Date: 10/5/2023

Time: 7PM

Location: Holbrook Town Hall

Members in Person: Mike, Scott, Brian, Barry

Members on Zoom: Anne, PJ, Susan (7:25PM)

**Meeting Minutes**

* Motion to approve the meeting minutes for 8/24
* Brian/Mike 6-0-0

**Special Town Meeting**

* Scheduled for November 27th & 28th
* Unpaid invoice
  + 1 unpaid invoice
* Article will need to be rescinded and revote. Article 1 March 2022. Tri-town bond.
  + Constable posted the incorrect date. Certified a day late.
* GIS
  + Need to vote the fund in the entirety to cover the shortfall.
  + Funded by the budget because the retained earnings won't be certified. Funding needs to be shown.
  + Water and sewer rates won't be impacted.
  + Will be a wash in Fiscal Year 24
* Standpipe Engineering needs an extra 35k.
  + Might need to be increased in the spring.
  + Bids went back and forth.
  + 2.9M presented to capital, plus contingency
  + Engineering services is separate.
  + Funded by the contingency, shortage funded by water retained earnings.
  + Anne voices concern about an increase in costs after an agreement.
  + Susan recommends that we hire a project representative.
  + Town Accountant and Town Administrator to review the contract.
* Solid waste
  + Increased from last year's estimate.
  + Town meeting decided that vote 1/2 the budget.
  + Rate was increased after the town meeting.
  + Budget shortfall of 181,670.
    - Takes till the end of June.
  + Options will need to be discussed.
    - Rate adjustment
    - Taxation
    - Stabilization fund
  + Chair reminds that Town Meeting objected to funding through taxation.
  + There is only 14k in the retained earnings.
  + New Contract has been signed.
* Police Contract
  + Contract needs to go on town meeting warrant. Money within the police budget.
  + Mike asks for the copy of the contract.
  + Chair indicates that we review the contract because we recommend.
  + MOA that indicates the changes.
  + Anne indicates that we historically we have gotten the contracts.
  + Town Administrator indicates this is a customary increase.
* Conservation Agent
  + Move from part time to full time.
  + Cost 32k, for the remainder of this year.
  + Could potentially be drawn from the HR director budget.
  + Anne asks if there was a HR consultant.
    - Town Accountant indicated that the contract ended 6/30.
  + PJ asked if the conservation commission agrees that need a full person.
    - Select board member Conway answers that they do need it.
    - PJ indicates that he would still like to hear from the conservation commission.
* MBTA cannot be done by the Special Town Meeting
  + Action Plan in place.
  + New target date in the state 3/25.
  + Chair indicates that has been contentious.
* No petitions have yet been received.
* Town Administrator determine the print date.
  + Special Town Meeting 11/27 & 11/28
  + Warrant closes 2 weeks from yesterday 10/19
* PJ recommends that we contact Blue Hills to print the warrant.

**Solid Waste Contract**

* No work had been done in April. Capital provided a 1 year contract, with an opt-out.
* New opportunity
  + Troupe has presented an offer to do a tired system. Opt-in for the entire town.
    - Once a week pickup (Proposed)
      * 264 - 32/64
      * 372 - 64/96
      * 444 - 96/96
  + Town would be getting out of the trash business.
    - Troupe to purchase a new vehicle.
  + No senior discount
    - Fee lower than republic
  + Fee Collection would go to Troupe.
  + Bulk pickup program
  + Extra bags/barrel at an extra cost
* Move to February 1st to avoid shortfall.
  + Mike asks if that is the date because it's been paid.
* Renegotiating with capital is going to go higher.
* The town would become Troupe's customer.
  + Library
  + Town Hall
  + School
* Town Accountant confirms that we already pay for town services.
* Town Administrator speaks about options.
  + Resign contract.
  + End with no transition plan
  + End with a soft landing
* Averaging 65k a month
* 880 per dumpster
* Indirect costs of 150k
  + Employee costs
  + Insurance
  + Treasurer's office
* If you don't opt in you have to provide proof of another provider
* For no shortfall the rate would need to be 440.
  + Additional barrels and bags
  + Not including some town barrels in the cost
* Chair mentions that we could take out of the enterprise fund as another option.
* No guarantee that there will be free trash with the transfer station.
* Takes 2 full time DPW employees to manage the program.
* PJ comments that we don't have control over the service.
  + In the board of health there can be a regulation of a set rate.

**Town Accountant Update**

* Year-end close in progress
* Free cash won't be certified by the special town meeting.

**Free Cash Policy**

* Subcommittee has looked at the free cash policy.
* Emailed around to the committee.
* Move up capital stabilization fund.
* Need to create an operating capital fund.
* Moved up reduce the tax levy.
* Fund General Stabilization
  + $3M, about 7% of the budget
* Funding compensated absences in the budget
  + Town account says that it might be smart to put some money in for future retirements.
* OPEB moved up from 8 to 6
* One-time projects
* Can increase Bond rating by increasing fund balances.
  + Increase unincumbered free cash
  + Never fund operations out of one-time revenue sources
  + Conservative revenue projections
* Send out free cash policy.

**Challenges in the Treasurer's Office and Accountant's office**

* Select board members present decline to comment.
* PJ Comments that items that have been voted have not be spent.

**Motion to Adjourn**

* Next meeting 10/19
* Open seats, 2 vacancies
* Motion to Adjourn Brian/Mike 7-0-0