

**HOLLISTON FINANCE COMMITTEE
MEETING MINUTES
April 28, 2015**

The Committee convened in Room 105 at Town Hall at 7:04 PM. Present from the Committee were Chairman Ken Szajda, Vice Chairperson Michelle Zeamer, Dan Alfred, Bill Dowd, Beth Liberty and Brendan Shea.

1. Minutes –Moved by Bill Dowd, Seconded by Brendan Shea that the Committee approve the minutes of its meeting on April 14, 2015. Five in favor, none opposed, one abstention (Liberty), the motion carried. Bill Dowd noted again that there are three meetings of the Committee for which no minutes have been prepared: February 3, February 24 and March 3. Michelle Zeamer volunteered to do February 3, Beth Liberty volunteered to do February 24 and Brendan Shea volunteered to do March 3.
2. Reserve Fund Transfer Request – Library. Library Director Leslie McDonnell appeared to explain the two reserve fund transfer requests. (Attachment I) Leslie explained that the repairs were unforeseen and required. Ken Szajda suggested that she and the Library Board of Trustees look seriously at having the library at a different location. He stated that the age and condition of the building, combined with the absence of adequate parking, combined with new technologies that enable smaller libraries should accelerate the search for other quarters. He suggested that it might be possible to fit the library into the building at 1750 Washington, the proposed purchase of which is on the Town Meeting warrant. Leslie said that she and the Board had already discussed it and would pass his comments. Moved by Michelle Zeamer, Seconded by Dan Alfred to approve a Reserve Fund Transfer in the amount of \$5,642 from the Reserve Fund to Library Building Maintenance Org 01610, Object 53020. Six in favor, none opposed, no abstentions, the motion carried. Moved by Michelle Zeamer, Seconded by Dan Alfred to approve a Reserve Fund Transfer in the amount of \$2,845 from the Reserve Fund to Library Building Maintenance Org 01610, Object 53020. Six in favor, none opposed, no abstentions, the motion carried.
3. DPW Water financial matters – Town Administrator Paul LeBeau and DPW Director Sean Reese appeared to discuss several Water Department financial matters. Before getting into the Water matters, Paul LeBeau mentioned that Leslie McDonnell had volunteered to serve on the Town Administrator Screening Committee that held its first meeting last night. He expressed his appreciation for her willingness to serve and the FinCom concurred.
 - a. Replacement vehicle – Sean reiterated his proposed purchase of a truck for the Water Department. He said the plan was to trade in two older vehicles that were no longer compatible with the new combined operation and purchase a truck that could also be used as a plow in the winter. He said the money would come from Water Surplus. He reported that when the DPW was formed, a target for Water Surplus was set at \$300,000. At the moment, Water Surplus is \$646,161. After withdrawing \$531,000 for the two current Town Meeting articles PLUS the truck, that would leave \$115,000 in Water Surplus. However, close out of old articles would put back \$326,000. Added to that is an expected \$400,000 surplus at the end of FY15 bringing Water Surplus back to \$841,000. He also reported that the new water rates that go into effect on July

1, 2015 were expected to generate an additional \$117,000 to Water Surplus in FY16. He also reported that the new water infrastructure surcharge of \$75 per customer per quarter would generate about \$1.4 million annually and be segregated from operations, to be used exclusively for infrastructure needs. Ken Szajda expressed his concerns about segregation because of what he believed was inadequate segregation of the water meter replacement funds from years ago. Sean assured Ken this money would be separate, and Paul LeBeau pointed out that expenditures out of the infrastructure funds would be done at Town Meeting following FinCom review.

- b. Debt retirement – Sean reported that there was a Well #4 water debt with \$125,000 left to pay in FY16. He proposed paying that now to save the year's interest on the debt. It would be funded from Water Surplus. That would leave \$727,000 in uncommitted Water Surplus at the end of FY15. Beth Liberty asked about the impact of this on the Town's capital plan. Ken Szajda pointed out that since this is Water debt financed by water rates and paid from Water Surplus, there was no impact. Beth also pointed out that some might question the acceleration of debt payments in the context of rising rates and new fees.
- c. Line Item Transfer – Sean reported that the Committee would likely be seeing a request for a Line Item Transfer before year's end to cover the overage in Professional Services related to the Whitewater service contract which was used to bridge Water operations between the departure of the Water Superintendent and the hiring of the DPW Director. It was expected that most or all of the approximately \$27,000 needed could come from Personal Services. Even with this line item transfer, Sean reported the budget would be in position to deliver the previously reported \$400,000 to Water Surplus by FY15 year-end.

