

HOLLISTON FINANCE COMMITTEE
MEETING MINUTES
May 22, 2014

The Committee convened in Room 014 at the Town Hall at 6:42pm. Present from the Committee were Chairman Ken Szajda, Vice-Chair Michelle Zeamer, Clerk Charles Kaslow, Dan Alfred, and Beth Liberty.

Administrative

- Mr. Alfred made a motion to nominate Ken Szajda as Chairman of the Finance Committee for FY15. Motion seconded by Mr. Kaslow. All in favor. None opposed. Mr. Szajda abstained.
- Mr. Szajda made a motion to nominate Michelle Zeamer as Vice-Chair of the Finance Committee for FY15. Motion seconded by Mr. Alfred. All in favor. None opposed. Ms. Zeamer abstained.
- Mr. Alfred made a motion to nominate Bill Dowd as Clerk of the Finance Committee for FY15. Motion seconded by Mr. Szajda. All in favor. None opposed.
- The committee discussed the need to document and publish minutes for a number of meetings. Members assignments were as follows: Ms. Zeamer – March 4. Mr. Alfred March 11. Mr. Shea April 4. Ms. Liberty March 25. The committee also discussed possible solutions to the still-vacant Finance Committee secretary position including broadening the position to include additional duties (thereby making the position more attractive); borrowing/assigning a secretary from another town department; moving the FinCom administration under the BoS Office.
- The minutes of May 5th were reviewed. Ms. Zeamer made a motion to approve the minutes of May 5th with amendments, seconded by Mr. Alfred. All in favor, none opposed, no abstentions.

Reserve Transfers thru FY14 Year End

- Mr. Szajda noted that the Finance Committee was empowered from now until the end of FY14 to make budget adjustments without Town Meeting approval.
- Mr. LeBeau will collect and distribute all transfer requests from town departments. Any questions about specific reserve fund transfers should be made to the assigned FinCom department liaisons who will seek out additional information. FinCom members can also contact Ken to ask that a representative from the department making the transfer request attend a FinCom meeting to provide additional details.

Capital Planning

The committee briefly discussed a number of topics relating to the development of a Capital Plan including; creating a timeline; constructing a capital inventory and developing a capital policy. Mr. LeBeau noted that the inventory for Water Dept was almost done; that the schedules from the budget was a good starting point for Fire, Police, Highway depts., and that the biggest gap was getting a capital inventory from the school.

Mr. Alfred made a motion to adjourn at 7:23pm, seconded by Ms. Zeamer. All in favor. None opposed.

Respectfully submitted by Beth Liberty.

Approved __June 17, 2014_____