Time: 7PM

Location: Holbrook Town Hall

Members in Person: Scott, Brian, Barry, Ann

Members on Zoom: Peter, PJ, Mike, Nakeya

Chair calls the meeting to order and takes roll call

**Meeting Minutes**

Motion to Approve the Meeting Minutes for 2/9/2023, Scott/Mike 6-0-2

**Utilities for Dispatch, Funds Transfer**

* Short $34k, Dispatch center is all electric
* Last month's electric bill 11k, 10k in the budget
* Up due to the National Grid increases
* Ann mentioned that there might be a decrease in rates.
* Will continue to work with 911, but might not be able to use for utilities
* Discussion about partially funding
* No additional expense in General Fund or IT
* Motion to Approve PJ/Brian 6-3-0 No (Ann, Mike, Peter)

**DPW Tree Removal Request**

* 15,000 Request for Tree Removal
* Town Accountant suggests, reduced to 10k
* Wait till next week 2/23

**Storm Water Waste Management**

* Not in compliance with Dep Guidelines
* 3 major drain failures
* Need to comply with MS4 Guidelines
* 25k Request, 3,700 in the account now
* Wait till next week

**Town Hall Expense**

* 89.5% expended as of this week.
* 9k in the account, 25k.
* Expenses through 1/31, 15k per month average
* 5 months of expenses
* Wait till next week

**Town Hall Windows**

* Blew out in a wind storm
* Typically a capital project
* 10k needed
* Wait till next week

**Mitigation Grant**

* Will be presented next week

**Current State of the Towns Expenses**

* Snow and Ice has been encumbered, not anticipating there will be a substantial deficit
* Same amount of plowing as last year
* Salt also included

**HR Professional or Technical**

* Can't Pay a consultants through a wage and salary line.
* Year End Transfer from Salary, in the same function and same department
* Could move at Town Meeting

**Public Safety Maintenance**

* Above average costs
  + Generator had an ignition module failure, keep one in the inventory
  + Overhead door expense
  + Magnetic Lock for the processing room
  + AED for the dispatch center

**Police Department Encumbrances**

* Prior year bills, carry forward budget

**Police General Expense**

* Most of costs are front loaded
* AT&T bills, Cruiser expenses

**Police OT**

* Money in the salary line that will cover it

**Fire Dispatcher Salaries**

* Small portion of the overall budget, paying out of the grant line
* Change line to Dispatcher Salary, remove fire
* OT will also be paid from grant

**DPW Overtime**

* DPW will be able to rely on the funding for the unfilled Supervisor position

**Storm Management**

* Funding needed
* To be covered next year

**Library Maintenance and Improvement**

* Mop up flooding
* American Alarm
* Plumbing
* Elevator
* Can rely on the General Expense

**General Expense**

* Paid when the insurance
* Encumbrance for the entire PO

**Revenue FY 23**

* Increase in bills, Mike asks how that impacts FY23 Financials
* The values have increase 200M, based on 21 sales
* Will be increased revenue above what was expected?
  + 29M, 16M as of 1/31, 55%
* Falls to Free Cash
  + Will be certified early 2024

**Fuel Expenses**

* Haven't heard anything from any other departments

**Other**

* Town Meeting Transfers, will be requested
* Library will be have 30k additional in utilities
* Deficit for Solid waste, fiscal 23k, may need to supplement with free cash
* Need to pay extra attention to Enterprise accounts

**Free Cash Policy**

* Free cash policy needs to be reviewed
* Currently a guide

**Town Meeting Date**

* May 10th date changed due to the school concert, school is not available on May 18th

**Ambulance Transports**

* Increasing number of calls
* EMT OT Costs increasing, not sure about the trend
* EMT Salary is trending high with EMT Training, Calendar year not fiscal year
* Projection is that we will end up in deficit on the salary side
* Will be increased billing

**Next Meeting is Next Thursday**

* Thursday 2/23

**Motion to Adjourn**

* Brian/Ann 9-0-0