assets, their expected useful life and future replacement dates so that the capital spending that the town faces each year can be smoothed out and managed within what continues to be limited capital resources. Bill Dowd offered to pull together a template framework and narrative for the project associated with building a capital plan and the committee agreed to have him do that. He pointed out that this process would not be in place in time for the upcoming capital review for October 2013, but was more focused on preparing a capital plan for FY15 and beyond.

8. Senior Center Roof – (Attachment V) Charlie Kaslow reviewed with the Committee a memorandum and documents associated with the project to replace the roof at the Senior Center. Charlie mentioned that, optimistically the work would be completed by mid-October. However, Selectmen Chairman Leary said that with all of the processes associated with the bidding and selection of contractors it was more realistic that the project would be completed around Thanksgiving.

9. Building Inspection Revolving Account – (Attachment VI) Ken pointed out that the Building Inspection Revolving Fund had exceeded the \$50,000 limit on spending in FY13. Ken reiterated the issues around the lags in the accounting system. Bill Dowd inquired as to why there was a limit on the revolving fund in the first place. Ken replied that all of the revolving funds have to have a limit and the limits are normally set at a number that is not expected to be exceeded. Ken explained that as the town moved away from employee plumbing/wiring/ other specialty inspectors, the town established a building inspection revolving fund account about four years ago to go to pay for the contracted inspectors working for the town. Ken said the account was intended to operate at net zero with money coming in and the money going out about the same over some short period. Bill Dowd asked a question as to why the revolving funds in some departments were included in the omnibus appropriation and not in others. For example the Omnibus budget shows the full spend for Water and Ambulance, but for Parks and Sealer of Weights and Measures, the omnibus budget only reflects the spend net of revolving fund revenue. There was no explanation for this different treatment. Both Ken and Chairman Leary expressed their belief that the Sealer of Weights and Measures budget of \$1,000 was the entire cost of the Sealer activity each year. Bill Dowd pointed out that even with the limitations of the MUNIS accounting system, before the account reached \$53,000 it reached \$48k and \$45k and \$42k and that those responsible should have come forward identifying the potential problem and seeking approval – in advance – to overspend the account. Bill pointed out that at this point, once again the FinCom is in the position of being required to approve the financial event over which it should have discretionary control. Dan Alfred pointed out that it wasn't really a bad thing because it meant the Town was getting more building activity than expected. Selectman Chairman Leary said, no, it was not a good thing. Ken pointed out that the addition of a full-time town accountant 2-3 years ago has made it possible for certain things to be brought to the FinCom's attention before they otherwise would. Ken suggested that the Committee consider re-instituting a regular quarterly review with the Town Accountant to keep on top of matters just like this. Bill Dowd also pointed out that among the amounts shown on the report as being charged for the Building Inspection Revolving Fund are Medicare charges which would indicate that some of the people who are charging the revolving fund are actually town employees. Ken said that should not be the case and he indicated he would follow up and get an explanation for that. Ken asked Selectman Chairman Leary if the Board of Selectmen had acted on this matter yet. He said it had not. Ken asked the Committee if it wanted to go ahead and approve the overspending request before the Selectmen act. Dan Alfred was ok with that. Bill Dowd and Michelle Zeamer were not, so action was delayed until after the Selectmen act.
10. Other Business – Pension Funding - Bill Dowd indicated that the committee still needed to put time on an agenda to deal with his recent memorandum on the deteriorating situation with the town's

pension funded status. Ken agreed to discuss with Paul a good time to put this on the agenda when meetings resume in September.

