

**FINANCE COMMITTEE MINUTES
FEBRUARY 7, 2012**

The meeting was called to order at 7:30 PM in the Selectmen's Meeting Room of Town Hall. The following members were present: Ken Szajda, Mark Schultz, Tom Meehan, Pam Zicko, Kathleen White and Michelle Zeamer.

Mark Schultz, seconded by Pam Zicko, made a MOTION to approve the minutes of January 17, 2012, as amended. Passed 5-0-1. (K. White abs.)

Pam Zicko, seconded by Tom Meehan, made a MOTION to approve payment of a bill submitted by Faith Antonioli, totaling 2.5 hrs. for meetings and minutes ending the week of January 28, 2012. Passed 6-0-0.

Mark Schultz, seconded by Tom Meehan, made a MOTION to transfer \$2,225 from the Reserve Fund to the ZBA, org.#01173, Professional Services, obj.#52190. This is for the final bill regarding the Bird property. Passed 6-0-0.

David Nalchajian presented the Town Accountant's budget, which came in on guideline. He began by telling the FinComm that he would be returning about \$1000 back to the town from his FY12 budget because of the savings from purchasing through the schools. The FY13 budget shows a reduction in Purchase Services of \$2250. David has designated the residual money in the budget up to 1.5% for part time clerical. His goals going forward are: to go over and revamp policies in the procedural manual as suggested from a survey from the auditing company; to enable depts. to some financial software; to acquire the requisition module for MUNIS (Ken Szajda asked the cost and if there is a financial benefit); and changes in handling charter accounts. Pam Zicko asked how many hours of additional clerical the \$2787 in the budget would provide for and was told about 150 hrs. per year. The hours would be as needed certain times of the year, not an even weekly spread over the year. Ken Szajda asked about the run rates of the various depts. and David said that there are no glaring concerns.

Mary Bousquet presented the Treasurer/Collector's budget which came in on guideline. She has saved some money in the Asst. Treasurer's line because of a new person coming in at a lower step than the previous Assistant. Mary shifted the extra money in personnel services to Prof. Development for the new Asst. Treasurer to attend Treasurer /Collector School (so she will be able to help Mary with some specific tasks) and some money into extra clerical. Longevity is down; Communications is the same; Professional Services up because of postage; and Office Supplies up because of toner cartridges. Pam Zicko asked Mary Bousquet what is on her wish list. She said to restore the Asst. Treasurer's position to 35 hrs. a week, instead of the 28 hrs. it has been. This would cost \$8,367.37. She could take the \$3400 for the extra clerical and put it towards that. Ken Szajda asked about the legal account for foreclosures and was told that there are presently 28 pieces of property in tax title; but about 99% of 2011 taxes are paid.

Mary Bousquet then presented the Debt budget, which is at \$5,705,525. The Fire Dept. ladder truck was added into the debt this year - \$212,500 in principal. Tom Meehan asked about issues with credit ratings.

Mary Bousquet then presented the Employees Benefits budget. Workmen's Comp. costs are in flux. Unemployment is down.

Paul LeBeau presented the budget for the Sealer, which is a stipend position. Fees collected go into a revolving fund, which pays expenses.

Paul LeBeau presented the budget for Animal Control. In FY11, it converted to a purchased service, lump sum budget. Holliston pays the town of Ashland to provide services and personnel to Holliston. Tom Meehan asked if there are many complaints and Paul said that the biggest complaint is barking dogs.

Paul LeBeau then presented the budget for Public Buildings. MUNIS reflects the change to CLOUD based hosting, which has a 3 year price lock. Pinecrest Golf Course is part of this budget. It is divided between the food service and the grounds and buildings. The appliances in the clubhouse and the building itself are getting to a point where costly issues may be coming up. The Town Hall renovations are approaching 10 yrs. Paul said that going forward there may be some issues facing the public buildings. Under Professional Services, is the DEP mandate for quarterly testing of the Marshall St. landfill site.

The Schools are confirmed to come in on March 20th. Ken Szajda reminded all of the 8:00 PM start of the meeting on March 6th.

At 9:10 PM, Pam Zicko, seconded by Mark Schultz, made a MOTION to adjourn the meeting. Passes 6-0-0.

Respectfully submitted,
Faith Antonioli, Secretary

Date Approved: February 28, 2012