Date: 03/09/23

Members in Person: Scott, Barry, Mike, Anne

Members Online: Susan

Chair calls meeting to order and takes roll call.

**Meeting Minutes**

Motion to Approve Meeting Minutes from 02/23

* Mike, Scott 5-0-0

**Reserve Funds Transfers (RFT)**

* RFT 1: Norfolk Aggie (NA) Bill
  + Presented by Town Accountant
  + Ask for $8,488
  + The Town pays $4,244.00 for each student that attends NA
  + The bill from NA was $33,952 but we budgeted $25,464
  + The shortfall was $8,488
  + Motion to approve, Mike/Anne 5-0-0
* RFT 2: Hazard Mitigation Plan
  + Presented by Police Chief
  + Ask for $3,000
  + The grant will bring in $27,000 to sum to $30,000 in gross funding
  + Town does not have a Hazard plan
  + Funding needed now to hire a vendor to draft the plan
  + Hazards are any hazard such as a snow storm, hurricane, power outage
  + Motion to approve, Mike/Anne 5-0-0
* Reserve Fund Transfer Balance = $66,083.67

**FY24 Budget Items**

* Police
  + Police budget allocations will change but bottom line will not change
* Inspectional Service Budget
  + Katie/Eric agreed to budget submission
* Board of Health
  + Board of Health hired Health Agent, waiting for Select Board approval
  + Health Agent rate is higher than the last rate
  + Looking to solidify hire in next few weeks
  + Budget for FY23 should not be affected
  + We can expect a revision to the inspectional services budget once hire happens
* Department of Public Works (DPW)
  + Enterprise accounts will be reviewed on April 6
  + Presented by DPW Superintendent
  + Overall budget up $256k or 11.1%
  + Salary line items up $70k or 6.7% year over year
  + Many other line items up $10k - $50k
  + Town Owned Utilities up $50k or 167% - Includes costs to Enterprise accounts
  + General expenses up $35k or 35% for increased prices for parts and supplies
  + JFK/South Utilities & Maintenance down $24k or 54%
  + Street lighting up $20k or 18% for cost increases despite lights being LED
  + Overtime up $20k or 33% due to higher rates for DPW staff
  + DPW forced to carry a salary for a disciplined employee $70k

**Upcoming Meetings**

* March 23 – Holbrook Public Schools
* April 6
  + Blue Hills
  + Norfolk Aggie
  + Capital Planning
  + Enterprise Accounts
  + Indirect Costs
* Mike to send revised Schedule to Public Schools and Blue Hills
* Mike to send email to Norfolk Aggie
* Susan to inform us of Capital Planning schedule
* Town Meeting is May 10
* Meeting materials should be mailed 14 days antecedent (April 26)
* Town meeting warrant closes on March 31
* Motion to adjourn Mike/Anne 5-0-0