Date: 1/26/2023

Time: 7PM

Location: Holbrook Town Hall

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

Member on Zoom: Susan (7:40 PM)

Chair calls the meeting to order and takes roll call

**Meeting Minutes**

Motion to Approve the Meeting Minutes for 12/1/22 & 1/12/2023, Brian/Mike 5-0-0

**Reserve Fund Transfer**

* 8 Students at Norfolk Agricultural Program
* Town Accountant has confirmed that invoice but it is not received.
* No motion

**HR**

* Currently no HR Director
* Trying to hire these two positions with encumbered funds
	+ Benefits Coordinator (70-75k)
	+ HR Generalist
* Market Rate is $110, previously we offered a salary $85k but were unable to locate a qualified candidate.
* Budget Request remainder of the year funded.
* FY24 3 positions requested, today we have a principal clerk who is working with some help from internal resources and consulting resources.
* Floater is working payroll.
* Anne asked about outsourcing, for administrative functions.
* Town Accountants said that municipalities don't usually go outside. Trying to confirm with best practices.
* Year End Issues where difficult to deal with.
* Greg going to assume acting roles for discipline and general management.
* Need to build the team and strategy.
* Will need a year end transfer to professional & technical to pay consultant. Floater is being paid out of the Town Administrator.
* Town Accountant to provide MMA best practice.
* Notary stipend, budgeted for based on the clerical union

**COA**

* Asking for a level funded budget
* 9-3 M-T, 9-12F
* Grant based on population increased, also money carried over from the formula grants.
* Small increase based on the increase at town meeting for drivers. The rest of the increase based on increase in Gas.
* All Part-Time, there are no benefits.
* Looking for a building, will need to fully staff.
* Seniors are living longer and they want to be active.
* Looking for a replacement of the Van.

**Library**

* Flood recently. Fire Department required to pump all night.
* There may be a capital request due to remediation.
* Looking for the root cause.
* Rescheduled for 2/23.

**Inspectional Services**

* Changes are contractual
* Health Board expenses are combined with Inspectional Services, with the exception of the Public Health Nurse.
* Board of Health received a Payroll grant. Covers 5 to 6 staff.
* Town Account requested a copy of the grant.
	+ Joint grant, multiple towns, Randolph, Holbrook, Quincy, Braintree, Weymouth
* Budget needs to be revised. Will come back to the committee. Rescheduled for 2/23.

**Town Clerk**

* Town Clerk could not make it to tonight's meeting
* Appointing an Assistant Town Clerk
* Training Budget
* Rescheduled for 3/9

**Follow-up/Other FY24 Items**

* Revenue provided by Town Accountant for HCAM
	+ Currently for FY23, 103k as of December, which is behind trend.
* Chair asked about the Cherry Sheet, Town Account indicated it would be expected March 1
* Debt strategy meeting
	+ Presented ARPA request of 2M for the Water Treatment plant. If approved, the borrowing would be 19M
* Health Plans changes, cost increases and programmatic reductions.
	+ Looking at other options.
		- Mayflower health group.
	+ Expecting 7% increase, current budget reflects level funding
* ViceChair asked about utilities
	+ Net Metering agreement, which will be provide some credit
	+ LED replacement for program
	+ Town Hall and Library usage to reduce energy usage
	+ Public Safety is a priority

**FY23 Budget**

* Meeting on 1/31 with Department Heads
* FinCom Presentation on 2/16

**Next Meeting**

* Next Meeting 2/9

**Motion to Adjourn**

* Motion to Adjourn, Brian/Mike 6-0-0