Date: 1/12/2023

Members in Person: Scott, Brian, Barry, Mike, Anne

Members Online: Susan, PJ, Peter

Chair calls the meeting to order and takes roll call

**Meeting Minutes**

Motion to Approve the Meeting Minutes for 12/15

* Brian, Mike 5-0-1

**Reserve Funds Transfers**

* Assessors Admin/Clerical Salaries
	+ Reclassification for deputy assessor, no additional staff adds.
	+ Request to add to their budget.
	+ PJ asked what the cost was, Town Accountant indicates that this is not readily available
	+ Peter asked if this is position that we have been denying. Town Administrator indicated that this is a filed mitigation settlement. The cost of the settlement outweighs the cost of litigation.
	+ PJ asked that if the position is reclassified that the duties be changed.
	+ Town Administrator indicates that the deputy is now a certified assessor.
	+ Ann asked if this is the full settlement. Town Administrator indicates that this is the full settlement.
	+ Mike asked if there is any backup we can have in files.
	+ Motion to Approve 6-2-0
* Landfill
	+ Elevated gas levels detected, and there needs to be additional monitoring to DEP.
	+ 25k for the additional landfill monitoring.
	+ The contract has not been signed, needs to be funded to be signed.
	+ When the contract is signed the amount is encumbered
	+ Susan asked who is responsible, the DPW Superintendent.
	+ Scott suggests that this be added to the budget.
	+ Environmental Partners is the contractor.
		- The current contract is 25k, this sum is in addition.
	+ Grass mowing cost increase by 1k
	+ Need to be contracted to be in compliance.
	+ This is a change of scope, it is a time and materials contract, money unused would come back. This is in addition to the existing contract.
	+ They need to provide bills.
* Norfolk County Agricultural School
	+ Invoice in March and more Accurate budget in fiscal 24
	+ Tuition is higher than budgeted
	+ PJ requests if Town Accountant can reach out to see if they can come before us
	+ Tuition are on DESI
	+ Town Administrator to call the county commissioner
	+ Anne notes that we should have the reason for the difference
	+ Mike asks why we can't wait till we get the invoice.
		- Discussion indicates that the committee agrees
	+ Barry notes that the reserve fund is drawn down to 181k from 250k with the previous 2 items approved.
	+ Vote not taken.

**Budget**

* Free Cash and Retained Earnings Certified
* Recap and Retained Earnings
	+ Needed to raise 131k for Solid Waste, needed to agree that it is solvent, cannot go into deficit.
* Solid Waste
	+ Graph shown in the meeting, not bringing in enough billing.
	+ Large drop in the number of users.
	+ Projected 260k, supplemental transfer to go into the positive
	+ Expiring contract in July
	+ Town will receive funds from the transfer station
	+ Need a viable revenue source
	+ Transfer from free cash
	+ Rate increase will only cover half the deficit
* Overall Deficit
	+ 1,058,000 currently
	+ Governor's budget at the end of January
	+ HCAM is out of the budgeting process
		- Supply more services
			* More zoom for meetings
			* Closed Captioning
	+ Revenue is not reflected in the town budget
		- Revolving fund
	+ Sending invoices
		- 250 is guaranteed by the town, contractual obligation
		- Last year the revenue was 238k
		- Possibility there will be a streaming service
	+ Norfolk County Pension up by 437k
* Selectman
	+ 2k for IT budget, cover laptops
	+ Facilities director, if program is successful will be absorbed by the DPW
		- Doing LED study, other efficiencies, Energy Audit
		- Hour changes for town hall and library
	+ Part of settlement will be absorbed into departments, required to carry the amount, accounts for decrease in 5114
	+ General expenses from 6k to 10k for conferences and training
* Town Accountant
	+ Part time add of 17hours per week to handle additional volume
		- Help with Payroll withholdings
		- Scanning and Grant Maintenance
		- Anne asked if there is anyone that can cross train
		- Would not meet the requirements for benefits
	+ Town Accountant Salary contractual
	+ 2 new filing cabinets required for the Town Accountant's budget
	+ Overtime
		- Assistant town accountant working overtime.
* Legal and Professional
	+ Small increase, 13k
	+ Mike asks about policies about accessing the town lawyer. No department can access without the Town Administrators office.
	+ Mike notes that we are up from 150k from 2021.
	+ All CBA have been settled last year.
	+ Expected a lot of legal expenses expected in the coming year.
* Town Reports
	+ To remain at $2,500
* Forest Committee
	+ To remain at $1,000
* Veterans
	+ Existing officer is retiring in June
	+ Forming a district with Braintree, Avon and Holbrook
	+ No obligations for OPEB
	+ Estimate is 25k from 10k, this will be variable based on the consortium
	+ Mike asks about the benefits, identifies that there is only 4k spent.
		- Town Accountant indicates that with the new consortium there will be more outreach
		- Cost of flags on Veterans Day or Memorial Day
* Celebration Account
	+ Request 50k
	+ Fund founders day event and other major events
		- Cost of public safety (Police, Fire, DPW)
	+ Same events
	+ Additional events, fund raising will still be required
	+ Cost to make the public safe.
	+ Anne asked that this will cover all of the event overtime costs
* Debt Service
	+ Working on the debt service, modifications will happen
* Benefits
	+ Expect 7% increase in benefits
	+ Data needed, HR Director is important
* New sheet to be sent the committee
* Next Meeting
	+ 1/26
* Motion to Adjourn 6-0-0