

**HOLLISTON FINANCE COMMITTEE
MEETING MINUTES
October 8, 2013**

The Committee convened in Room 105 at the Town Hall at 7:52 PM. Present from the Committee were Vice Chairperson Michelle Zeamer, Dan Alfred, Bill Dowd and Beth Liberty. Chairman Ken Szajda and Clerk Charles Kaslow were absent.

1. Board of Health Reserve Fund Transfer Request - Rich Maccagnano, Chairman of the Board of Health presented the Board's proposal for a Reserve Fund Transfer request to cover legal expenses incurred in excess of the Board's budget. (Attachment I) The matter remains in litigation and the Board hopes to conclude it without huge additional expense, but cannot be certain of that at this time. The request is for \$1,225.25 and was taken under advisement.
2. Board of Health additional payroll hours request. Rich Maccagnano, Chairman of the Board of Health presented the Board's proposal for an additional \$1,283 in its FY14 budget to enable the clerical hours in the department to be increased to 35. (Attachment II) He explained that while the 35 hours had been funded following an outside review of the Board of Health back in 2007, the hours had been gradually reducing because the employees were progressing through steps on the pay table, and the annual budget guidelines had only allowed for the impact of a general wage adjustment. According to Rich, given the impact of the step increases, the only way the Board was able to comply with the guideline was to reduce hours each year. Currently, the Board is supported by two clerks working less than 20 hours per week. In response to questions from the Committee, Rich advised that:
 - A. The office is actually open 40.5 hours per week
 - B. The other recommendations from the 2007 study have been implemented
 - C. While one of the clerk's duties is to prepare the minutes of the Board of Health meetings, this request is not about minutes, it's about getting back to the 35 hours of clerical support

The Committee took the request under advisement.

3. Community Preservation Committee – Frank Chamberlain, Chairman of the Community Preservation Committee presented the Committee's proposed spending for upcoming Town Meeting. He said the Committee is proposing to fund three projects; 1. \$300,000 toward the cost of placing a Conservation Restriction on land at the Bullard Farm, 2. \$79,260 for the cost of surveying and legal work leading up to an eventual proposal to purchase the remaining sections of the rail trail that are still owned by CSX, and 3. \$3,000 for the placement of signage by the Conservation Commission on land acquired with CPC funds. In response to questions from the Committee, George advised that;

- a. The \$300,000 was only a portion of the \$1,100,000 that would be required to purchase the restriction and that the balance was coming from a State Grant, a private donation and Open Space Funds.
 - b. In addition to the purchase of the restriction the Open Space Committee would be seeking to spend additional funds for the legal costs of obtaining the restrictions and the construction of a small parking lot at the site.
 - c. The Trails Committee would be pursuing purchase of the remaining CSX trail segments, but that would be after the work in this proposal.
 - d. The CPC would provide the Committee with the financial details on all of its proposals.
4. Warrant review – Michelle began a review of the Warrant Articles. It was suggested that the amount for the Board of Health in Article 2 be changed from \$1,280 to \$1,283 to reflect the actual amount submitted by the Board. It was also pointed out that the reduction in the Health Insurance budget reflects the potential impact of passage of OPEB reform currently pending before the legislature and the requirement in that bill that the Town pay at least 50% toward the cost of health insurance for surviving spouses of deceased retirees starting January 1, 2014. There was a discussion about how there are several standard articles regarding putting money into either Stabilization or Capital Expenditure that have been used in the past based on the amount of certified Free Cash. There was a general discussion about whether we know how much we have to work with. Absent certified Free Cash and pending action by the Committee on the matter of the reserves policy, it's not possible to know what's available right now. There was also general agreement that even when we know the total amount available, that doesn't mean it has to be spent. Moving on to Article 7, Michelle suggested that each member of the Committee indicate their current thinking on the requests. On the MUNIS software modules, Beth Liberty, Dan Alfred and Michelle Zeamer supported the request. Bill Dowd did not. On the computers and software for Town departments, all members support the request. On the Police Cruisers, all members support the request. On the Police service weapons, all members support the request. On the new ambulance, Beth Liberty was undecided, Dan Alfred supported and Michelle Zeamer supported. Bill Dowd opposed the purchase. On the schools request, Bill Dowd supported the Schools request plus \$104,000 for CRT replacement and High School Auditorium lights. Beth Liberty thought the School requests were reasonable and would support them, but first needs to know how much we have to spend. Michelle Zeamer thought the requests were reasonable. Dan Alfred had issues with a number of requests and could see supporting about \$180,000 of the \$305k request, which by his calculations would dip into reserves by about \$50,000. In response to questions, it was pointed out by Paul LeBeau that while the School Committee generally has wide latitude on how to spend money appropriated by Town Meeting, if the language of the vote for Schools capital was specific to the money being for technology, for example, the School Committee would not be able to use that money on

