



Town of Holland, MA – Finance Board

Meeting Minutes

April 15, 2015

Call To Order

The Chairman called to order a meeting of the Holland Finance Board at 7:30 P.M. on April 15, 2015 at the Holland Town Hall.

Roll Call

All Finance Board members were present: Andrew Harhay (Chairman), Ernest Fancy, John Phelps, John Ebersold and Mike Brady. Also present was Select Board Chairperson Lynn Arnold. The meeting was held jointly with the Select Board for the purpose of developing the Fiscal Year 2016 budget.

Approval of Minutes

The minutes of the March 18, 2015 meeting were approved.

New Business

Town Clerk Budget:

Town Clerk Sharon Ashleigh attended the meeting to provide information and to answer questions, primarily about the request to fund an 'Assistant Clerk' position. Since the work scope of the Clerk's Office has not changed substantially in the past year, the Board did not see the need to increase the overall operating cost of the Office. The DOR has advised that there is precedent for splitting the salary of the Town Clerk between the Town Clerk and an assistant, should that be of benefit. That option would have to be approved in a budget line item voted at Town Meeting. The Town Clerk will inform the chairman if she wishes to pursue this option.

The Town Clerk budget was increase by \$3,000 to reflect the cost for the special election that must be held in FY16 for the opening in the Select Board. Also, the budget was increased by \$1,000 in anticipation of costs for a possible recall petition.

Building Department Budget:

There was discussion regarding the Building Commissioner's request to increase the clerk's hours from two hours per week to eight hours per week. Also, he is requesting that the clerk's salary be a budget line item, and not paid from the Commissioner's revolving account. The reason for this request is that the permit fees that go into the account are not constant during the year, and at times there may not be sufficient funds in the account to pay the clerk. The Board voted to increase the clerk's hours to four hours per week, and to include a line item in the budget for the expense; monies going into the revolving fund will no longer be withdrawn for clerk wages.

Cost of Living Salary Increases:

The Board voted by four to one to recommend a Cost of Living Adjustment of 2.5% for Town employees.

Board of Health FY16 Budget:

The preliminary FY16 budget for the Board of Health includes \$7,500 for Health Agent Expense and \$8,200 for Expenses. Based on tonight's budget review, the Chairman will ask the Board of Health to reduce its request by \$2,500. The BOH can determine which account(s) will be reduced.

Community Center/COA:

The expense for replacing the Community Center doors with electric handicapped-accessible doors may be recommended to be paid from free cash.

Highway Department FY16 Budget:

Highway has requested \$215,600 for overall Expenses. The preliminary budget reduces these lines to \$175,000. This total amount is more in line with the needs of amounts in prior years. As the Chapter 90 funds for FY16 are significantly higher than amounts provided in prior years, the overall funding for operations exceeds prior years.

Open Issues:

Ernie Fancy reported on a meeting that he attended on the State's Open Meeting Law. Key items mentioned were that meeting minutes include the names of members who are not present, that posted agendas include the date/time of posting and that e-mails that are 'deliberative' and are shared with enough members to constitute a quorum violate the Open Meeting Law.

Action Items Being Carried:

- The Town Clerk will inform the Chairman as to whether she would like to split her salary line with an assistant.
- The Chairman will inform the Board of Health of the current need that their FY16 budget request be reduced by \$2,500.

Next Meeting:

The next meeting will be at 7:30 P.M. on April 22.

Adjournment

The Chairman adjourned the meeting at 10:20 P.M.

Minutes submitted by: Mike Brady, Secretary