

FINANCE COMMITTEE MINUTES

FEBRUARY 14, 2013

The meeting was called to order at 7:30 PM in the Selectmen's Meeting Room of Town Hall. The following members were present: Ken Szajda, Michelle Zeamer, Michelle Johnson and Charlie Kaslow. Dan Alfred and Kathleen White were absent from the meeting.

Michelle Zeamer, seconded by Charlie Kaslow, made a MOTION to approve the minutes of January 8, 2013. Passed 4-0-0.

Michelle Zeamer, seconded by Michelle Johnson, made a MOTION to approve payment of a bill submitted by Faith Antonioli, totaling 2.5 hrs. for the week ending 2/16/13. Passed 4-0-0.

David Nalchajian, the Town Accountant, presented his FY14 budget which came in at guideline. Over 90% of the budget is Personal Services. There is a 1% increase to his salary. In order to lessen the time he spends on clerical duties, allowing him more time to do his auditing function, he would like to hire a part time clerical person 8 hours a week. Professional Services are down from FY13 because communication is down and Professional Development is down because he received his certification. If he has to go to a level funded budget, the money will be taken from the clerical. Supplies are up \$100 because of storage containers that were ruined due to the water damage in Town Hall and need to be replaced. Michelle Johnson asked Mr. Nalchajian about the part time clerical and he said he had budgeted for this in FY13, but he couldn't find anyone with the necessary training who could work when he needed them. Charlie Kaslow asked what the duties of this part time person would be and Mr. Nalchajian said mostly data entry. He pays all the invoices for all town departments except the schools. It has been suggested that this function be turned back to the individual departments, but he knows they are short handed as well. Mr. Nalchajian said that he should not be auditing what he is entering and that is what is happening. Charlie Kaslow then asked if he could scan in the invoices but was told it is not part of the existing software. Charlie Kaslow then asked if he had explored the costs of such a program and Dave Nalchajian said he doesn't know of any software that is set up for MA Municipal compatibility. Charlie Kaslow asked how many invoices he enters on a weekly basis and he said 120-150. Ken Szajda asked him what he would do if he had the money to scan the invoices and he said that it would allow him the time to go to the departments and work with them on procurements, contract issues, etc. A requisition system would make it easier to track spending. Charlie Kaslow commented that the requisition system is a fundamental cost management tool that is not being used now. He asked if it has ever been talked about. Ken Szajda said that this discussion has led to three questions posed to David: 1- Do the schools use a requisition system now? No, but they use PO's for purchases. 2- If there was a requisition module purchased for MUNIS (in place of extra clerical) would there be as much of a need to get out to the departments? David said that he didn't know; it would have to play out. He said that the procurement process needs to be evaluated. 3- If there was a requisition module and extra clerical, what would you do with the time gained? David said that it would give him time to get into processes and examine things that have been put on the shelf.

For example, the town has no formal financial policy and procedures. It would allow him time to work on projects.

Mary Bousquet presented the Treasurer/Collector's FY14 budget. It came in at guideline. For Personal Services, the Treasurer/Collector has the 1% raise; the Assistant Treasurer works 28 hrs. a week; the Assistant Collector works 35 hrs. a week; \$80,278 is budgeted for the 2 principal clerks; and \$1800 for extra clerical (this is an older woman who works as needed putting bills in order at certain busy times of the year). There is also a \$700 increase for longevity. Mary Bousquet reduced Communications by \$1100 to \$1400 because of the new phone system. Professional Development is \$1500 for training for the Treasurer and Assistant Treasurer. Professional Services is \$24,000 for printing and mailing of excise bills, printing of trash and real estate bills, etc. Mary Bousquet would also like to have the \$.25 charge per payment on "unigold" paid by the town instead of the customer. She said that using that system saves her in both time and money and it would be well worth it to pay for the service. She budgeted \$10,000 for Claims & Legal; the town presently has 36 parcels in tax title. \$8700 in postage is for the postage meter. \$4323 is budgeted for Office Supplies. If she had to go to a level funded budget, Mary said she would eliminate the extra clerical (\$1800) and not pick up the fee from Unibank. Ken Szajda asked about charging back to the depts. the cost of the use of "unigold" payments through Unibank. The Schools and Water Dept. are the biggest users.

Mary Bousquet presented the Debt budget as follows: bank & legal: \$3146; principal debt (long term): \$3,865,809; long term interest: \$1,562,060 (this may decrease by about \$240,000; will have a better idea after 3/13 when it goes out to bid; short term interest: \$12,655 (the ladder truck); general interest: \$2500 (appellate tax, etc); and short term debt: \$215,000 (ladder truck). This totals \$5,661,170 for debt.

Mary Bousquet then went through an explanation of how she arrived at the figures for the Benefits FY14 budget. She gave 2 figures for each - the first figure with the allocations for Water and Ambulance and the second without the allocations. The figures were as follows: Disability: \$21,975 / \$19,621; Life Insurance (1% increase): \$13,371 / \$12,652; Health (6.5% increase): \$3,755,727 / \$3,648,128; Employee Health Mgmt: \$0; Medicare: (4% increase): \$379,201 / \$370,329; Medicare D: \$8,487; County Retirement: \$1,795,781 / \$1,689,244; Misc: \$4000-\$5000; Unemployment: \$100,000; Sick Leave: \$21,700; and Flex Spending: \$1000. Michelle Zeamer asked why such a large amount is budgeted in unemployment and Mary Bousquet said because of the schools. Charlie Kaslow commented that health insurance is about 60% of the budget. He asked, with the town's awareness of the amount of money being held by West Suburban, did they plan to address the issue and if so, how. Mary Bousquet said that there is a meeting scheduled for next Thursday with West Suburban and reps from the member towns and it will be addressed there. Charlie Kaslow asked if decisions can be made that will be binding and Mary said "yes" they are all voting members and she expects votes to be taken. Charlie Kaslow then asked how long Holliston had belonged to this group and was told since the 1980's. Ken Szajda asked about the mitigation fund and Mary said it was a separate account and about \$125,000 had been spent. Ken then asked Mary Bousquet what the cost would be to increase the life insurance policy on employees

(it is presently \$5000 and \$3000 for retirees). That was an area that the benefits study showed Holliston to be low. Mary said she would get back to him with the information.

Andrea Minihan presented the Sealer's FY14 budget. $\frac{1}{3}$ of his stipend is paid from the \$1000 budget and the rest from the revolving fund. The person is shared with Ashland. Charlie Kaslow asked what he would have for supplies and Andrea said paper and the seal he has to use.

Andrea Minihan presented the FY14 budget for Animal Control which is one line - Professional Services. It is billed to Holliston from Ashland.

Andrea Minihan presented the FY14 budget for Public Buildings. Custodial Services is up and it is being outsourced. It includes cleaning of Town Hall and the Flagg building. MUNIS comes out of this budget. Heat electricity for the Town Hall is \$40,000; \$3,000 for Flagg; and the town pays the first \$15,000 at the clubhouse at Pinecrest as part of the agreement with the management company. The monitoring and testing at Marshall Street comes out of this budget. Michelle Johnson asked who pays custodial at Pinecrest and Andrea said that the management company does.

Charlie Kaslow commented on the leak in the Senior Center roof and planned to look at it the next day.

At 9:45 PM, Michelle Zeamer, seconded by Michelle Johnson, made a MOTION to adjourn.
Passed 4-0-0,

Respectfully submitted,
Faith Antonioli, Secretary

Date Approved: April 18, 2013