Date: 7/10/2023

Time: 7PM

Location: Holbrook Town Hall

Members in Person: Barry, Mike, Anne, Scott

Members on Zoom: Brian, Susan, PJ

Chair calls the meeting to order and takes roll call

**Last meeting for this term**

* Peter, Nakeya, Scott terms are up on 7/15
* Scott is returning
* Town Moderator can be contacted to fill
* Mike to e-mail the assistant to the town administrator

**Meeting Minutes**

* Motion to approve meeting minutes from 6/5, Brian/Mike

**Transfers**

* IT budget Transfer
	+ Motion to approve, Mike/Brian
	+ Page 7
* Transfer from Town Admin Support SVCS to Town Admin Salary and Assistant to Town Amin Salary
	+ 53rd week and Town Admin Vacation buyout
	+ Page 8
	+ Motion to approve, Mike/Brian 5-2
* Transfer Town Account to town Accountant OT
	+ Motion to approve Mike/Brian 7-0
	+ Page 2
* Town Account Admin Clerical/Town Account Salary Mike/Brian 7-0
	+ Page 9
* Deputy Assessor
	+ Page 10
	+ Deputy Assessor is no longer in the clerical union and doesn't qualify for sick leave buy back
	+ Overall the budget will be a return of $71
	+ Barry expressed concerns about moving it to general expenses.
	+ PJ comments that this is a normal process
	+ Motion to approve as written Mike/Brian 7-0
* Treasure Collectors office
	+ One more week to do warrants
	+ Treasurer collector Admin salaries 57K
	+ Page 3 Transfer to Brown Legal
		- Fincom dropped 75 to 60
		- 75 Bills submitted 90k, FY 23 bills
		- Motion to Approve, Mike/Brian 5-2 (No Anne, PJ)
	+ Page 4
		- For upcoming bills for Office Related expenses
		- Motion to Approve, Mike/Brian 1-5-1 (Brian Yes, PJ Abstain)
	+ Page 13
		- Unfunded increase of the salary
		- Motion to Approve, Mike/Brian 7-0
	+ Discussion between Anne and PJ about scheduling
		- Anne questions if positions are unfilled they fall to free cash
		- Town Accountant indicates that the position for has been posted and they haven't gotten qualified personnel. Also indicates that many town departments are underfunded
		- PJ says that maybe salaries need to be reviewed
		- Susan indicates it is difficult to find qualified candidate
* HR Director
	+ Page 6
	+ Cover the consultant for unhired HR consultant
	+ Motion for 43k Anne/Mike 7-0
* Town Clerk
	+ Page 15
		- Elections were going into the town clerk rather than the town meeting
		- Increase to Town Clerk's salary voted
		- CDS Removed from Reason for request
		- Motion to approve Mike/Brian 7-0
	+ Page16
		- Motion to approve Mike/Brian 7-0
* Public Safety Maintenance
	+ Mike asks about increased utilities rate
	+ Chief McFadden confirms that utilities overage used for maintenance and that there is a transition to break out the details to more clearly attribute expenses
	+ Page 11
	+ Utilities not increased at town meeting
	+ Motion to approve Mike/Brian
	+ Suggest that utilities bills be reviewed before fall town meeting
	+ Chief will run a report. There was an HVAC controller that was included in this amount. Inflation could have been an component to increased expenses.
	+ Motion to approve Mike/Brian 5-2 (Susan, Mike No)
* Patrol Salary
	+ Page 1
	+ Mike notes that this funding is not fully staffed
	+ Electrician not included in the flock camera estimate
	+ Motion to approve Mike/Brian 5-1-1 (Anne No, Susan Abstain)
* Fire Department
	+ Realignment hasn't happened yet
	+ Clerical union can get buyback for % of unused sick time
	+ Motion to approve Mike/Brian 7-0
	+ Page 12
* Inspectional Services
	+ Page 14
	+ Motion to approve
	+ 52 weeks verse 53 weeks
	+ Motion to approve Mike/Brian 7-0
* DPW Salaries
	+ Page 17
	+ Superintendent increase not included
	+ OT is back pay, rate can be 1.5 or 2x
	+ Motion to approve Mike/Brian 6-0-1 (Susan Abstain)
* Library
	+ Motion to approve Mike/Brian 7-0
		- Page 5
	+ Library Admin Clerical
		- Page 18
		- Motion to approve Mike/Brian 7-0
* Snow & Ice pulled
	+ Withdrawn

**Motion to Adjourn**

* Next meeting 7/27
	+ Library wants to be the agenda
	+ Reorganization
	+ Free Cash
* Motion to Adjourn Mike/Brian 7-0