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