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