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