building improvements. On the Dump Truck, Beth Liberty thought the request was reasonable, Dan Alfred supported the purchase, Bill Dowd opposed the purchase and Michelle Zeamer thought it was necessary, but might not be affordable. On the Flagg heating system, there was agreement on the need to install the new system, but disagreement on how to fund it. Beth Liberty and Bill Dowd were in favor of tapping the Park Revolving Fund, while Dan Alfred and Michelle Zeamer thought it should be funded completely from Capital. Returning to the topic of available resources, Paul LeBeau was asked for an update on current balances in the various funds out of which Town Meeting can transfer funds. He reported the following: As of August 26, 2013, Capital Expenditure Fund - \$1,900,647, Stabilization - \$5,369,222, Total of \$7,269,869. Less OPEB on deposit of \$3,295,479 leaves \$3,974,390, which is 7.5% of the Omnibus budget. The Article on CPC funding will be taken up at next week's meeting. Michelle acknowledged the Articles on the DPW consolidation and Enterprise Fund and asked if the Selectmen would be able to be with us next week. Selectmen Leary said he would be in attendance and could describe and explain the proposal.

5. Adjournment - At 10:05 PM, Moved by Dan Alfred, Seconded by Beth Liberty to adjourn. Four in favor, none opposed, no abstentions.

Approved 10/15/13_____

REQUEST FOR TRANSFER OF FUNDS

(Reserve Fund Transfer for extraordinary or unforeseen expenditures in accordance with General Laws, Chapter 40, section 6, or for any use authorized by law under Chapter 44, section 33B. Please see instructions on next page.)

TO THE BOARD OF SELECTMEN AND THE FINANCE COMMITTEE, HOLLISTON, MA

Date: SEPT. 26, 2013

Department: BOARD OF HEALTH

The undersigned respectfully requests a: ☒ Reserve Fund Transfer or

☐ Line Item Transfer

in the amount of \$ 1,225.25 from: ☒ Reserve Fund or

☐ Budget Account Name _____

Organization No. _____, Object No. _____

to Budget Account Name PROFESSIONAL SERVICES, Organization No. 01512, Object No. 52190

Explanation: (what is purpose of the funds requested, what was or is unforeseen or extraordinary, what was not included in budget request)

LEGAL SERVICES IS UNFUNDED IN CURRENT BUDGET.

THE SERVICES OF TOWN COUNSEL HAS BEEN PROVIDED, AND CONTINUES ON LITIGATION MATTER.

THIS WAS UNANTICIPATED, UNFORESEEN EXPENSE.

Present unexpended balance in account: \$ 349.75 Town Accountant's initials: De

Total anticipated further expenditure: \$ UNKNOWN (remainder of fiscal period) 10/4/2013

Total of previous transfers this year: \$ 0 (this line item)

Signatures: Kim Mc Cobb, Health Director

TO THE ACCOUNTANT:

By vote of the Board of Selectmen at a meeting held on _____ and/or by vote of the Holliston Finance Committee at a meeting held on _____ and as recorded by them, a transfer as requested above was voted in the amount of \$ _____.

FY 2014 Board of Health Operating Budget

The Town Meeting in May appropriated \$38,859. for the Clerical Line Item

Here's what it takes to get 35 hours clerical - \$ 40,142

(Town Treasurer uses hourly rate \$21.97 X 35 hours with 52.2. week multiplier)

The dollar impact to get to 35 hours - \$ 1,283
(\$1,283. provides 58 hours clerical)

The Board requests \$1,280. at Special Town Meeting on October 28, 2013.

The Board strives to provide office coverage over a 9 hour period Monday – Thursday and on Friday from 7:30 a.m. to Noon. Town Hall hours were changed in the Spring to accommodate contractors and residents early in the morning. (This is now over 40 hours a week.)

The Board also has worked to meet the recommendations of the Board of Health Organizational Study prepared for the Town by MMA Consulting Group, Inc. in 2007. The consultant recommended that the "Department needs to hire a full time clerical assistant or two part time (17.5 hrs. each) assistants." Initially, the 35 hour position was funded.

Clerks are at Grade 8/
Step Max
Hourly Rate: \$21.97