

**FINANCE COMMITTEE MINUTES
SEPTEMBER 20, 2011**

The meeting was called to order at 7:30 PM in the meeting room of the Board of Health in lower Town Hall. The following members were present: Ken Szajda, Kathleen White, Tom Meehan, Mark Schultz, Michelle Zeamer (arr. 8:23), and Pam Zicko (arr. 8:30).

Tom Meehan, seconded by Mark Schultz, made a MOTION to approve the minutes of April 26, 2011. Passed 3-0-1 (K. White abs.)

Tom Meehan, seconded by Mark Schultz, made a MOTION to approve the open session minutes of June 28, 2011. Passed 4-0-0.

Mark Schultz, seconded by Tom Meehan, made a MOTION to approve the executive session minutes of June 28, 2011. Passed 4-0-0.

Ken Szajda asked if anyone had any feedback regarding the vacancy on the FinComm and he then handed out the liaison list. There doesn't appear to be a need for a Police Station Study Committee liaison any longer, although there is a balance in that account.

Ken Szajda commented that there are only a few capital requests. Mary Bousquet and Peter Tartakoff were at the meeting to explain their requests for a new filing system at Town Hall. There is no more storage space in the vault that is used by the depts. that deal with building issues (land, BOH, ConComm, Planning Board), nor space in the vault Mary Bousquet uses in the basement and upstairs in her office for personnel files. This new system is a lateral system and would go one tier higher than the existing. Both Mary and Peter are interested in the same system – with Peter's costing \$53,000, giving him 3x the storage capacity he has now and Mary's costing \$19,000, doubling her space. Ken Szajda expressed concern that this might not be a real solution – what about 10 years from now? He also asked about optical storage and Mary said that she interprets the state regulations that even if stored optically, the records still cannot be destroyed. Tom Meehan asked how much time would be gained by this and was told that it would add about 30 yrs. Ken Szajda asked Mary Bousquet to look into pg. 175 – RMU 2E of the state guidelines manual. Ken asked who had determined how much space would be needed and was told it was the company. It is the same company that set up the file system in the Town Clerk's office a few years ago and it is on the state bid list. Ken Szajda asked if they had looked at other vendors and asked Mary to do two things before a recommendation is made: 1- check into the possibility of electronic storage and 2- get a 2nd quote on a filing system.

Lesley McDonnell came to the meeting to discuss her capital request of \$3500 for repairs to the library roof. She thought she had one gutter that was split, but when someone from the Highway Dept. went on to the roof and he found many problems that will eventually need to be fixed or replaced. Leslie was looking for advice from the FinComm as to how they want to proceed – do repairs costing \$3500 or replace part of the roof that would be much costlier, probably \$60,000 - \$110,000. Ken Szajda said that he thought the \$3500 would be a good option and would get them through the next 2 yrs. or so.

FinComm then discussed the COA garage door issue and how to pay for it. There could be an article on the warrant to appropriate the money from capital. The issue with this is that work can't begin until the money is allocated and the COA wants the work done before winter. Because it was an unforeseen expense in May, FinComm members agreed that it falls under the guidelines of a Reserve Fund transfer. There are two options: wait until October Town Meeting or approve it as a Reserve Fund transfer now and move the money in October from Capital to the Reserve Fund. Pam Zicko, seconded by Mark Schultz, made a MOTION to transfer \$8,500 from the Reserve Fund to Council on Aging, org. # 01541, repairs and maintenance, obj. #53000. Passed 6-0-0.

Ken Szajda reported that the Tree Warden, Mark Ahronian, is looking for money to have some trees taken down that were damaged by Hurricane Irene. He also asked what members thought about the RFQ regarding West Boylston's HR study; he would like to work from this document. Ken said that the RFP needs to be advertized 2 weeks, 3 days ahead of the deadline for receiving bids. It would have to be advertized by Oct. 5th or 6th and responses would have to be in by the 24th – so the amount would be known for Town Meeting. To keep with this schedule, the RFP needs to be finalized by next Tuesday's meeting. Ken Szajda asked FinComm members how they wanted to proceed. Should they go through West Boylston's RFQ, noting their likes and dislikes? Do they need to send out questionnaires as West Boylston did? Should they ask people for their job descriptions? Mark Schultz suggested putting it all in the RFP and get estimates. West Boylston's concern was compensation, but Holliston wants to expand to benefits. Ken said that he thinks there are 3 objectives: benefits; to get rid of the rate table; and suggestions for a study that makes financial sense over a long period of time. Some of the questions Holliston has for the West Boylston group are as follows: What do you wish you had done or asked for differently? Who did the report? What met the \$7500 requirement? Did they only spend \$7500? If anyone is still around from the time the survey was conducted to talk to? Ken would like to drive to West Boylston to speak to them. Were they happy with the results? The purpose of Holliston's study is to align expenses with revenue.

At 9:40 pm, Pam Zicko, seconded by Mark Schultz, made a MOTION to adjourn the meeting. Passed 6-0-0.

Respectfully submitted,
Faith Antonioli, Secretary

Date approved: October 4, 2011