**Holland Finance Board**

27 Sturbridge Road, Holland, MA 01521

Holland Town Hall – Community Room

**Meeting Minutes for Wednesday, October 6, 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.

 In Person: Guest – Town Administrator Stacy Stout.

 Remote: Guest - Selectman Clelland Johnson.

 **Open Meeting –**

The meeting was called to order at 6:31 pm by the Chair.

 **Approval of Minutes –**

 Members had reviewed the past minutes. Ernie made the motion to approve the minutes of 6/24/21 and John seconded; Ernie, John and Andy voted yes. Ernie also made the motion to approve the 9/15/21 minutes and John seconded; Ernie, John and Andy voted yes.

**Brian Johnson – Comments on Pioppi Construction Invoices –**

Brian Johnson was delayed and got to Town Hall after this meeting had been adjourned; Jim Pioppi came with Brian. As Ernie had asked that this topic be on the agenda, he offered to talk to Brian and Jim, and then update the Board at our next meeting.

 **Recruiting additional Finance Board members: Ideal attributes –**

Andy had distributed a draft ‘Job Description’ prior to the meeting. Clelland, John, Ernie and Stacy offered suggestions on wording changes to enhance the description, giving Andy the latitude to adopt as he thought best. Andy will provide Stacy with the final version to put on the Town website.

**Schedule of tasks leading to ATM –**

Andy modified the Finance Board’s task list by integrating those tasks performed by the Town Administrator, Select Board and Accountant. Stacy will review the list to ensure that she agrees with the timeline.

**Review documents with new members –**

The Chair felt it appropriate to delay these reviews until later in the calendar year, when the Board has hopefully added two new members.

**ATFC Invoice –**

 The Board received a Second Notice from the *Association of Town Finance Committees* indicating that the dues for FY22 had not been received when billed in July. Andy asked for approval to pay the invoice; Ernie, John and Andy voted yes. Andy will process the invoice through the Treasurer.

**Select Board Meeting Highlights –**

 Based on a suggestion from the last meeting, this topic was added as a standard agenda item, in case there was a particular item of focus by the Select Board that our liaison though that the Finance Board should be made aware. Clelland indicated that he will be working to have the Town perform a compensation survey relative to its employees and would appreciate hearing from the Finance Board on a suggested approach. Clelland also mentioned that the Select Board will be meeting with the accountant to identify support areas that would enhance overall financial management; he asked the Finance Board to provide input as to accountant outputs that would be of value in budget

 development.

**Roundtable comments –**

 Stacy indicated that the dates suggested for joint meetings of the Select Board and Finance Board be the first Select Board meeting of each month, with the purpose being to discuss any topics of particular importance relative to development of the FY23 budget. She also reminded the Fin Bd members that Conflict of Interest/Ethics on-line training needs to be completed every 2 years. Although she tracks positions appointed by the Select Board, it is incumbent on members of the Finance Board – as appointed by the Moderator - to ensure that they comply with the requirement.

 Andy noted that the Library learned that its FY22 budget was not what the MLA required to meet the standard for receiving state aid. The Library had been provided with the budget they requested, so a calculation error was likely in their formulating the request. The Library Director is working with the state agency to determine how to resolve the situation.

**Next Meeting –**

 Neither Ernie or Andy will be available on October 20, 2021, so the next meeting will be on November 3, 2021 at 6:30 pm.

**Adjournment –**

Ernie made the motion to adjourn and John seconded. John, Ernie and Andy each voted yes. The Chair adjourned the meeting at 7:10 pm.

Respectfully submitted,

Andrew Harhay