11. Adjournment – At 8:55 PM, Moved by Dan Alfred, Seconded by Michelle Zeamer to adjourn the meeting. All in favor.

Issues Log additions from this meeting:

1. Consider different approach to FY15 budget review with fewer longer meetings. (Ken)
2. Add version and date controls to budget worksheet (Ken)
3. Put budget worksheet on-line for view only (Ken)
4. Prepare a template and framework for a Capital Plan. (Bill)
5. Find out why Medicare costs were charged to the Building Inspection Revolving Fund. (Ken)
6. Develop a list of topics/info the FinCom needs from the Town Accountant (Committee)
7. Start quarterly in-person reviews with the Town Accountant (Committee)
8. Schedule a discussion on Bill Dowd's memo about pension funding (Ken)
9. June 27 minutes (Michelle Z.)

Approved September 3, 2013

Meeting Date	Issue Description	Responsible	Resolved	Description of Resolution
6-Aug-13	Following action by the Selectmen, the FinCom will have to consider approval to spend more than currently authorized from the Building Inspection revolving fund.	FinCom		
6-Aug-13	The current \$50,000 limit on the Building Inspection revolving fund should be reviewed prior to October Town Meeting.	FinCom		
6-Aug-13	Paul agreed to advise all department heads that communication to the FinCom should be electronic whenever possible, and sent to all members at the FinCom mailbox.	Paul LeBeau		
6-Aug-13	Dan agreed to put together an analysis of the current financial reserves and the potential for a rating upgrade if reserves are increased. This will include an estimated saving associated with the rating upgrade.	Dan Alfred		
6-Aug-13	The FinCom needs to adopt an updated reserves target guideline in advance of other financial decisions to be made for October Town Meeting. Tentative consensus on adopting Paul's recommended 6.5% was put on hold pending #Dan Alfred's analysis of the current financial reserves and potential for rating upgrade.	FinCom		
6-Aug-13	Ken will review the liaison assignments to see if there is a way to add other members to some of the 22 departments/budgets he is all alone on. Bill offered to be added to any as a number 2 as Ken sees fit.	Ken Szajda		
6-Aug-13	The Ken version of the letter to the Planning Board needs to be sent. All members should receive an electronic copy of the letter that is signed and sent.	Ken Szajda		
6-Aug-13	Add Planning Board letter to correspondence log and archive	Charlie Kaslow		
6-Aug-13	Ken will bring a proposed post Labor Day meeting schedule with him to the meeting on Aug 13.	Ken Szajda		
6-Aug-13	Poll members for fall meeting schedule to determine availability and post for committee / chair.	Charlie Kaslow		
6-Aug-13	Paul is going to obtain from Mary a listing of all pay types in the police contract and an indication as to whether they are pension eligible earnings and whether they impact overtime pay calculation.	Paul Lebeau		
6-Aug-13	Paul is going to ask Stone for more specifics on its recommendation and the backup data on police pay steps.	Paul Lebeau		
6-Aug-13	Bill is going to provide Ken with suggested 8/13 agenda topics.	Bill Dowd		
6-Aug-13	The Selectmen should be officially provided a copy of the FinCom consensus position on the Stone Report recommendations from the General study which is a part of the 7/16 minutes.	Ken Szajda		
6-Aug-13	All members who have not responded to Erika Plunkett's proposed school committee meeting dates in September need to do so ASAP	FinCom		
6-Aug-13	Ken to circulate the communication from the Town Accountant regarding closing out article appropriations.	Ken Szajda		
6-Aug-13	Ken to circulate the communication from the Town Accountant regarding expenditures out of the Building Inspection revolving account.	Ken Szajda		

Liaison Assignments

FY 14 Draft

General Government

Accountant
Assessors
Cable Television
Community Preservation Committee
Conservation Commission
Debt Service
Finance Committee
Historical Commission
Housing Committee
Planning Board
Public Buildings
Selectmen
Technology
Town Clerk
Treasurer/Collector
Zoning Board of Appeals

Culture & Recreation

Agricultural Commission
Council on Aging
Golf Course Advisory Committee
Library
Open Space Committee
Park Commission
Trails Committee
Youth Services

Pensions & Benefits

County Retirement
Health Insurance
Medicare
Sick Leave Reserve
Unemployment Insurance
Veterans' Benefits

