Date: 1/25/2024

Time: 7PM

Location: Holbrook Town Hall

Members in Person: Barry, Mike, Brian, Anne, PJ (7:15)

Members on Zoom: Scott, PJ, Susan

**Meeting Minutes**

* Motion to Approve meeting minutes from 1/11
  + Brian/Mike 6-0-0

**Reserve Fund Transfer**

* Not presented this week
* Acting accountant to submit for the next meeting.

**FY25**

* Selectboard and Selectboard oversight rescheduled to 2/29
  + Significant reorganization, Assistant Town Administrator to take on HR Responsibilities. Administrative work could be done by a part-time person.
    - The part-time person is not currently on staff but would be net-neutral.
* Interim Town Administrator to work with the Interim Accountant on Debt and Benefits
* **COA**
  + Additional 5 hours for the coordinator next year
  + Added a principal clerk.
    - Currently paid through a grant, Adding to the budget for next year
  + Formula grant
    - Outreach coordinator is paid through the grant.
    - Van drivers over budget can be paid through the grant.
    - Events/programs for the seniors
    - Grant increased 30k.
      * Increase from $12 to $14 per senior.
      * Formula is based on the census.
  + 25k Grant to make the doors and ramp ADA compliant.
  + All employees are part-time and seniors.
  + Used 120 North Franklin for events temporarily.
  + Feasibility for 1/3rd of the Kennedy building, selectboard to put together a committee for the rest of the building.
  + May need a van from capital improvement.
    - Currently 2010 and 2011
  + Up 17% year over year due to the change payment source for the coordinator



* **Forrest**
  + Scott to confirm if level funding is acceptable.
* **Historical**
  + No Update
* **Town Accountant**
  + No Update
* **Treasurer Collector**
  + Treasurer has reached out for debts, will work with the Interim Town Administrator and Interim Town Accountant
  + Fall town meeting town meeting.
    - Salary survey
      * The average salary is 111k.
      * Nearby 110k
      * 10k-20k residents 108k
    - Budget for the existing salary, advising what the ask will be at the May town meeting.
    - Anne asked if the data is based on elected positions or appointed positions.
      * Data includes both.
      * Town Accountant to send data for elected.
  + Admin Clerical line
    - Increase of 2% in July on the job anniversary they increase a step.
    - Increases are contractual.
    - Stipends budgeted are ones that they are expected to receive.
      * There is an employee that is a notary.
  + Tax Title
    - 45k as of today for 2024 FY in the first 6 months
    - Likely for FY 24 a reserve fund transfer will be required.
    - Some towns use a revolving account.
      * Need to make sure that the cumulative impact is below state statute.
      * Requires vote of the town meeting
      * Interim Town Administrator recommends not making it a revolving fund.
    - Courts have been slow due to the pandemic.
    - New attorney that is more aggressive
      * Reviewing each account
      * Making efforts to collect before court.
    - This is the first step in the process, putting the lean on the property.
    - Expenses have been variable over time.
      * Due to consultant expenses
* Local Aid
  + Holbrook has fared well compared to other communities, with approximately a 3% increase.
  + Might be able to .25% additional to meals tax.
  + One year override, that would allow an override for 1 year, that would not permanently increase the levy.

**Other Business**

* DPW is posted.
  + Interim Town Accountant to help with the budget, planned for 3/15
* Interim Town Accountant in place
* Assistant Town Admin
  + 5 Applicants for this position

**Upcoming Meeting**

* Holbrook Public Schools, Next Week, 2/1

**Adjourn**

* Motion to Adjourn Brian/Mike 7-0-0