

# **Holland Finance Board**

27 Sturbridge Road, Holland, MA 01521

Holland Town Hall - Community Room

## **Meeting Minutes for Wednesday, April 14, 2021**

Virtual and Physical Meeting of the Board and Guests

### **Meeting Attendance:**

- In person: Members Sharon Ashleigh, Ernie Fancy, Kelli Robbins, Andy Harhay and Town Administrator (TA) Stacy Stout.
- Remote: Select Board member Clelland Johnson for entire meeting and Select Board Chair Bettina Schmidt for the Select Board (SB)/Finance Board (FB) joint portion of the meeting to review warrant articles.

### **Open Joint Meeting –**

Finance Board (FB) Chair Sharon Ashleigh and Select Board (SB) Chair Bettina Schmidt opened each Board's meeting at 6:38 pm.

### **Review of warrant articles –**

The articles pertinent for joint review started with Article #7:

- Article #7 – Article was to fund the \$5,425 deficit in Fund 241 Police Vests State Grant.
  - Mr. Harhay indicated that we had discussed using the Reserve Fund to pay this unexpected deficit and that it had been felt appropriate.
  - Mr. Johnson made a motion to eliminate the article, as it was not necessary if the deficit is covered in FY21, 2<sup>nd</sup> by Ms. Schmidt, members in favor by roll call vote.
- Article #8 – Accountant needs to advise as to prior fiscal year invoices that need to be paid; TA asked to follow up with Accountant.
- Article #9 – Funds to support OPEB Evaluation being transferred from a specific FY21 budget line. Although planned to be performed in FY21, Ms. Robbins thought that Covid likely caused the delay. Mr. Fancy felt that the wording was incomplete, as it does not indicate where the money is going. Article was supported, but amended to say that the \$4,750 is being transferred from FY21 to the same line in the FY22 Treasurer's account.
  - Motion for the FB to support the article, as amended, by Ms. Robbins, 2<sup>nd</sup> by Mr. Harhay, all members in favor by roll call vote.

- Motion for the SB to support the article, as amended, by Mr. Johnson, 2<sup>nd</sup> by Ms. Schmidt, members in favor by roll call vote.
- Article #10 – Mr. Harhay indicated that we already put \$20K for tax title in the draft operating budget. Should that amount be reduced if \$10K is being transferred from FY21. TA to get more information from Treasurer.
- Article #11 – Article inserted here, as it had been left out by mistake and numbered as #11. Article cannot be supported at this time, as Mr. Harhay noted that chipping at Brush Dump planned for FY22 has already been completed in FY21; the money must have been available from FY21 funds.
  - Motion for the FB to vote to eliminate article made by Ms. Robbins, 2<sup>nd</sup> by Mr. Fancy, all members in favor by roll call vote.
  - Motion for the SB to vote to eliminate the article made by Mr. Johnson, 2<sup>nd</sup> by Ms. Schmidt, members in favor by roll call vote.
- Article #12 – Mr. Fancy indicated that the Article needed to be amended to specifically state that the funding source for tree removal would be Free Cash.
  - Motion by Ms. Robbins that the FB support an article amended to say that the funding will come from Free Cash, 2<sup>nd</sup> by Mr. Fancy, all members in favor by roll call vote.
  - Motion by Mr. Johnson for the SB to support an article amended to say that the funding will come from Free Cash, 2<sup>nd</sup> by Ms. Schmidt, members in favor by roll call vote.
- Article #13 – To transfer \$45,075 from Free Cash to Highway Road Improvement.
  - Motion by Ms. Ashleigh for FB to support the article, 2<sup>nd</sup> by Ms. Robbins, all members in favor by roll call vote.
  - Motion by Mr. Johnson to support the article, 2<sup>nd</sup> by Ms. Schmidt, members in favor by roll call vote.
- Article #14 – Amount needs to be changed to \$103,025, per current draft of the budget, and identify the funding source as Roadway Stabilization, not General Stabilization.
  - Motion by Ms. Ashleigh for FB to support the amended article, 2<sup>nd</sup> by Ms. Robbins, all in favor by roll call vote.
  - Motion by Mr. Johnson for SB to support the amended article, 2<sup>nd</sup> by Ms. Schmidt, members in favor by roll call vote.
- Article #15 - This article is to amend a zoning bylaw; not financial in nature.
- Article #16 – Article is to transfer of funds approved at 5/21/19 ATM for use in purchasing/installing handicap door at the Library.
  - Motion by Ms. Ashleigh for FB to support as written, 2<sup>nd</sup> by Ms. Robbins, all in favor by roll call vote.
  - Motion by Mr. Johnson for SB to support as written, 2<sup>nd</sup> by Ms. Schmidt, members in favor by roll call vote.