Public Safety

Ambulance/Fire
Animal Control Officer
Auxiliary Police/Police
Board of Health
Building Inspector
Emergency Management
Sealer of Weights & Measures

Public Works

Highway
Motor Vehicle Fuels
Solid Waste/Recycling
Street Lighting
Tree Warden
Water Department

Schools

Andrews Building
Flagg Cole Reuse Committee
Keefe Tech
School Department

Finance Committee

Mr. Alfred
Mr. Szajda and Mr. Dowd
Mr. Alfred
Ms. Liberty
Ms. Liberty and Ms. Johnson
Mr. Szajda

Mr. Szajda
Mr. Szajda
Mr. Dowd
Mr. Alfred
Mr. Szajda
Mr. Kaslow
Mr. Szajda and Ms. Johnson
Ms. Johnson
Ms. Zeamer

Ms. Johnson
Mr. Kaslow and Ms. Zeamer
Ms. Liberty
Ms. Johnson and Mr. Szajda
Ms. Liberty
Mr. Kaslow and Ms. Zeamer
Ms. Liberty
Mr. Szajda

Mr. Szajda and Ms. Liberty
Mr. Szajda and Ms. Zeamer
Mr. Szajda
Mr. Szajda and Mr. Dowd
Mr. Szajda and Mr. Alfred
Mr. Szajda and Mr. Kaslow

Messrs. Szajda and Kaslow
Mr. Dowd
Messrs. Szajda and Kaslow
Ms. Zeamer and Mr. Dowd
Ms. Johnson
Messrs. Szajda and Kaslow
Mr. Dowd

Mr. Alfred and Ms. Zeamer
Ms. Zeamer
Ms. Liberty
Mr. Szajda
Mr. Szajda
Mr. Dowd and Ms. Johnson

Mr. Szajda
Mr. Szajda and Ms. Zeamer
Mr. Szajda, Ms. Zeamer and Mr. Alfred

Selectmen

Mr. Marsden
Mr. Marsden
Mr. Marsden
Mr. Marsden
Mr. Marsden
Mr. Marsden
Mr. Marsden
Mr. Marsden
Mr. Marsden
Mr. Marsden
Mr. Marsden
Mr. Marsden
Mr. Marsden
Mr. Marsden
Mr. Marsden

Mr. Marsden
Mr. Conley
Mr. Marsden
Mr. Marsden
Mr. Marsden
Mr. Conley
Mr. Marsden
Mr. Marsden

Mr. Leary
Mr. Leary
Mr. Leary
Mr. Leary
Mr. Leary
Mr. Leary

Mr. Leary
Mr. Leary
Mr. Leary
Mr. Leary
Mr. Leary
Mr. Leary

Mr. Conley
Mr. Conley
Mr. Conley
Mr. Conley
Mr. Conley
Mr. Conley

Mr. Marsden
Mr. Marsden
Mr. Leary
Mr. Leary

Fincom Meeting Schedule, Fall 2013
All meetings are Tuesdays at 7:30pm in Town Hall (room TBD)

September 3	Staffing/classification changes; presentations from departments/boards
September 10	Capital Reviews / capital planning
September 17	Capital Reviews / capital planning
September 24	Capital Reviews / capital planning
October 1	Deliberations and recommendations for capital spending
October 8	Warrant Article Reviews and deliberations
October 15	Finalize warrant message and recommendations for October TM
October 22	Close on any business for October TM; review Fincom presentation
October 28	Special Town Meeting begins (10/29, 10/30 if necessary)
November 12	Review of budgeting procedures: <ul style="list-style-type: none">Levy CalculationUnderstanding the budget spreadsheetRevolving funds
November 19	Initial modeling for FY15: <ul style="list-style-type: none">Assumptions for state aid and other revenuePolicy changes (and associated financial impacts) for FY15
December 3	Formalize budget guideline and memo for department heads/boards
December 10	(If needed) Special topics
December 17	(If needed) Special topics

