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* Article will need to be rescinded and revote.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