Time: 7PM

Location: Holbrook Town Hall

Members in Person: PJ, Brian

On the Call: Mike, Nakeya, Barry

Chair calls the meeting to order and takes roll call

**Meeting Minutes**

* Motion to approve 10/20, 11/3, 11/16 Mike/Brian 4-0-1

**Reserve Request**

* Remaining balance in the account was for the Alarm systems & National Grid Bolls
* 14,700 was the lowest bid
* Not planned in the budget
* Recent issues in the last few weeks
* Intention to sell the building may have been are reason that it was not adequately secured
* Biz to improve the explanation of why this is unforeseen
* Mike asks if there can be a transfer from the general expense account, but Biz answered that this can only happen at the end of the year or in front of town meetings.
* The balance of the reserve fund transfer, 216k remaining after this vote.
* Motion to Approve, condition that the form be revised, Brian/Mike 4-0-1

**New Member**

* Anne Salvia
* Served on the board from 2013-2015
* Excited to rejoin
* Motion to Approve 4-0-1

**Budget Process**

* Budget goes to the selectboard before December
* Budgets were due last night, Biz will reconcile and meet with the department heads.
* Chair speaks about the legal process is slightly different, then we can decide on recommending to town meeting.

**Town Accountant's Update**

* Balance sheets submitted on November 7th to DOR
* The cash will not be certified till after the first of the year
* DOR concentrating on Tax Rates
* State needs to declare the final amount
* Repairing the tax rate recap, presented to the selectboard next week.
* DOR sets the rate based on the recap.
* Selectboard has a classification hearing.
* November expenses ready next week
* Mike asks when we get the November numbers will they include the items from town meeting.

**Motion to Adjourn**

* Mike/Brian 4-0-1