



Town of Holland, MA – Finance Board

Meeting Minutes

December 4, 2013

Call To Order

The Chairman called to order a meeting of the Holland Finance Board at 7:30 PM on December 4, 2013 in the Holland Town Hall.

Roll Call

Finance Board Members present: Andrew Harhay, Ernest Fancy, John Ebersold, John Phelps and Mike Brady. Selectperson Lynn Arnold attended for the Board of Selectmen..

Approval of Minutes

The draft minutes of the November 13, 2013 meeting had been previously distributed for review. Under the heading of Open Issues, the reference to 'FY14' was corrected to read 'FY13' as the fiscal year of the expenditures ledger figures to be reviewed by John Phelps. The minutes were unanimously approved, as amended.

New Business

- Budget Requests Submittals: The thirteen (13) budget requests received to date were distributed to the attendees.
- Treasurer's FY15 Submittals: Treasurer Linda Blodgett reviewed her FY15 budget estimates for Major Capital Loans, the Treasurer's Office and Employee Benefits.
 - Major Capital Loans – The amount of the loans that will continue into FY15 total approximately \$160K, although that does not include the expected addition of a loan for the October 2011 storm for costs not reimbursed by FEMA or MEMA. This new loan could add approximately \$40K to \$60K/year to the budget for capital loans, although these payments might not have to start until FY16.

- Treasurer's Office – The treasurer proposed that the budget for the Office be increased by \$3,940. Work hours for the clerk would be increase from the current 3 hours/week to 5 hours/week and cost an additional \$1,440; the purpose of the position is to provide clerical support and to become acquainted with the basic functions of the Office. New software to streamline payroll activities would add \$2,000/year and the cost for banking services would increase by \$500. The treasurer also requested that the budget line item currently named 'Certifying Notes Expense' be more appropriately identified in the future as 'Financial Advisor/Bond Counsel.'
- Employee Benefits - The two major line items in this budget are Hamden County Retirement Assessment and Chapter 32B (health insurance); the actual increase for the former will not be known until mid-January and the latter not until March. The treasurer pointed out that there could be a significant increase in 32B if we do not survive the 6-month probationary period with the insurer that recently became our carrier.
- Board of Health Request for Funds: The BOH provided a written request for the transfer of \$465 from the Reserve Fund for 'Lake Water Testing' line item. It was not clear to the Board why the current balance of \$910 in the line item will apparently not be sufficient for testing during the 5-week period from Memorial Day until June 30, 2014. The Chairman will ask the BOH for clarification on the request.

Open Issues

- FY13 Expenditures Ledger Figures: John Phelps provided a spreadsheet that he developed which integrated a number of FY13 budget factors for each line item; factors for each line included (1) ATM approved monies, (2) transfers, (3) encumbrances, (4) actual expenses and (5) the actual variance from the budget. After much discussion of the data, members agreed that John's effort was very effective in providing a large amount of useful budgetary information in a single spreadsheet. With the groundwork completed using FY13 data, providing a similar spreadsheet in future years will be much easier. John suggested that revenue figures might also be useful in a final product and agreed to pursue that information.
- Remote Participation by Committee/Board Members at Public Meetings: The Chairman indicated that the Selectboard has approved the ability of committee or board members to participate in a meeting from a remote location, under the specific rules established by the Attorney General's Regulation, 940 CMR 29.10. The ability for remote participation should be of benefit to the Finance Board, as well as other public bodies.

Next Meeting

The next meeting is planned for December 11, 2013. The primary item will be review of the BOS budget proposed for FY15.

Adjournment

The Chairman adjourned the meeting at 9:40 PM.

Minutes submitted by: Andrew Harhay, Chairman

cc: Board of Selectmen, Town Clerk, Treasurer, Collector, Assessors, Accountant