

**HOLLISTON FINANCE COMMITTEE
MEETING MINUTES
June 17, 2014**

The Committee convened in Room 105 at the Town Hall at 6:36 PM. Present from the Committee were Chairman Ken Szajda, Vice Chairperson Michelle Zeamer, Charles Kaslow, Dan Alfred and Bill Dowd. Brendan Shea and Beth Liberty were absent.

1. Minutes – Moved by Dan Alfred, Seconded by Michelle Zeamer to approve the minutes of January 21, 2014. Four in favor, none opposed, one abstention (Kaslow), the motion carried. Moved by Dan Alfred, Seconded by Michelle Zeamer to approve the minutes of February 4, 2014. Four in favor, none opposed, one abstention (Dowd), the motion carried. Moved by Dan Alfred, Seconded by Michelle Zeamer to approve the minutes of February 11, 2014. Three in favor, none opposed, two abstentions (Kaslow and Dowd), the motion carried. Moved by Dan Alfred, Seconded by Michelle Zeamer to approve the minutes of February 25, 2014. Four in favor, none opposed, one abstention (Dowd), the motion carried. Moved by Dan Alfred, Seconded by Michelle Zeamer to approve the minutes of March 4, 2014. Four in favor, none opposed, one abstention (Kaslow), the motion carried. Moved by Dan Alfred, Seconded by Michelle Zeamer to approve the minutes of March 11, 2014. Four in favor, none opposed, one abstention (Kaslow), the motion carried. Moved by Dan Alfred, Seconded by Michelle Zeamer to approve the minutes of March 18, 2014. Four in favor, none opposed, one abstention (Kaslow), the motion carried. Moved by Dan Alfred, Seconded by Michelle Zeamer to approve the minutes of March 25, 2014. Three in favor, none opposed, two abstentions (Kaslow and Dowd), the motion carried. Moved by Dan Alfred, Seconded by Michelle Zeamer to approve the minutes of April 8, 2014. Four in favor, none opposed, one abstention (Kaslow), the motion carried. Moved by Bill Dowd, Seconded by Michelle Zeamer to approve the minute of April 17, 2014. Three in favor, none opposed, two abstentions (Kaslow and Alfred), the motion carried. Moved by Dan Alfred, Seconded by Michelle Zeamer to approve the minutes of April 22, 2014. Four in favor, none opposed, one abstention (Kaslow), the motion carried. Moved by Dan Alfred, Seconded by Michelle Zeamer to approve the minutes of May 22, 2014. Four in favor, none opposed, one abstention (Dowd), the motion carried.
2. Transfers – The Committee received a request from the Finance Committee for approval of a line item transfer to cover the cost of Town Counsel's opinion in the matter of FinCom member Beth Liberty's husband's employment with the School Department. Moved by Michelle Zeamer, Seconded by Dan Alfred to approve a line item transfer in the amount of \$206.25 from Finance Committee Personal Services Org 01131, Object 50070 to Selectmen Purchased Services Org 01122, Object 52190. Five in favor, none opposed, no abstentions, the motion carried. The Committee received three requests from the Board of Selectmen for approval of Reserve Fund Transfers to cover excess costs of snow and ice removal this past winter. Moved by Michelle Zeamer, Seconded by Dan Alfred to approve the following three Reserve Fund Transfer requests: (1) \$6,860.46 from the Reserve Fund to Snow and Ice Personal Services Org 01423, Object 50135 (2) \$39,529.62 from the Reserve Fund to Snow and Ice Purchased Services Org 01423, Object 52200 (3) \$45,113.78 from the Reserve Fund to Snow and Ice Supplies and Materials Org 01423, Object 54210. Five in favor, none opposed, no abstentions, the motion carried. The Committee received a request from the Library for a line item transfer to cover the costs of the elevator phone, fax machine and auto attendant the costs for which continued after the main phone system conversion. Moved by Michelle Zeamer, Seconded by Dan Alfred to approve a line item transfer in the amount of \$1,019.29 from Library Personal Services Org