Account	FY13 Actual	FY14 Model	Requested FY14	Recommended FY14	Actual FY14	FY15 Model	FY16 Model	FY17 Model	Notes
Police	\$412,097	\$418,248	\$418,235	\$418,235	\$418,235	\$424,509	\$430,876	\$437,339	
Police Officer	\$1,545	\$1,545	\$1,545	\$1,545	\$1,545	\$1,545	\$1,545	\$1,545	
Police Officer	\$79,208	\$80,396	\$80,396	\$80,396	\$80,396	\$81,502	\$82,628	\$83,754	
Police Officer	\$1,545	\$1,545	\$1,545	\$1,545	\$1,545	\$1,545	\$1,545	\$1,545	
Police Officer	\$212,276	\$215,665	\$215,665	\$215,665	\$215,665	\$218,103	\$220,540	\$222,977	
Police Officer	\$81,678	\$83,053	\$83,053	\$83,053	\$83,053	\$84,428	\$85,803	\$87,178	
Police Officer	\$129,126	\$131,083	\$131,083	\$131,083	\$131,083	\$132,458	\$133,833	\$135,208	
Police Officer	\$26,058	\$26,443	\$26,443	\$26,443	\$26,443	\$26,828	\$27,213	\$27,598	
Police Officer	\$43,161	\$43,908	\$43,908	\$43,908	\$43,908	\$44,655	\$45,402	\$46,149	
Police Officer	\$71,034	\$72,100	\$72,100	\$72,100	\$72,100	\$73,166	\$74,232	\$75,298	
Police Officer	\$10,579	\$10,738	\$10,738	\$10,738	\$10,738	\$10,897	\$11,056	\$11,215	
Police Officer	\$211,692	\$214,578	\$214,578	\$214,578	\$214,578	\$217,464	\$220,350	\$223,236	
Police Officer	\$2,285,548	\$2,328,881	\$2,328,881	\$2,328,881	\$2,328,881	\$2,372,214	\$2,415,547	\$2,458,880	
Police Officer	\$12,434	\$12,651	\$12,651	\$12,651	\$12,651	\$12,868	\$13,085	\$13,302	
Police Officer	\$175,324	\$177,988	\$177,988	\$177,988	\$177,988	\$180,652	\$183,316	\$185,980	
Police Officer	\$15,155	\$15,402	\$15,402	\$15,402	\$15,402	\$15,649	\$15,896	\$16,143	
Police Officer	\$10,000	\$10,119	\$10,119	\$10,119	\$10,119	\$10,238	\$10,357	\$10,476	
Police Officer	\$10,359	\$10,519	\$10,519	\$10,519	\$10,519	\$10,678	\$10,837	\$10,996	
Police Officer	\$38,354	\$38,934	\$38,934	\$38,934	\$38,934	\$39,514	\$40,094	\$40,674	
Police Officer	\$28,733,454	\$29,164,454	\$29,164,454	\$29,164,454	\$29,164,454	\$29,595,454	\$30,026,454	\$30,457,454	
Police Officer	\$564,869	\$569,182	\$569,182	\$569,182	\$569,182	\$573,495	\$577,808	\$582,121	
Police Officer	\$1,185,570	\$1,214,519	\$1,214,519	\$1,214,519	\$1,214,519	\$1,243,468	\$1,272,417	\$1,301,366	
Police Officer	\$85,890	\$87,751	\$87,751	\$87,751	\$87,751	\$89,612	\$91,473	\$93,334	
Police Officer	\$87,735	\$89,735	\$89,735	\$89,735	\$89,735	\$91,735	\$93,735	\$95,735	
Police Officer	\$142,100	\$144,232	\$144,232	\$144,232	\$144,232	\$146,364	\$148,496	\$150,628	
Police Officer	\$122,521	\$124,755	\$124,755	\$124,755	\$124,755	\$126,989	\$129,223	\$131,457	
Police Officer	\$167,771	\$170,288	\$170,288	\$170,288	\$170,288	\$172,805	\$175,322	\$177,839	
Police Officer	\$55,539	\$56,614	\$56,614	\$56,614	\$56,614	\$57,689	\$58,764	\$59,839	
Police Officer	\$55,735	\$56,810	\$56,810	\$56,810	\$56,810	\$57,885	\$58,960	\$59,935	
Police Officer	\$438,166	\$442,707	\$442,707	\$442,707	\$442,707	\$447,248	\$451,789	\$456,330	
Police Officer	\$91,282	\$91,282	\$91,282	\$91,282	\$91,282	\$91,282	\$91,282	\$91,282	
Police Officer	\$280,000	\$280,000	\$280,000	\$280,000	\$280,000	\$280,000	\$280,000	\$280,000	
Police Officer	\$1,051,879	\$1,067,484	\$1,067,484	\$1,067,484	\$1,067,484	\$1,083,089	\$1,098,694	\$1,114,299	
Police Officer	\$4,271,897	\$4,284,938	\$4,284,938	\$4,284,938	\$4,284,938	\$4,298,079	\$4,311,220	\$4,324,361	
Police Officer	\$1,713,456	\$1,728,529	\$1,728,529	\$1,728,529	\$1,728,529	\$1,743,602	\$1,758,675	\$1,773,748	
