Date: 1/11/2024

Time: 7PM

Location: Holbrook Town Hall

Members in Person: Barry, Mike, Brian

Members on Zoom: Scott, Anne, Susan

**Meeting Minutes**

* Motion to Approve meeting minutes from 12/14
  + Brian/Mike 4-0-1

**Reserve Fund Transfer**

* The paperwork for the Library Director's Salary reserve fund transfer is not ready.

**Budget Discussions**

Finance Committee Budget

* $600, MMA Dues
* Level fund

Town Clerk

* Mike spoke with the town clerk, and the budget is not ready yet.
* Anticipated salary raises and increases in clerical salary.

Forrest

* Scott said that the budget will be level for Forrest.

Veterans & Historical

* Mike reached out but no response yet from these departments.

Treasurer Collector

* Overall increase year over year of 14.4%
  + 10% increase in salary
    - Usually Fincom asks for a 2-3% increase to salary at town meeting.
  + 5% increase in Admin/Clerical salaries
    - Is this the result of 2 new employees or contractual?
* Tax Title Foreclosure
  + Going from 60k to 100k
    - This line item is variable in the last few years.
      * Clarification needed from the Treasurer Collector
    - FY24, through 10/31 so far $212 spent.
* General Expenses
  + Increase from 70k FY23 to 100k in FY24.
* Mike to send an e-mail to follow up.

**Other Business**

* Town Accountant resigning as of 1/19, budget schedule is in question.
* If there is no data for budgeting, the Fincom may need to present a level budget only including contractual obligations.

**Next Meeting**

* Mike to reach out to the departments about the next meeting.
  + COA
  + Selectboard
  + Town Administrator
  + HR
* Next week's meeting to be cancelled.
* Next meeting 1/25

**Motion to Adjourn**

* Motion to Adjourn
  + Brian/Mike 6-0-0