01610, Object 50086 to Library Communications Org 01610, Object 52150. Five in favor, none opposed, no abstentions, the motion carried. The Committee received a request from the Treasurer/Collector for a line item transfer to cover the cost of fees related to bond placements and required audits. Moved by Michelle Zeamer, Seconded by Dan Alfred to approve a line item transfer in the amount of \$2,500 from Debt Service Debt Service Org 01710, Object 57690 to Debt Service Purchased Services Org 01710, Object 52190. Five in favor, none opposed, no abstentions, the motion carried. The Committee received a request for approval of a Reserve Fund transfer for Veterans Services to cover the unexpected increase in Veteran's benefits paid. Moved by Michelle Zeamer, Seconded by Dan Alfred to approve a Reserve Fund Transfer in the amount of \$12,200 from the Reserve Fund to Veterans Services Benefits Org 01543, Object 57100. Five in favor, none opposed, no abstentions, the motion carried. The Committee received a request for approval of a line item transfer for the Board of Health to cover the cost of legal services related to ongoing litigation. Moved by Michelle Zeamer, Seconded by Dan Alfred to approve a line item transfer in the amount of \$1,250 from Board of Health Personal Services Org 01512, Object 50016 to Board of Health Purchased Services Org 01512, Object 52190. Five in favor, none opposed, no abstentions, the motion carried. The Committee received a request from the Treasurer/Collector for approval of a line item transfer to cover the costs of a new printer and toner. Moved by Michelle Zeamer, Seconded by Dan Alfred to approve a line item transfer in the amount of \$1,000 from Treasurer/Collector Purchased Services Org 01138, Object 52190 to Treasurer/Collector Supplies and Materials Org 01138, Object 54200. Five in favor, none opposed, no abstentions, the motion carried. The Committee received a request from the Treasurer/Collector for approval of a line item transfer to cover the costs of payments of paid time off to a retiring employee. Moved by Michelle Zeamer, Seconded by Dan Alfred to approve a line item transfer in the amount of \$1,849 from Treasurer/Collector Postage Org 01138, Object 50030 to Treasurer/Collector Personal Services Org 01138, Object 50070. The Committee received a request from the Board of Health for a Reserve Fund transfer to cover the costs of payments of paid time off to a retiring employee. Moved by Michelle Zeamer, Seconded by Dan Alfred to approve a Reserve Fund Transfer in the amount of \$11,860.90 from the Reserve Fund to Board of Health Personal Services Org 01512, Object 50036. Five in favor, none opposed, no abstentions, the motion carried.

3. Posting of Secretarial position - Ken Szajda confirmed that the posting now references "posted until filled" and Paul LeBeau reported it would be changed to that at the link on the FinCom web page as well
4. Action Item List - Ken Szajda reviewed the most recent version of the list. (Attachment I) Item 2 was closed based on action at May Town Meeting. Items 27 and 28 will be dealt with next week when the Town Accountant will attend the FinCom meeting. The college intern item was removed from the list. Item 35 remains open. Item 38 also remains open. On Item 41, Ken reiterated that web content flows through him to the Fire Chief or Town Administrator. Item 48 was closed based on adopting the standard Town letterhead. There was a discussion on Item 50 around the timing and trajectory for meeting the 8.1% reserves standard. It was decided to have a full discussion of this with the full committee. Items 51 and 52 were closed as complete. Item 53 remains open. While Item 54 was technically complete, the issue of a Capital Plan remains open. It will be on next week's agenda and Bill Dowd will recirculate his proposal. Item 55 is a repeat of Item 38. Items 56 and 57 were closed as complete. On Item 60, Ken noted there were a number of Executive Session minutes that needed to be reviewed. He said we'd do that at the next meeting. Item 61 remains open in conjunction with a broader By-Law review being done by the Selectmen. Dan Alfred suggested that the Committee publish preliminary FY16 budget guideline guidance so that everybody knows that next year looks

just as tight as this year was. Ken said was ok with that, but that it should be based on running the model, and there was consensus to do that. Ken will prepare a preliminary FY16 budget model for that purpose. Bill Dowd suggested adding three things to the Action List: (1) Conduct a review of the OPEB valuation with the Actuary and the FinCom. (2) Determine optimal approach and execute a revolving fund sweep. (3) Ask the Selectmen/Town Administrator for guidance on handling overlap hiring for retiring employees.

