Date: 7/27/2023

Time: 7PM

Location: Holbrook Town Hall

Members in Person: Mike, Scott

Members on Zoom: Brian, Barry, Anne, Susan (7:40PM)

**Meeting Minutes**

* Motion to approve the meeting minutes for 7/10, Brian/Scott 5-0-0

**Fincom Reorganization**

* Barry for Chair - Brian/Scott - Scott votes yes
* Mike as Vice Chair - Brian/Scott - Scott - votes yes
* Brian as Secretary - Anne/Scott - Scott - votes yes
* Susan Capital Planning Brian/Scott - Scott - votes yes

**Department Heads**

* Nothing at this time

**Library**

* Acting Library Director (Mike) & Amy Mills
* Library director position is vacant
* Would like to raise the director salary to retain talent
  + 108k and 86k Former director salaries
  + Examples from Mass towns from 10k-15k
* Requires a master's degree
* Supervises 11 employees
* Requesting to make it from 85-95k from 73k
* Library board of directors decide on the salary and the town meeting approves.
* Vice Chair indicates that they don't need Fincom approval.
* Recommendation of the Town Accountant as the beginning 73k and then say negotiable. If it gets negotiated higher than it needs to go to town meeting.
  + Need to submit a town meeting warrant article through the town administrators office. Include the salary range and the funding source.
  + Funding source would be taxation.
    - Needs to be voted before the tax rate is set.
    - November Town Meeting
* Town Accountant has recommended that there be an overall wage and salary study.
* Current director's salary is in the current budget.
* Anne notes that it might not be required from taxation
  + Former director was paid out all of her vacation
  + Acting director getting a stipend.
  + Recommendation is for the difference from taxation.
* Town Accountant will help calculate the dollar value
* Intent to post in September
* Chair speaks in support of the proposed salary range
* Former Library Director left in July
  + Grant reports and other reports due in the fall
  + Contract Kim to do the work. $75 per hour.
  + 20 hours of work
  + Anne suggests, that there be a cap
  + Town Accountant suggests that legal write the contract

**Reserve Fund Transfer**

* $31,893, convert the conservation agent from a Part time to a Full Time position
* Request of the select board.
* Good resume submitted this week
* Could ask the town meeting to refund the reserve fund.
* Discussion about best approach
  + Will bring it to town meeting.
* Not going to take-up the Reserve Fund Transfer tonight
* Motion to Table Reserve Fund Transfer 6-0-0

**Select Board Chair**

* Former Town Administrator
  + Ended contract with prior administrator
  + 6 Month Buy Out
  + Vacation pay has already been processed
* Need an interim town administrator
  + $75 -$110 per hour on a part time basis, 20-25 hours a week
  + Posted the job as of this morning.
  + Sent to a few firms.
  + Will start rolling interviews Wednesday.
  + Decision within the next 3-4 weeks.
* Recruit someone within 3-4 months through a recruiting firm.
  + Salary needs review by the Selectboard
* 55k available from the town administrator’s line.
* Plan for town meeting
* The Town Accountant recommending an outside firm do a wage and salary analysis.
* The Vice Chair asks if there has been an analysis for efficiency, using technology.
  + DOR might be able to help. Division of Local Services, Technical Assistance Bureau, Zack Blake.
  + Survey in 2006.
  + Select Board needs to write a letter requesting
    - Services are free
* Send to Townadmistratoract@holbrook.ma.gov

**Other**

* Set up a subcommittee with the Free Cash Policy
  + 2-3 members
    - Anne, Brian, Mike

**Adjourn**

* Next Meeting - 8/24
* Motion to Adjourn Brian/Scott 5-0-1