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