Police Officer	\$5,742,824	\$5,785,866	\$5,785,866	\$5,785,866	\$5,785,866	\$5,828,908	\$5,871,950	\$5,914,992	
Police Officer	\$2,856,556	\$2,884,904	\$2,884,904	\$2,884,904	\$2,884,904	\$2,913,352	\$2,941,800	\$2,970,248	
Police Officer	\$388,971	\$392,424	\$392,424	\$392,424	\$392,424	\$395,877	\$400,330	\$404,783	
Police Officer	\$22,540	\$22,540	\$22,540	\$22,540	\$22,540	\$22,540	\$22,540	\$22,540	
Police Officer	\$550,000	\$550,000	\$550,000	\$550,000	\$550,000	\$550,000	\$550,000	\$550,000	
Police Officer	\$1,706,479	\$1,706,479	\$1,706,479	\$1,706,479	\$1,706,479	\$1,706,479	\$1,706,479	\$1,706,479	
Police Officer	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Police Officer	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Police Officer	\$55,454,969	\$55,242,934	\$55,064,174	\$55,064,174	\$55,064,174	\$55,435,950	\$55,807,726	\$56,179,502	
Police Officer	\$34,958,976	\$35,249,383	\$35,249,383	\$35,249,383	\$35,249,383	\$35,621,159	\$36,002,935	\$36,384,711	
Police Officer	\$406,573	\$406,573	\$406,573	\$406,573	\$406,573	\$406,573	\$406,573	\$406,573	
Police Officer	\$2,733,389	\$2,715,711	\$2,715,711	\$2,715,711	\$2,715,711	\$2,715,711	\$2,715,711	\$2,715,711	
Police Officer	\$9,122,077	\$9,122,077	\$9,122,077	\$9,122,077	\$9,122,077	\$9,122,077	\$9,122,077	\$9,122,077	
Police Officer	\$2,283,760	\$2,283,760	\$2,283,760	\$2,283,760	\$2,283,760	\$2,283,760	\$2,283,760	\$2,283,760	
Police Officer	\$2,957,528	\$2,957,528	\$2,957,528	\$2,957,528	\$2,957,528	\$2,957,528	\$2,957,528	\$2,957,528	
Police Officer	\$1,818,986	\$1,818,986	\$1,818,986	\$1,818,986	\$1,818,986	\$1,818,986	\$1,818,986	\$1,818,986	
Police Officer	\$2,385,556	\$2,385,556	\$2,385,556	\$2,385,556	\$2,385,556	\$2,385,556	\$2,385,556	\$2,385,556	
Police Officer	\$2,385,556	\$2,385,556	\$2,385,556	\$2,385,556	\$2,385,556	\$2,385,556	\$2,385,556	\$2,385,556	
Police Officer	\$7,107,752	\$7,107,752	\$7,107,752	\$7,107,752	\$7,107,752	\$7,107,752	\$7,107,752	\$7,107,752	
Police Officer	\$381,274	\$411,274	\$411,274	\$411,274	\$411,274	\$441,274	\$471,274	\$501,274	
Police Officer	\$280,487	\$275,000	\$275,000	\$275,000	\$275,000	\$275,000	\$275,000	\$275,000	
Police Officer	\$6,386	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000	
Police Officer	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Police Officer	\$1,377,004	\$1,495,038	\$1,392,529	\$1,392,529	\$1,392,529	\$1,541,580	\$1,690,630	\$1,839,680	
Police Officer	\$55,724,728	\$55,460,300	\$55,671,509	\$55,671,509	\$55,671,509	\$56,549,330	\$57,427,151	\$58,304,972	
Police Officer	\$270,150	\$271,366	\$271,366	\$271,366	\$271,366	\$271,366	\$271,366	\$271,366	
Police Officer	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Police Officer	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500	
Police Officer	\$6,000	\$6,000	\$6,000	\$6,000	\$6,000	\$6,000	\$6,000	\$6,000	
Police Officer	\$0.00%	\$0.00%	\$0.00%	\$0.00%	\$0.00%	\$0.00%	\$0.00%	\$0.00%	
Police Officer	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500	
Police Officer	\$6,000	\$6,000	\$6,000	\$6,000	\$6,000	\$6,000	\$6,000	\$6,000	
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Police Officer	\$0.00%	\$0.00%	\$0.00%	\$0.00%	\$0.00%	\$0.00%	\$0.00%	\$0.00%	
Police Officer	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500	
Police Officer	\$6,000								

