Holbrook Finance Committee Meeting Minutes

Date: 9/1/2022

Time: 7PM

Location: Holbrook Town Hall

Members in Person: Brian, Mike, PJ, Pete

Members on Zoom: Scott, Barry (7:10), Susan (7:23)

Chair calls the meeting to order and takes roll call

**Meeting Minutes**

* Motion to approve the 8/25 meeting minutes, Brian, Mike 5-0-1

**Subcommittees**

* Proposed additional subcommittees for specific topics
	+ Water Rates
	+ Bond ratings
* Mike said we should have the committees to set up
	+ Town Hall 1
		- Brian
	+ Town Hall 2
		- Scott, Mike
	+ Public Safety
		- Barry
	+ Schools
		- Pete
	+ Nakeya and Susan to pick

**Year End Transfers**

* Pete makes motion that we reopen for discussion, Mike Seconds, 4-1-1
* Reopening discussions
* Chair asks about the impact of the year end impact.
	+ Negative impact on recap 333k
	+ Unpaid bills which can't be paid 73k
		- Treasurer speaks about encumbrance warrants, held up National Grid Bills
		- Amy Mills Trustee at the public library waiting to be paid. Vendor calls.
			* People Counter
				+ Could impact the state aid
			* Eversource
* Selectboard Member Lee comments speaks in support of the transfers
* DPW Superintendent speaks in with the impact, of unpaid bills.
* Brian asks how we can get to compromise.
* Peter state no accounts should go negative.
* Chair makes it clear that there is an impact.
* Selectboard Member Lee comments, asks both sides to come together on an arrangement that would allow the year end transfers to go through that night.
* Town Administrator, asked for an Audit immediately after accepting the role, Worked with Chair. Says this is the 100-year storm. 7 vacancies in major departments at the start of the year. Board of Selectman asks to be notified. On track to normalize this year. Pledges to resign if this happens next year.
* Barry objects to the implication that the Finance Committee's refusal to pass the year end transfers as a block is what is causing the delays to the town's financial operations and vendor payments. He states that the town accountant has known for 2 weeks that the Finance Committee objects to the submitted format of one block year end transfer, and that the Finance Committee has offered alternative solutions for passing the year end transfers either individually or in suggested batches, and that the Town Accountant has refused to make any changes to accommodate the Finance Committee's objections - and that this is why the financials have been delayed and the vendors are not getting paid.
* Barry also states that while he feels that the majority of the transfers contained in the block transfer may be acceptable and fine, that there are a few of them that he does not feel are appropriate or acceptable, and that he cannot vote to approve the transfers in a single block format while those items are included. He states that he would even be willing, as a compromise, to pass the rest of the block at once this time if those specific items of concern were not included - but that he cannot vote for the block while they are in there.
* PJ / FinCom Chair asks both sides not to be combative or aggressive, states that he's not directing that at Barry but to everyone in general and asks that people not make up their minds or dig in about which way they are going to vote before they hear the rest of the night's discussion.
* Mr. Costa speaks that year end transfers have happened in years past. Says we should transfer line for line. Path forward might be to abstain if you don't agree.
* Susan says that the processes need to be in place. Needs to be education for departments on budgeting.
* Brian asks that policies and procedures be documented. Town Administrator and Town Accountant agree to provide policies and procedures by end of year to ensure we have a robust process surrounding the management of department budgets.
* Town Accountant says provided, that things stay on schedule, monthly reporting will start at the end of September/Beginning of October.
* Susan says that milestones should be established.
* Motion to Approve, Peter, Mike 4-2-1

Warrants

* Warrants don't have the final number
* Motion to ATM, Peter, Brian, 6-0-1

**Adjourn**

* Motion to Adjourn Peter, Mike, 5-0-2

**Vote Summary**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  Item | Motion | 2nd | Yes | No | Abstain | Result |
| Motion to Approve 8/25 meeting minutes | Brian | Mike | 5 | 0 | 1 | Approved |
| Motion to Reopen the vote on YE transfers | Pete | Mike | 4 | 1 | 1 | Approved |
| Motion to Approve YE Transfers | Peter | Mike | 4 | 2 | 1 | Approved |
| Motion to ATM Warrants | Peter | Brian | 6 | 0 | 1 | Approved |
| Motion to Adjourn | Peter | Mike | 5 | 0 | 2 | Approved |

**Attachments**

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