5. Other Business – Ken Szajda requested that members provide summer availability so he can see about meeting scheduling. After a brief discussion, the Committee decided to move its meeting start time to 7PM, effective 6/24/14.
6. Adjournment - At 8:40 PM moved by Dan Alfred, seconded by Charlie Kaslow to adjourn the meeting. Five in favor, none opposed, no abstentions, the meeting was adjourned.

Approved____June 24, 2014_____

Finance Committee
Action Items List

Item	Meeting Date	Issue Description	Responsible	Target Date	Resolved	Notes
2	6-Aug-13	The current \$50,000 limit on the Building Inspection revolving fund should be reviewed prior to October Town Meeting.	FinCom	11-Feb-14		Item revised by consensus of FinCom on September 3, 2013 to address prior to "May" town meeting whereas previously stated before "October" town meeting.
27	13-Aug-13	Develop a list of topics/info the FinCom needs from the Town Accountant	FinCom	12-Nov-13		
28	13-Aug-13	Start quarterly in-person reviews with the Town Accountant	FinCom	12-Nov-13		Ongoing
34	3-Sep-13	Investigate college intern for Finance Committee projects	Bill Dowd	14-Jan-13		
35	3-Sep-13	Schedule Executive Session to discuss Police contract negotiations with Seedmen after receipt of items 11 & 12.	FinCom	12-Nov-13		Pending BOS input
38	3-Sep-13	Interview candidate for recording secretary and either hire or return to posting	Ken Szajda	Earliest Opportunity		October 1, Ken Szajda advised that candidate declined to take position due to school workload. Paul LeBeau to repost position for one week for benefit of additional candidate that indicated interest.
41	10-Sep-13	Discuss, understand and decide on FinCom website content and maintenance	FinCom	10-Dec-13		On Dec 3rd - Rescheduled from 11/12/13 to 12/10/13 / Invite Chief Cassidy as administrator.
46	17-Sep-13	Determine allocation of \$1.5 million OPEB appropriation to Water and Ambulance.	Paul LeBeau	TBD		
48	24-Sep-13	Create Finance Committee letterhead for official communications	Bill Dowd	19-Nov-13		
50	22-Oct-13	Determine timing and trajectory to achieve reserve target.	FinCom	15-Dec-13		
51	20-Nov-13	Paul LeBeau to provide breakdown of free cash (requested by Beth Liberty)	Paul LeBeau	12/3/2013	12/3/2013	Hard copies of yearly and detail breakdown within years provided during 12/3/13 meeting
52	20-Nov-13	Paul LeBeau to provide budget policy document to FinCom (particularly for benefit of new members)	Paul LeBeau	12/3/2013	12/3/2013	Hard copies of policy document provided to all members.
53	3-Dec-13	Michelle Zeamer to post secretary's position in additional venues to promote interest / visibility in addition to the statutorily required places already completed.	Michelle Zeamer	TBD		
54	3-Dec-13	Schedule meeting to discuss / review Capital Plan	Ken Szajda	10-Dec-13		
55	10-Dec-13	Renew the secretary posting on the website as current one expired 12/2/13	Paul LeBeau	12/17/2013		
56	10-Dec-13	Delete website verbage for member vacancy	Paul LeBeau	12/17/2013		
57	10-Dec-13	Delete website posting for member vacancy	Paul LeBeau	12/17/2013		
60	4-Feb-14	Release December 10th Executive Session when appropriate	Ken Szajda	TBD		
61	4-Feb-14	Review Bylaws as it applies to Finance Committee offices et al	Ken Szajda	TBD		

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