Date: 4/4/2024

Time: 7PM

Location: Holbrook Town Hall

Members in Person: Barry, Brian, Mike

Members on Zoom: Anne, Susan

Motion to Approve Meeting Minutes 3/14

* Brian/Mike 4-0-1

**Reserve Fund Transfers**

* Still waiting on reserve fund transfer for the Library Director
* Rescinded RFT for Interim Town Administrator and Temporary Accountant

**Department Updates/Other Updates**

* Expenses and Fuel Consumption report
* Can access the Town Accountant for the information fincom is still missing.
  + Fincom sent request to the Interim Town Accountant
* Free Cash Certified
  + $4M
  + Subcommittee to revisit the Cash Policy
* Next Week Treasurer Raise Warrant Article
  + Backup sent
* Backup also sent by the Town Clerk
* Council on Aging
  + State cut grants.
    - Looking at how they are going to make up for the cuts.

**FY 25 Budget**

* Capital Planning is not ready yet.
* Letter from Norfolk Agricultural School, but not estimated numbers.

**Blue Hills**

* Holbrook Representative Taryn Mohan introduced the Business Manager.
* Drivers of increases
  + Inflation
  + Renegotiated contracts
  + Renovation
* Reduction of 3FTE, closure of post-secondary LPN (Licensed Practical Nurse)
  + Free programs at community colleges
  + This program was an adult program.
  + Can't run with only 30 students and fund with a revolving account and meet requirements.
* Substitute increased
  + Contractual obligations
* Decreased Student activities, not historically used.
* Building Maintenance increase
  + Lots of projects this summer
* Efforts made to minimize budget growth.
* GIC Rates are actually 12% increase rather than 9% reflected in the budget.
  + Rate just received.
* Mike asks about increases about expense account increases.
  + There is a capital stabilization fund.
  + Overall expenses going up year over year 10%
* Drivers are health insurance, building insurance, Supplies and materials.
  + The overall increase is 6.72%.
* If salaries are over what is anticipated, cuts will need to be made elsewhere, not going to go back to the member towns.
* Statutory Method of Assessment is used to calculate the contribution.
* Holbrook contribution is $1,151,167, required minimum contribution, increase of $138,153
* Chapter 70, based on Governor's numbers of 1/24
* Only receiving 80% of the Transportation budget, instead of 90%
* Requested $1,712,665, $262,576, increase of 18.11%
* The 4 year average of students is up increasing the renovation assessment

**Capital Planning**

* Susan following up with the Interim Town Accountant.
  + Meeting for next week.

**Next Meeting**

* Next week
  + Treasurer to speak next week on salary increase warrant article.
* Selectboard to prep the warrant articles for review.
  + Selectboard to start on Wednesday reviewing.
  + Might review in reverse, due to delays in budget.

**Motion to Adjourn**

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

**Documents**

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