



Town of Holland, MA – Finance Board

Meeting Minutes

December 10, 2014

Call To Order

The Chairman called to order a meeting of the Holland Finance Board at 7:32 PM on December 10, 2014 at the Holland Town Hall.

Roll Call

Finance Board members present: Andrew Harhay, Ernest Fancy, John Phelps, and Mike Brady. Also present was Select Board member Lynn Arnold.

Approval of Minutes

The minutes of the November 5, 2014 meeting were unanimously approved as written.

New Business

Review of Town Clerk's Budget for FY16

Sharon Ashleigh attended the meeting and presented the FY 2016 Budget Request. The request included a line item for a salary for an Assistant Town Clerk. It was stated that an Assistant Town Clerk would be familiar with the duties of the Town Clerk and

would provide the Town with knowledgeable backup in the event that the Town Clerk was unexpectedly unavailable for an extended period of time. Currently Sharon is paying the former Town Clerk out of her salary line to assist in the transition. There was discussion about some of the Town Clerk's Expense items; the spreadsheet developed by John Phelps to compare the FY16 request with FY14 actual and FY15 budget figures was used in reviewing the current request. It is expected that election-related expenses will be lower than FY15 due to fewer elections during the year. We will re-visit the expense items during February when better actual year-to-date expense figures will be available.

Town Accountant Report for FY14: The FY14 written report from the Town's accountant was distributed and reviewed briefly. Questions were asked about where information can be found regarding revolving funds and gift accounts. The Chairman indicated that he would ask the accountant for that data.

Community Development Block Grants (CDBG): The process for applying for Block Grants was reviewed by Lynn Arnold. It is required that a Community Development Strategy (CDS) be prepared and submitted as part of the application process. Input from all Town boards and committees has been requested.

Next Meeting

The next meeting will be on Wednesday, December 17, 2014. The Board of Health Budget Request will be reviewed. John Phelps requested that we devote some time at this next meeting to briefly review budget requests received from committees that are not on our schedule for the overall FY16 process.

Adjournment

The Chairman adjourned the meeting at 9:56 PM.

Minutes submitted by: Mike Brady, Secretary