Holbrook Finance Committee Meeting Minutes

Date: 10/13/2022

Time: 7PM

Location: Holbrook Town Hall

Members in Person: Brian, Mike, PJ, Barry

Members on Zoom: Scott, Nakeya

Chair calls the meeting to order and takes roll call

**Meeting Minutes**

* No meeting minutes to approve

**Discussion on Updated FY23 Department Budgets**

**DPW**

* New Contract Approved. Additional 133k. Retroactive to July. Includes projected increases in overtime and increased stipends.
* New Contract is a 5.8% increase over 3 years**.**
* 66k Salary carried on budget due to pending case in arbitration. Good chance of turn back of this money.
* Storm Water needs to be in compliance with MS 4 Permitting Process. Holbrook has not be in compliance since the beginning of the program. This is year 4-5 of a 10 year permit. Reporting has been completed, but Catch up work is now needed to be in compliance. 190-200k is the new baseline for this budget.
* Increase from 25k to 45k for tree removal. Additional tree removal on city property to prevent damage and facilitate road work. Some of this work is done by the city and other work is done by contractors.
* Yearly 600k budget was for 3 roads and 9 roads have been completed with the same money.
* Gasoline to be reviewed by the town accountant. Gas price is locked in, but this does not include some variable components. The increase may include the cost of gas for all town vehicles.
* General Expenses increased. Hired the a mechanic. Cost of parts is up by 40%. Fleet needs many repairs due to neglected maintenance.
* Just received 2 new vehicles and 2 mowers. Ford cancelled some orders.
* Town Water & Sewerage needs to be paid to the town enterprise fund. Last year this cost was $74,700. Missed in the budget. 80k needed for this year.
* Increase to Sidewalks due to the need to have sidewalks redone on repaved roads.
* Fields need fence repairs and tree trimming.
* 100k grant for last year. Brookville field was redone from $840
* The superintendent is working on several grants.
* Barry points out that there are significant percentage differences from May budget.
* Brian speaks about ways to measure ROI and value to the town.
* Follow-up: December update to the finance committee of progress.
* Giving back 160k for capital equipment, cost of Peterbilt does not provide enough value, money to be returned to capital.

**Public Safety**

* Utility increases. Fuel cost rising. 64% increase expected. This impacts multiple departments.
* Animal Control increased for the Animal Control Officer Contract. 9k in dog licenses fees have been collected.

Police

* Price of cruisers has increased 7k.
* There is a 12k cost for the next 3 years for a retired officer's, Sick leave buyback.

Fire

* Increase due to retirement
* 40 for retirement coverage, 23k for Fire Academy.

Dispatch

* Utility increases. Will need to be absorbed this year but will be factored in when the contracts are renewed next year.
* Dispatch has gotten several performance awards

**School**

* School construction project is closed. 400k will fall to Free cash doe to the project being completed.
* Cherry sheet increase of 50k offset by 64k increase in assessment. Net of 14k.

**Library**

* Has decreased by 10k as technology can be paid from state aid.
* Library contract renegotiated
* Sick leave buy back included for retirements following Annual Town Meeting.
* Increase in compliance and utility costs
* Library hours updated
* Working on grants
* Strategic plan submitted in 9 months when it normally takes 12 months. Updated plan was needed to qualify to grants.
* Long term plan for the library maybe evaluated through a grant

**COA**

* Pay is currently 15.39 per hour
* Other towns pay higher
* 2 drivers, 52 hours per week
* Opened up on Friday
* 7.5k reflects the increase in pay to remain competitive. (Closer to $20)

**Town Clerk**

* Town cost 11k for elections
* Workers were not being paid minimum wadge.
* Tally workers, paid daily rate for the last 20 years. Changed to a 4 hour min.
* Extra town meeting, early voting, primary elections, town elections

**Town Accountant**

* Asking for the addition of a part time employee. Help to keep up with increasing volume. 13k for this fiscal year.
* 5k increase for OT for Assistant town accountant.
* Needed to ensure time for training, and to not backslide on progress.

**Treasurer**

* Asked for additional 12k. Difference of opinion with the Town Accountant.

**Funds Transfers**

* Motion to approve fund transfer 2615.53. This is required for a grant match. The grant value is $54,938.20 of which $52,312.57 grant from FEMA. Mike/Brian 5-0-1
* Motion to approve 14k for the JFK clean out. This will allow for safe tours and assessment of next steps. Mike/Brian 4-1-1

**Motion to Adjourn**

* Motion to Adjourn, Mike/Brian 5-0-1

**Vote Summary**

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| --- | --- | --- | --- | --- | --- | --- |
| Item | Motion | 2nd | Yes | No | Abstain | Result |
| Motion to Approve 2,615.53 for Holbrook portion of FEMA grant. | Mike | Brian | 5 | 0 | 1 | Approved |
| Motion to Approve 14k for the clean out of the JFK School. | Mike | Brian | 4 | 1 | 1 | Approved |
| Motion to Adjourn | Mike | Brian | 5 | 0 | 1 | Approved |