- Article #17 – This article relates to accepting sections of specific private roads as public roads; no funding needed.
- Article #18 – The information on the purchase of a Bobcat had been previously requested by both boards, but not provided.
  - Mr. Johnson made a motion to eliminate this article, 2<sup>nd</sup> by Ms. Schmidt, members voted in favor.
  - Vote of FB not necessary.
  - Mr. Johnson noted that, since three of the articles being reviewed have been eliminated, the TA will need to renumber the articles in the final warrant.
- Article #19 – Funding the new position of Administrative Assistant to the TA.
  - Ms. Ashleigh made the motion that the FB see if the Town will vote to raise and appropriate \$7,000 to fund the position, 2<sup>nd</sup> by Mr. Harhay, all in favor by roll call vote.
  - Mr. Johnson made the motion that the SB see if the Town will vote to raise and appropriate \$7,000 to fund the position, 2<sup>nd</sup> by Ms. Schmidt, members in favor by roll call vote.
- New Article – Creating the position of Administrative Assistant to the TA.
  - Ms. Robbins pointed out that the SB needs to create the position in order for funds to be allocated for its support.
  - Mr. Johnson made a motion to create the position of Administrative Assistant to the TA, 2<sup>nd</sup> by Ms. Schmidt, members voted in favor by roll call vote.
  - Vote of FB not applicable.
- Article #20 – Creates the part-time contract position of Planner to support the Planning Board made up of all new members.
  - Mr. Johnson made the motion that the SB support the article as written, 2<sup>nd</sup> by Ms. Schmidt, members in favor by roll call vote.
  - Vote of FB not necessary.
- Article #21 – Funding the contract for the position of Planner.
  - Ms. Robbins made the motion that the FB support the motion as written, 2<sup>nd</sup> by Ms. Ashleigh, all in favor by roll call vote.
  - Mr. Johnson made the motion that the SB support the motion as written, 2<sup>nd</sup> by Ms. Schmidt, members in favor by roll call vote.
- Article #22 – Release of rights to drain across a specific lot.  
Voting is not necessary on this article.
- Citizen's Petition – Conditional property tax relief.  
Voting not necessary on this article.

Ms. Schmidt made the motion to close the SB meeting at 7:43 pm, 2<sup>nd</sup> by Mr. Johnson, members in favor by roll call vote. [Finance Board meeting continues.]

**Review of available past minutes –**

None were available for this meeting.

**Review of Expenditure Report –**

There were no questions or comments.

**Budget review –**

Ms. Ashleigh suggested that we review the budget after the accountant provides all of the requested information; all members agreed.

**Additional items discussed by FB members–**

- Paying for the (1) deficit that resulted from emergency cleanup after the wind storm and the (2) deficit from not receiving the State portion of reimbursement for acquiring the police vests can be made from the Reserve Fund. All members thought it appropriate that a department asking for payment from the Reserve Fund provide the Finance Board with the details in writing. Ms. Robbins offered to develop a form letter that would be sent to the department and requesting expense details. Payments from the Reserve Fund would only be for an emergency or an expense that could not be foreseen when their budget was developed.
- Mr. Harhay noted the importance of getting detailed information from the accountant on the extent of prior fiscal year invoices that need to be paid.
- Mr. Fancy asked a question about items on the recap sheet and Ms. Robbins led an informative review of the items on the sheet and on the process used by DLS in calculating/certifying free cash.

**Discuss Public Hearing presentation –**

- Ms. Ashleigh asked for input on how the Public Hearing would typically flow in terms of content. Mr. Harhay offered to develop some ideas on the wording of slides that could be used for conveying a general overview of issues faced in drafting the FY22 budget. Members need to provide their thoughts on concepts for the presentation.
- Reviewed the informative budget-related slides developed by Mr. Fancy; the bar and pie charts show the amounts in the draft for the various budget areas and how spending has increased over recent fiscal years.
- The members noted that the Public Hearing this year will be unique, as voters can participate either in-person or remotely.

**Roundtable –**

Mr. Fancy thinks that we should do a better job of advertising FB public hearings in order to improve attendance. Suggestions were made to (1) send reminders to residents that subscribe to receiving Town announcements, (2) put the information on the Town website Home page and (3) perform public notification via Code Red.

**For Follow up –**

- Ms. Ashleigh to submit agenda for the next meeting and the Public Hearing.
- All members to provide Mr. Harhay with their thoughts on topics to be touched on in slides for the hearing.
- Ms. Robbins to draft a letter for the FB to send to all Town departments, boards and committees on the protocol when making a request for use of the Reserve Fund.

**Next Meeting –**

April 21, 2021 at 6:30 pm.

**Adjournment –**

Mr. Fancy made the motion to adjourn, Mr. Harhay 2<sup>nd</sup>; approved unanimously by roll- call vote at 8:43 pm.

Respectfully submitted: Andrew Harhay, Acting Secretary