

HOLLISTON FINANCE COMMITTEE

MEETING MINUTES

October 22, 2013

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

1. Administrative

- a. Minutes from October 15 were reviewed. Ms. Zeamer moved to approve the minutes of October 15, 2013; seconded by Mr. Alfred; 5 in favor, 1 opposed (Dowd), 0 abstentions.
- b. The Open FINCOM Recoding Secretary position was discussed. The committee agreed to rotate this duty amongst the committee members on a volunteer best-efforts basis until the secretary position is filled. An application has been received for the position; Chairman Szajda will contact the applicant.
- c. The committee discussed and reached a consensus to change the name of the Issues list to Action Items List to better reflect the nature of the list; and also agreed to add a Target Due Date/Next Reporting Date column.
- d. Issues List (soon to be called Action List) Reviewed – see updates attached

2. **Town Meeting Warrant & Presentation.** The committee discussed concerns about the complexity of presenting current vs. fiscal-year end Free Cash, Stabilization, Capital Expenditure balances, and the before & after view of Reserve % if town approves the Finance Committee's capital expenditure recommendations. All agreed that the presentation should clearly communicate the financial impacts of our capital expenditure recommendations.

3. Senior Center Roof replacement.

Chairman Szajda opened the discussion advising the committee of his intent to focus on the solution to the current funding shortfall rather than a discussion of issues with the process along the way. Mr. Dowd stated that there should be a discussion of the opportunity for improvement, Chairman Szajda agreed that there would but not at this meeting. Various members contributed to a brief accounting of how the situation arose. Chairman Szajda invited Mr. Kaslow to brief the committee on the history and current status of the project as he and Ms. Zeamer were Council on Aging liaisons. Mr. Kaslow commented that the based upon chronic roof leaks at the Senior Center, the prior May Town Meeting had voted to authorize \$100,000 for the replacement of the roof which had been recommended by the committee. Ms. Liberty inquired what replacement options were considered. Mr. Kaslow responded that three options were proposed initially by the architect retained by the town on the project and that ultimately a metal roofing system was agreed at a meeting in August. Mr. Kaslow polled the committee if there was consensus that replacement of the roof was not discretionary and therefore should not be deferred, the committee concurred. Mr. Kaslow inquired of Selectman Leary if the low bid received was

considered a valid proposal and had been accepted by the town. Selectman Leary stated that yes he believed that the low bid was valid.

The bids for the senior center roof replacement were opened per the bidding processing on Wed Oct 16 at noon. All bids were over the 100K appropriation approved in May. The lowest bid came in at \$143,100. The town had already spent \$8,588 in planning, engineering & RFP expenses. That leaves a shortfall of \$51,688 that would need to be funded.

There was a brief discussion if other less-expensive options were viable. Re-examining other options was not thought to be an option due to the belief that the roof needed to be addressed before this winter, and there was no time to go thru another RFQ process; as well as the engineers having recommended a full replacement over other alternatives.

Committee agreed it was unfortunate that this need for an additional \$51,688 was not known prior to October 15th when the committee met to deliberate capital expenditure recommendations. Had the committee known about the shortfall, some of the recommendations may have been different. It was agreed that the RFP should have been completed in time for its impact to be available by the Oct 15 meeting when capital expenditure recommendations were originally made. Revisions to the timing of bid processes & BOS /FinCom meetings to be taken into consideration going forward.

Funding Options Discussed:

The committee considered the following potential options:

1. Fund additional money needed for Senior Center Roof wholly out of capital by amending recommendation for Article 7 and adding \$51,688 to the capital expenditure.
2. Reallocate \$12,000 previously allocated to the schools to the Senior Center Roof. Fund the difference from capital expenditure.
3. Reallocate \$12,000 previously allocated to the schools to the Senior Center Roof. Raise and appropriate the difference.

(Note: After funding the school's #1 priorities (less the concession stand, plus the auditorium lighting) the \$12,000 represented the remaining balance from the total amount the committee planned on recommending for all capital expenditures; that was additionally allocated to the schools on Oct 15.

- Mr. Alfred made a motion to reconsider the recommendation for article 7. Mr. Kaslow seconded. All in favor; none opposed; zero abstentions.
- Mr. Alfred made a motion to amend the recommendation for Article 7 to change the amount to be appropriated from the capital expenditure fund for school building improvements to \$131,300 to \$119,300. Ms. Zeamer seconded. All in favor; none opposed; zero abstentions.

- Mr. Alfred made a motion to raise and appropriate \$39,688 and appropriate \$12,000 from the capital expenditure fund for the Senior Center roof replacement. Mr. Kaslow seconded. All in favor; none opposed; zero abstentions.

5. **Senior Center - Parking study.** Mr. Kaslow inquired of Selectman Leary what the Board of Selectmen's intentions were in regard to the parking lot study. Selectman Leary commented that the parking study will most likely be revisited in the spring, noting that the approval for the expenditure for the Senior Center roof is an indication of the town's commitment to the senior center.

Mr. Kaslow made a motion to adjourn. Mr. Alfred seconded. All in favor; none opposed; zero abstentions. Meeting ended at 8:45 p.m.

Approved: _____11/19/13_____