Attendees:

Lina Arena- DeRosa, Director Senior Center
Charlie Kaslow, Finance Committee Liaison
Jay Leary, Selectman
Paul LeBeau, Town Administrator
Ed Nunes, Nunes Trabucco Architects
Peter Tartakoff, Building Inspector
Carmen Chiango, COA Board

Meeting was held at Senior Center to assess the various options for replacement of the Senior Center roof defined in RGN Construction Management, LLC (see attached document). Specifically,

Three options were proposed:

- | | |
|--|---------------------|
| 1. EPDM Rubber Roof | \$73,000 (estimate) |
| 2. Remove & Replace Existing Roof with an SSR Roof System | \$85,000(estimate) |
| 3. Install new SSR Roof System over the existing roof system | \$93,000(estimate) |

Ed Nunes reviewed the three options available and recommended, option #3. He discouraged option #1 as he assessed the existing roof system as an inappropriate base or foundation for a new rubber (membrane) roof. Due to the disruption to the operation of the Senior Center and risk of resulting damage during demolition, option #2 was not presented as preferred course of action. Option #3 was recommended as the preferred option due to technical suitability for the application as well having minimal impact on the operation of the Senior Center. Ed Nunes advised that option #3 would add approximately 2 lbs / sq ft loading to the existing roof structure. He recommended that an Engineering analysis of the existing roof structure be conducted to assess both structural adequacy as well as current code compliance. Following discussion of the various options, impacts and schedules the consensus of the attendees was that option #3 should be pursued and that the Engineering analysis should be undertaken at the earliest practical option. Following the receipt of the results of the Engineering analysis, Ed Nunes would generate the technical portion of the bid specification and Paul Lebeau would develop the commercial / contractual portion to enable public posting of invitation to bid as the total cost would exceed the \$35K thresh hold requiring public bid. Optimistic schedule for completion is mid / late October.

