

HOLLISTON FINANCE COMMITTEE
MEETING MINUTES
February, 25 2014

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, Brendan Shea and Beth Liberty. Bill Dowd absent.

Administrative

- Minutes from January 7th, 2014 were reviewed. Ms. Zeamer moved to approve the minutes, seconded by Mr. Alfred; 5 in favor, 1 abstention (Kaslow), 0 opposed.
- Minutes from Feb 4th 2014 were reviewed.. Ms. Zeamer moved to approve the minutes, seconded by Mr. Alfred; 5 in favor, 1 abstention (Shea), 0 opposed.
- Minutes from Feb 11nd 2014 were reviewed. Mr. Alfred moved to approve the minutes, Ms. Zeamer seconded by; 4 in favor, 2 abstentions (Shea & Kaslow), 0 opposed.

FY2015 Departmental Presentations

- Accounting. David Nalchajian (Accountant) presented a \$81,370 budget within guideline. Unexpected expenses associated with the recently purchased Munis modules were discussed (HP printer and special forms & magnetic ink), along with plans to mitigate these expenses.
- Treasurer. Mary Bousquet (Treasurer) presented a \$301,859 budget at guideline.
- Benefits: Mary Bousquet presented a \$6,354,252 benefits budget within guideline, noting large budgeted vacation buy-back liability. Discussion and q&a followed on several line items and overall cost of benefits to be continued during deliberations.
- Parks & Recreation - Kristen Hedrick (director), Melissa Kaspern (member), Inge Daniels (member). Ms. Hedrick presented the Parks and Recreation budget for \$92,631 as within 1.5% budget guidelines. Also presented and discussed were a Program Expense & Revenue Summary, a Capital Request history and projections, and ongoing work with David Nalchajian to provide more transparency into the revolving account revenues and expenses.

Other Business

- Reserve Fund Transfer to Treasurer Dept. With the expected retirement of the current principal clerk in June, a replacement will need to be hired and trained. The training period is estimated at 3 months. For this period, the town would need to pay the salary of both the current principal clerk as well as the trainee. The Treasurer made a request for a reserve fund transfer for \$8000 for this purpose. At 8:12, Mr. Alfred moved to approve the request. Seconded by Ms. Liberty; 6 in favor; 0 abstentions; 0 opposed.

Executive Session. The selectmen requested a joint executive session with the Finance Committee to discuss strategy with respect to negotiation of non-union employees. At 8:35 Mr. Szajda motioned to move into executive session, which was followed by a roll call vote: Ms. Liberty, Ms. Zeamer, Mr. Alfred, Mr. Shea and Mr Szajda in favor. Mr.Kaslow abstained.

After returning from executive session, at 9:44 Ms. Zeamer made a motion to adjourn the Finance Committee meeting, seconded by Mr. Alfred, and unanimously agreed on.

Respectfully submitted by Beth Liberty

Approved ____June 17, 2014____