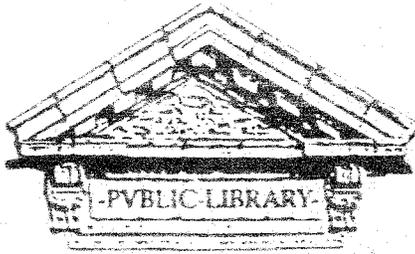
Moved by Dan Alfred, Seconded by Michelle Zeamer to reconsider the Committee's recommendation under Article 19. Five in favor, none opposed, no abstentions (Liberty absent), the motion carried. Moved by Dan Alfred, Seconded by Michelle Zeamer that the Finance Committee recommend under Article 19 that the Town appropriate \$470,000 from the Capital Expenditure Fund for energy efficiency improvements to school buildings, appropriate \$150,000 from the Capital Expenditure Fund to repair the high school track, and appropriate \$140,000 from the Capital Expenditure Fund for a trackless multipurpose tractor with snow blower for the DPW, and appropriate \$45,000 from Water Surplus for the purchase of a truck for the Water Department. Moved by Michelle Zeamer, Seconded by Dan Alfred that the Committee reconsider its recommendation under Article 7. Six in favor, none opposed, no abstentions, the motion carried. Moved by Dan Alfred, Seconded by Brendan Shea that the Committee recommend under Article 7 that the FY15 budget line item 58000 Debt Service in the DPW Water budget be increased by \$114,000 with the funds to be drawn from Water Surplus. Six in favor, none opposed, no abstentions, the motion carried.

- 4. Town Meeting issues– Ken Szajda reported that the Committee's Town Meeting presentation was not yet ready for review, but that he would plan on doing that at the high school just before Town Meeting. He also reported that discussions about surviving spouse health insurance coverage were continuing, and that there were now three articles on the Warrant on this subject. He said this would be a topic the Committee could take up at the meeting just before Town Meeting at the high school. He also reported that he had just received

information from the Council On Aging that the parking lot construction project at the Senior Center came in at \$229,289, and that the Council was looking to get approval to proceed at Town Meeting. Since it has not yet been acted upon by the Selectmen, there was no action for the FinCom to take at this time. Dan Alfred pointed out that there were no funds in the operating budget, and the only place it could be funded from was Capital Expenditure. Ken also reported that the issue of the high school drama program had come up at the April 9 School Committee meeting, and he thought it was possible it would come up at Town Meeting as well.

5. Adjournment – At 8:05PM, Moved by Dan Alfred, Seconded by Michelle Zeamer to adjourn the meeting. Six in favor, none opposed, no abstentions, the meeting was adjourned.

Approved _____6/2/15_____



HOLLISTON PUBLIC LIBRARY
752 Washington Street, Holliston, MA 01746

March 31, 2015

To: Board of Selectmen
Finance Committee

From: Leslie McDonnell, Library Director

Re: reserve fund request for repairs to library elevator and HVAC

Please find attached a request for a reserve fund transfer to cover unforeseen repairs to the building equipment:

Furnace: \$ 2845.00 to replace HVAC circulating pump

Elevator: \$ 550.00 to troubleshoot elevator when it stopped working

\$ 2842.00 to replace main board and contacts

\$ 2250.00 to replace electronic gatekeeper

\$ 5642.00 total

The library budget can absorb other repairs. I am attaching copies of the bills. Please let me know if you need any further info.

Cc: Paul LeBeau, Town Administrator
Library Trustees

List of further expenditures for this line in FY '15:

These are items we must do or had planned to do before June 30:

Boiler inspection: \$ 50.00

Elevator service contract: \$ 147 X 2= \$ 294.00

Pump septic tank: \$ 300.00

Elevator Inspection: \$ 1200.00

Refinish front door: \$ 880.00

Install timer on lights at lower door to save electricity: \$ 225.00

Summer maintenance on HVAC (change filters, switch to AC): \$ 300.00

\$ 3249.00 total

REQUEST FOR TRANSFER OF FUNDS

(Reserve Fund Transfer for extraordinary or unforeseen expenditures in accordance with General Laws, Chapter 40, section 6, or for any use authorized by law under Chapter 44, section 33B. Please see instructions on next page.)