Respectfully submitted,

Charles Kaslow

ID	Task Name	Start	Finish	August	September	October
1	Roof Replacement	Wed 8/7/13	Fri 10/11/13	7/21 7/28 8/4 8/11 8/18 8/25 9/1 9/8 9/15 9/22 9/29 10/6 10/13		
2	Roof Option #3 Agreed	Wed 8/7/13	Wed 8/7/13	8/7		
3	Engineering Structural Review	Wed 8/7/13	Tue 8/13/13			
4	Develop Technical Spec	Wed 8/14/13	Tue 8/20/13			
5	Develop Contractual Terms	Wed 8/7/13	Tue 8/13/13			
6	Issue Bid Specification	Tue 8/20/13	Tue 8/20/13	8/20		
7	Receive Proposals	Wed 8/21/13	Mon 9/9/13			
8	Evaluate Proposals	Tue 9/10/13	Sat 9/14/13			
9	Award Contract	Sat 9/14/13	Sat 9/14/13		9/14	
10	SC Fall Fair (No Work)	Sat 8/31/13	Sat 9/14/13			
11	Install Roof System	Mon 9/16/13	Fri 10/11/13			

Project: Senior Ctr Roof.mpp

Date: Tue 8/13/13

Task

Split

Progress

Milestone

Summary

Project Summary

External Tasks

External Milestone

Deadline

Page 1

Proposal & Scope of Work

To: Town of Holliston Building Department
703 Washington Street, Holliston, Ma. 01746

Attn: Mr. Peter N. Tartakoff, Inspector of Buildings; 508-429-0606

From: Robert Najarian
RGN Construction Management, LLC
P.O. Box 222
Blackstone, Ma. 01504
508-883-1038 Phone 508-883-1039 Fax



Date: 4/2/2013

Job: **Holliston Senior Center, 150 Goulding Street**

Replacement Roof Options

RGN Construction is pleased to submit the following budget cost estimates for the replacement roof options for the metal building located at the above address. Please note that these are budget cost presented for planning purposes only. These costs do not include any engineering or architectural fees and or preparation of specifications or bid documents.

1. BUILDING FOOTPRINT: L shaped building @ 52' x 82' both buildings with a 1:12 pitch, eave height of 14' +/-, rake fascia and eave gutters.
2. BUILDING MANUFACTURER: Armco
3. EXISTING ROOF: 16" Exposed fastener modified SSR roof system, 24 gauge, Galvalume finish.
4. SSR METAL ROOF MATERIAL SUPPLIER: MBCI or equal
5. EPDM ROOFING: By Carlisle or equal

OPTION #1: EPDM RUBBER ROOF: In fill the 16" roof panels with 2" rigid insulation. Lay 1" of rigid insulation perpendicular to the metal roof panels. Install heat welded EPDM white roof system with new gutters and rake fascia. Existing metal roof to remain in place.

Budget Cost: \$73,000.00

OPTION #2: REMOVE & REPLACE THE EXISTING ROOF WITH A SSR ROOF SYSTEM

Budget Cost: \$85,000.00

April 2, 2013

1. **DEMOLITION:** Remove the existing exposed fastener roof system including roof trim and insulation.
2. **STANDING SEAM ROOF PANEL SYSTEM:** A 24 gauge standing seam roof system (SSR) @ 2' panel width, field seamed, Galvalume finish. The SSR system is a floating roof system designed to expand and contract with temperature changes.
3. **ROOF TRIM:** Remove and replace all of the existing roof trim including: rake fascia, ridge cap, roof to wall flashing, pipe penetrations, chimney step flashing, eave gutters and downspouts.
4. **RIDGE CAP:** New ridge cap will be a flat lay over type @ 26 gauge in Galvalume. Inside closure plugs and rope mastic are included to make this detail weather tight. Cap is fastened at 1' o.c.
5. **PURLIN BRACING:** Banding will be required to reinforce the roof secondary steel to support the SSR roof system.
6. **INSULATION:** 6" laminated fiberglass blanket insulation with Thermal Blocks over the top of the roof secondary steel. System = R24
7. **ROOF CURB:** An allowance has been included for a new roof curb for the existing chimney.

