Holbrook Finance Committee Meeting Minutes

Date: 8/25/2022

Time: 7PM

Location: Holbrook Town Hall

Members in Person: Brian, Mike, PJ

Members on Zoom: Pete, Barry, Nakeya, Susan

Chair calls the meeting to order and takes roll call

**Meeting Minutes**

* Motion to approve meeting minutes 8/18, Brian, Mike, 5-0-1

**Chair's Comments**

* Finance committee role is advisory
* 2022 was a tough year, Town Accountant new last year, there are many factors
* Books are good now

**Review Year End Transfers**

* Final budget comes from town meetings and finance committee reserve transfers
* Accountant reviews the report
* Columns on the report explains transfers
* No fund transfers from FinCom Reserve Fund
* When we are voting there are two lines Salary & Expenses
* Snow & Ice will be raised on the recap of 340k.
  + This is already budgeted for in FY23
* Reserve fund transfer request for HR Director next week
  + Will be reposted, 60 days to have someone hired
  + PJ Spoke in support of the need for this position
* Some towns vote as one line salary and expenses, we have no intent to change.
* Mike asked if the final budget column was what the town voted at town meeting plus any intra-year transfers. Town Accountant confirmed, Reserve transfers goes to department which requested the transfer.
* Mike asked about process, Town Accountant answered that this was shared with the Town Administrator and the chair, Town Accountant is new and was rushed to prepare year end transfers.
  + Chair mentioned that after this year, the town accountant will have ~~need~~ processes in place.
  + Reconciliations are almost in place.
* Town Accountant states that delays in the treasurer's office caused delays.
  + There is training going on
* Pete asked when we knew that the accounts were going negative
  + Town Administrator (TA), there were gaps in senior staffing, those staffing gaps has been closed
  + Work through the issues and caught up
  + Corrective action has been taken
  + Chair of FinCom has a seat at the table
  + This year's financials are on track for October tentatively
  + TA stated deficits were not known until year end transfers were prepared
* Town Administrator says audit has material deficiencies
  + Controls have been put in place
  + Hopefully next management letter will be better, to protect bond rating
  + 2 years of back meeting minutes needed to be caught up on.
* Mike asks about salary line items for Town Administrator
  + Town Accountant answered that this was not available for town meeting.
  + Identified at the end of April, and the warrant was already finalized
* Chair says that year end transfers are a common practice
* Pete said that we knew about that deficit and that they should have come for reserve transfers
  + Town accountant answered that there was no one here to do financial analysis
* Brian said that we should have specific reports of items that are going into to deficit
* Town Administrator advises that there will be requests for more support of the Treasurer and Town Accountants offices
* Barry asks about the cost of Cross Training
  + Chair clarifies that people from other departments were doing the work, due to staff shortages.
  + Town Administrator notes that Eric K was also contracted to do training
* Chair notes that everything needs to go through the Accountant first.
* Chair notes that if we don't vote tonight the items will go on the recap
* Town Accountant says that go to Free Cash which will not be a 1 to 1.
* PJ Makes motion to reopen the motion to revote; Nobody seconded the motion

**Special Town Meeting**

* Meeting on 9/21 to sign off on the bonding for the special town meeting
* Need to go out on 9/7, citizens petitions will be in the November town meeting.
* FinCom meeting next week 9/1

**Water Rates**

* Water rates are being reviewed, trying to be proactive.

**Meeting in September**

* Subcommittees
* Year End Transfers
* Oversight
* Meetings on Thursdays going forward

**Motion to Adjourn**

* Motion to Adjourn

**Vote Summary**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Item | Motion | 2nd | Yes | No | Abstain | Result |
| Motion to approve 8/18 Meeting Minutes | Brian | Mike | 5 | 0 | 1 | Approved |
| Motion to Adjourn | Brian | Mike | 5 | 0 | 1 | Approved |

**Attachments**

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