

**HOLLISTON FINANCE COMMITTEE
MEETING MINUTES
September 16, 2014**

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

1. Minutes – Moved by Bill Dowd, Seconded by Charlie Kaslow to approve the minutes of the September 9, 2014 meeting as submitted. Six in favor, none opposed, no abstentions, the motion carried. Moved by Bill Dowd, Seconded by Dan Alfred to release the minutes of the October 29, 2013 Executive Session with Board of Selectmen. Six in favor, none opposed, no abstentions, the motion carried. Bill Dowd noted that the only meeting without approved minutes is the April 1, 2014 meeting for which Brendan Shea is drafting minutes for review. There are also a number of meeting minutes that have been submitted to the Town Clerk, but not yet posted. Bill will follow up with her.
2. Action Items List – The Action Item List was reviewed. No changes were made.
3. Financial Policies – Ken Szajda noted the recent distribution by Town Administrator Paul LeBeau of some proposed financial policies. There was a consensus that the Committee needed more time to digest them, and they would likely require additional discussion at future meetings
4. Library Capital Proposal – Leslie McDonnell, Library Director presented her proposed capital spending for consideration at fall Town Meeting. She presented the Committee with a number of pictures showing the very poor condition of much of the exterior trim at the library. She had received an informal estimate of \$20,000 to repaint all the trim. She also noted that the job would require competitive bidding. The Committee took her request under advisement.
5. Capital Planning – Bill Dowd circulated copies of the By-Law prescribing the nature and content of the Town's Capital Plan. He pointed out that he was unaware of this By-Law until recently. He noted that the By-Law might be a better place to start rather than starting over with a whole new approach. During discussion, it was noted that the By-Law might be obsolete in certain ways, and that it might be better to think about what we want now, and then deal with the By-Law later. The discussion turned to the Capital Inventory template previously circulated by Bill. After a lengthy discussion, the Committee agreed to adopt the template as the summary sheet for the Town's capital assets for FY16 forward, and that any departments who have, or want to keep, more or different forms of the capital asset data should be encouraged to do so on additional tabs in the worksheet. Bill will make several minor changes to the template and get it to Ken Szajda for distribution to department heads.
6. Next Meeting – Ken Szajda reminded the Committee that all remaining Capital spending proposals will be reviewed by the Committee at next week's meeting. In addition, he was not sure the School Committee would be in a position to have the conversation about new union contracts at next week's meeting, but it was possible. Further, the meeting with Selectmen on collective bargaining matters is scheduled to occur as well.
7. Adjournment - At 8:35 PM moved by Dan Alfred, seconded by Michelle Zeamer to adjourn the meeting. Six in favor, none opposed, no abstentions, the meeting was adjourned.

Approved 9/30/14