OPTION #3: INSTALL A NEW SSR ROOF OVER THE TOP OF THE EXISTING ROOF SYSTEM:

Budget Cost: \$93,000.00

1. **DEMOLITION:** Remove the existing roof trim and cut back the existing roof panels at the eave to a 1" overhang.
2. **STANDING SEAM ROOF PANEL SYSTEM:** A 24 gauge standing seam roof system (SSR) @ 2' panel width, field seamed, Galvalume finish. The SSR system is a floating roof system designed to expand and contract with temperature changes.
3. **ROOF TRIM:** Remove and replace all of the existing roof trim including: rake fascia, ridge cap, roof to wall flashing, pipe penetrations, chimney step flashing, eave gutters and downspouts.
4. **RIDGE CAP:** New ridge cap will be a flat lay over type @ 26 gauge in Galvalume. Inside closure plugs and rope mastic are included to make this detail weather tight. Cap is fastened at 1' o.c.
5. **ROOF HUGGER SUB-PURLIN:** Included at the eave only fastened thru the eave purlin @ 16 gauge. This allows for a fixed eave detail required with SSR roof systems.

April 2, 2013

6. **INSULATION:** Building wrap (Low E) @ aluminum faced material to be installed over the existing roof system. All joints to be taped with aluminum tape
7. **INSULATION FILLER:** Styrofoam to be used as a filler under the flat of the SSR and above the Low E product.
8. **SSR CLIPS:** To be installed directly through the existing roof system and Low E into the roof purlins.
9. **ROOF CURB:** An allowance has been included for a new roof curb for the existing chimney.

ACCESS: A material shake-out area will be required during the work.

EQUIPMENT ACCESS: A Lull and two platform lifts will be used during the course of the work. Unrestricted access around the entire perimeter of the building is required during the course of the work.

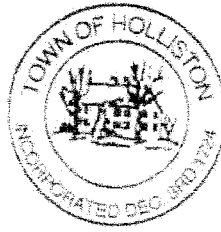
PROTECTION OF EQUIPMENT INSIDE THE BUILDING: To be performed by town officials. This work is not included as a part of this proposal. This includes clean up inside the building.

DUMPSTERS: Are included for all three options.

SAFETY: Full fall protection to be provided at all times. Eave installer to be in platform or conder lift at all times.

UTILITIES: Electric power and restroom facilities to be provided by town of Holliston.

FREIGHT: Included to the jobsite for all materials.



TO: Board of Selectman / Finance Committee

FROM: Peter Tartakoff, Building Inspector

DATE: July 19, 2013

RE: Overdrawn Inspectors Accounts

During the process of reconciling FY13 and setting up our new accounts for FY14, we found that expenditures from the Inspectors revolving account exceeded the allowed \$50,000 by the amount of \$2,491.17. While we had been tracking this during the course of the year activity levels within the department became extremely busy causing this to occur. We were also unaware that medicare charges were now also being assessed to this account.

We wish to request endorsement of your Boards for these added expenditures. We will certainly track these accounts during the coming year more closely to be able to address this in a timely fashion should it occur in FY14.

The account receipts and balances are reflected in the chart below.

Account #	FY13	Revenue	Expended
266251-50078	Wiring	\$33,860	\$25,734.28
266251-50076	Plumbing	\$18,670	\$14,136.08
266251-50079	Gas	\$17,854	\$11,946.84
Medicare	Insurance	\$0	\$673.97
Total		\$70,384	\$52,491.17

Peter Tartakoff
Inspector of Buildings