

Holland Finance Board

27 Sturbridge Road, Holland, MA 01521

Holland Town Hall – Community Room

Meeting Minutes for Wednesday, September 15, 2021

Virtual and Physical Meeting of the Board and Guests

Meeting Attendance –

In person: Members – Andy Harhay, Ernie Fancy and John Scott.

Member absent – Ken Ference.

Guests – Town Administrator Stacy Stout and Assessor Cynthia Poirier.

Remote: Guest - Selectman Clelland Johnson and Principal Assessor JoAnne Higgins.

Open Meeting –

The meeting was called to order at 6:35 pm by the Chair.

Approval of Minutes –

Ernie made the motion to approve the minutes of the September 1, 2021 meeting and Andy seconded. Ernie, John and Andy each voted yes. Andy indicated that he has not yet completed the minutes for June 24, 2021.

Assessors Request for Transfer from the Reserve Fund –

The Assessors had submitted a request to transfer \$4,000 from the Reserve Fund to their expenses line. During development of their budget, two key items had been mistakenly overlooked, i.e., \$2,500 for Interim Year Adjustments and \$950 for Map Maintenance; the additional \$550 being requested was to cover other potential expenses. After discussion, Andy made the motion that \$3,450 be transferred from the Reserve Fund to cover the bills currently due for payment; Ernie seconded. John, Ernie and Andy voted yes.

Goals/Tasks for FY2022 –

Ernie and Andy collaborated to develop a draft list of tasks that the Board should consider pursuing during this fiscal year e.g., working to establish full membership on the Board, simplify the creation of meeting minutes, create a detailed budget schedule, strengthen the Town's stabilization accounts. Members were asked to review the draft and suggest any additions they felt appropriate. Ernie provided the suggestion of putting the FinBd emails into files by year. To address the task of working to establish full membership, Stacy suggested developing a Finance Board member 'job description' that could be circulated to generate interest and suggestions as to voters that might have an interest in being considered for appointment by the Moderator. Andy indicated that he would take on the task of developing a draft 'job description'.

Preparation of Minutes –

The creation of meeting minutes was recognized to be an onerous task for volunteer boards. In trying to provide detail, the minutes have become very time-consuming and evolved into almost being transcripts. The members reviewed Open Meeting Law guidance on the preparation of minutes. Finance Board minutes have included most of the OML required components, but capture more than just a "summary" of discussions. It was agreed that members should focus on providing a summary or the results of discussions, rather than on exactly 'who said what'. Moving in that direction is totally acceptable per OML guidance and should significantly reduce the time spent to develop meeting minutes. The area where the FinBd has fallen short is listing the documents referenced during the meeting. The agenda distributed for this meeting included attachments of the documents to be discussed.

Budget Preparation Schedule –

The Board reviewed a draft schedule of dates proposed for meeting with each of the departments, boards and committees to discuss their needs. Just prior to the meeting, Stacy had emailed Andy last year's schedule that incorporated tasks performed by the accountant and Town Administrator. Andy will work to integrate the two schedules into one spreadsheet covering development of the FY23 budget. Stacy will suggest a schedule for joint meetings with the Select Board.

Roundtable Comments –

Ernie indicated that a *potential* new member – Thomas Zafiris - had planned to attend tonight's meeting, but was given a last-minute work assignment. Thomas is a recent economics graduate of Worcester State.

Next Meeting –

October 6, 2021 at 6:30 pm.

Adjournment –

Andy made the motion to adjourn and Ernie seconded. John, Ernie and Andy each voted yes. The Chair adjourned the meeting at 7:26 pm.

Respectfully submitted,

Andrew Harhay