TO THE BOARD OF SELECTMEN AND THE FINANCE COMMITTEE, HOLLISTON, MA

Date: 3/31/15

The undersigned respectfully requests a: Reserve Fund Transfer or
 Line Item Transfer

in the amount of \$ 5642⁰⁰ from: Reserve Fund or
 Budget Account Name _____

Organization No. _____, Object No. _____

to Budget Account Name Bldg Maintenance, Organization No. 01610, Object No. 53620

Explanation: (what is purpose of the funds requested, what was or is unforeseen or extraordinary, what was not included in budget request)

Elevator stopped working. Main board and gate keeper were broken and were replaced. Bills have not been paid as there is not enough funds in our budget.

Present unexpended balance in account: \$ 994⁴⁶ Town Accountant's Initials: _____

Total anticipated further expenditure: \$ 3249⁰⁰ (remainder of fiscal period)

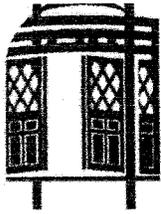
Total of previous transfers this year: \$ -0- (this line item)

Signatures: *Beulah McDermott* _____

TO THE ACCOUNTANT:

By vote of the Board of Selectmen at a meeting held on _____ and/or by vote of the Holliston Finance Committee at a meeting held on _____ and as recorded by them, a transfer as requested above was voted in the amount of \$ _____

Date _____ By _____ Received by Town Accountant _____



**ASSOCIATED
ELEVATOR**
SM
MAKE THE SMART CHOICE.

583D Forest Rd. - So. Yarmouth, MA 02664
(508) 760-3875 - Fax: (508) 760-2809

Invoice #
179599

INVOICE

Bill To: Holliston Public Library
752 Washington St.
Holliston, MA 01746

Account: Holliston Public Library
752 Washington St.
Holliston, MA 01746

Account #: CS 194-3Q

Date	PO #	Unit	Desc	Unit	Desc
Mar 12, 2015		136-P-9			
Quantity	Description			Price	Amount
3.00	Labor Rate - Regular			175.00	\$525.00
1.00	Gas/Truck Expense			25.00	\$25.00
3/2-Troubleshoot problem with main car board, will quote replacement				Sub-Total	\$550.00
				Sales Tax	\$0.00
				TOTAL	\$550.00

PLEASE UPDATE YOUR RECORDS TO REFLECT OUR NEW MAILING ADDRESS

Please send all billing inquiries to billing@associatedelevator.com.

PLEASE DETACH THIS PORTION AND RETURN WITH PAYMENT



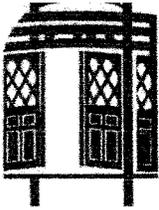
Associated Elevator Companies, Inc.
583D Forest Rd.
So. Yarmouth, MA 02664

Account # CS 194-3Q
Holliston Public Library

Invoice # 179599

Amount \$ 550.00

Paid \$



**ASSOCIATED
ELEVATOR**
MAKE THE SMART CHOICE.SM

583D Forest Rd. - So. Yarmouth, MA 02664
(508) 760-3875 - Fax: (508) 760-2809

Invoice #
179743

INVOICE

Bill To: Holliston Public Library
752 Washington St.
Holliston, MA 01746

Account: Holliston Public Library
752 Washington St.
Holliston, MA 01746

Account #: CS 194-3Q

Date	Unit	Desc	Unit	Desc
Mar 25, 2015	136-P-9			
PO #				

Quantity	Description	Price	Amount
6.00	Labor Rate - Regular -	175.00	\$1,050.00
1.00	Vehicle/Gas Expense -	25.00	\$25.00
1.00	Main board Repair	1,358.00	\$1,358.00
1.00	Starter Contact Kit	334.00	\$334.00
1.00	Freight Charges -	75.00	\$75.00

As a result of a Service Call (Ticket 233394); Per our Service Technician's observation, the main board has failed and needs to be repaired and the starter contacts are worn and need to be replaced. The car is currently shut down. We recommend to perform the following work on Elevator 136-P-9. 1. Ship board to manufacturer for repair.	Sub-Total	\$2,842.00
	Sales Tax	\$0.00
	TOTAL	\$2,842.00

PLEASE UPDATE YOUR RECORDS TO REFLECT OUR NEW MAILING ADDRESS

Please send all billing inquiries to billing@associatedelevator.com.

