

**FINANCE COMMITTEE MINUTES
NOVEMBER 1, 2011**

The meeting was called to order at 7:38 pm in the meeting room outside the Board of Health in Town Hall. The following members were present: Ken Szajda, Michelle Zeamer, Pam Zicko, Tom Meehan and Mark Schultz. Kathleen White was absent from the meeting.

Pam Zicko, seconded by Mark Schultz, made a MOTION to approve payment of a bill submitted by Faith Antonioli for the week ending October 8, 2011, totaling 3.75 hours. Passed 5-0-0.

Mark Schultz, seconded by Tom Meehan, made a MOTION to approve the minutes of October 4, 2011. Passed 4-0-1 (P. Zicko, abs.)

FinComm then discussed the 2 proposals received for the Human Resource study – the Stone proposal and the Jacobs proposal. The committee that had looked into the two proposals rated the Stone proposal higher because of the experience of the team doing the study. An internal project manager would be needed for the study to use both existing data and to do an analysis with the group's data. Both proposals also want a contact person within the town. Ken Szajda suggested Paul LeBeau for the data and the FinComm for decision makers. Mark Schultz felt that the Stone proposal was more comprehensive. Ken Szajda suggested that Holliston speak to a local town that had the Stone Company do a study for them, perhaps Medfield. Ken commented that the Stone Co. had experience with similar size towns as Holliston, whereas the Jacobs Co. had worked with many larger cities and in many parts of the country. Ken Szajda asked if there was a consensus within the FinComm to award the contract to Stone and all agreed. Mark Schultz, seconded by Tom Meehan, made a MOTION to accept the proposal of Stone Consulting, Inc. to provide a study of the total compensation services to the Town of Holliston. Passed 5-0-0.

Ken Szajda asked FinComm members to think about ways for the town to gradually extract money for OPEB liabilities. They also need to begin modeling for FY13 and make up the calendar. Tom Meehan commented that he would like collaboration between various departments and perhaps more budgeting together among groups. For example, could Fire, Police, Ambulance and Emergency Management budget together?

They also discussed the issue regarding the Tree Warden's budget – it was wiped out by the October snow storm. Paul LeBeau told him to get bids on the work that needs to be done. The costs could be handled by a Reserve Fund transfer.

Ken Szajda said that FinComm will need four meetings before the first of the year: Nov. 15 – meet with Stone consulting to kick off the Human Resource study; Nov. 29 – review contracts with the BOS and School Comm.; Dec. 6 – discussion of efficiency, modeling and OPEB; and Dec. 13 – set the guideline for FY13 budgets. They also discussed filling the vacancy on the board.

At 8:50 pm. Pam Zicko, seconded by Mark Schultz, made a MOTION to adjourn the meeting. Passed 5-0-0.

Respectfully submitted,
Faith Antonioli, Secretary

Date Approved: December 6, 2011