PLEASE DETACH THIS PORTION AND RETURN WITH PAYMENT



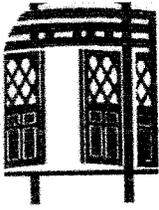
Account # CS 194-3Q
Holliston Public Library

Invoice # 179743

Amount \$ 2,842.00

Paid \$

Associated Elevator Companies, Inc.
583D Forest Rd.
So. Yarmouth, MA 02664



**ASSOCIATED
ELEVATOR**
MAKE THE SMART CHOICE.SM

583D Forest Rd. - So. Yarmouth, MA 02664
(508) 760-3875 - Fax: (508) 760-2809

Invoice #
179684

INVOICE

Bill To: Holliston Public Library
752 Washington St.
Holliston, MA 01746

Account: Holliston Public Library
752 Washington St.
Holliston, MA 01746

Account #: CS 194-3Q

Date	Unit	Desc	Unit	Desc
Mar 19, 2015	136-P-9			
PO #				

Quantity	Description	Price	Amount
4.00	Team Labor Rate (2 men) -	350.00	\$1,400.00
1.00	Vehicle/Gas Expense -	25.00	\$25.00
1.00	Gatekeeper Electronic Door Device -	750.00	\$750.00
1.00	Freight Charges -	75.00	\$75.00

Per our Service Technician's observation, we recommend to perform the following work on Elevator 136-P-9.

1. Furnish and install safety edge (Gatekeeper)

Sub-Total	\$2,250.00
Sales Tax	\$0.00
TOTAL	\$2,250.00

PLEASE UPDATE YOUR RECORDS TO REFLECT OUR NEW MAILING ADDRESS

Please send all billing inquiries to billing@associatedelevator.com.

PLEASE DETACH THIS PORTION AND RETURN WITH PAYMENT



Account # CS 194-3Q
Holliston Public Library

Invoice # 179684

Amount \$ 2,250.00

Paid \$

Associated Elevator Companies, Inc.

583D Forest Rd.
So. Yarmouth, MA 02664

REQUEST FOR TRANSFER OF FUNDS

(Reserve Fund Transfer for extraordinary or unforeseen expenditures in accordance with General Laws, Chapter 40, section 6, or for any use authorized by law under Chapter 44, section 33B. Please see instructions on next page.)

TO THE BOARD OF SELECTMEN AND THE FINANCE COMMITTEE, HOLLISTON, MA

Date: 3/31/15

The undersigned respectfully requests a: Reserve Fund Transfer or
 Line Item Transfer

in the amount of \$ 2845⁰⁰ from: Reserve Fund or
 Budget Account Name _____

Organization No. _____, Object No. _____

to Budget Account Name Building Maintenance, Organization No. 01610, Object No. 53020

Explanation: (what is purpose of the funds requested, what was or is unforeseen or extraordinary, what was not included in budget request)

To replace circulating pump on heating system. Cost was too large for us to cover with our budget. (Bill has been paid.)

Present unexpended balance in account: \$ 99446 Town Accountant's Initials: _____

Total anticipated further expenditure: \$ 3249⁰⁰ (remainder of fiscal period)

Total of previous transfers this year: \$ -0- (this line item)

Signatures: Jessie McDonnell

TO THE ACCOUNTANT:

By vote of the Board of Selectmen at a meeting held on _____ and/or by vote of the Holliston Finance Committee at a meeting held on _____ and as recorded by them, a transfer as requested above was voted in the amount of \$ _____

Date _____ By _____ Received by Town Accountant

Martel HVAC Corp.

19 Maihieu Drive
Westborough, MA 01581-3560

martelhvaca@charter.net

Date	Invoice #
11/5/2014	9463A

Bill To
Holliston Town Hall 703 Washington Street Holliston, Ma 01746

P.O. No.	Terms	Project
	Net 30	

Quantity	Description	Rate	Amount
	Job Location: Mechanical Room (completed on 10-30-14) Note: slip signed #09064 Found the circulator pump making noise the following week and ordered, returned on arrival of new Taco pump. Removed the old unit and installed the new Taco with proper flanges and connectors. Tested operation, equipment running fine.		
5	Commercial Labor Charge (Anthony and Mike R.)	140.00	700.00
1	Taco Circulator Pump 208/230 volts	1,975.00	1,975.00
2	Taco Flanges and Brackets	85.00	170.00
<p> VENDOR <u>14520</u> VOUCHER # _____ DATE <u>NOV 30 2014</u> AMOUNT <u>2845.00</u> ORG. # <u>01610</u> ONJ <u>53020</u> EXTENSIONS _____ PRICE <u>Jm</u> APPROVED FOR PAYMENT </p>			
		Total	\$2,845.00

Phone #
508-366-7867