

**MINUTES**  
**Thursday, September 21, 2023**  
**Finance Board Meeting – 6:00 p.m.**  
**Town Hall Community Room 1<sup>st</sup> Floor & Virtual**  
27 Sturbridge Rd.  
Holland, MA 01521

**Members in person attendance:** Chair Karen Peret, Andrew Harhay, Paul Tortolani

**Members virtually in attendance:** None

**Guests in attendance:** Town Administrator Stacy Stout; Board of Selectmen Ernest Fancy; Town Moderator William Hardy ; Cari Kay Robertson; All Boards Clerk Brenda Anger

**Meeting called to order by Chair at:** 6:04p.m.

**Topics of Discussion:**

1. Potential new Finance Board Member: Cari Kay Robertson shared a summary of her private sector work and municipal experience. William Hardy & Karen Peret expressed the importance of availability to attend scheduled Finance Board meetings which meet weekly during busy season January – April & bi-weekly thereafter.  
Approval of Finance Board membership  
Motioned by: William Hardy Town Moderator; Second by Karen Peret; All voted in favor
2. A request to put meeting out of order by Town Administrator Stacy Stout was made in order to discuss a topic not on the Agenda.  
Motioned by Andy Harhay  
Second by Karen Peret  
All voted in favor.
3. Select Board Comments: Special Town Meeting schedule for Monday, October 23, 2023 @ 7p.m. @Holland Elementary School to discuss and vote on By-Law Changes and vendor recommendations.
4. Karen Peret motioned meeting back in order at 6:41p.m.  
Second by: Andy Harhay;  
All voted in favor.
5. Approval of Meeting Minutes: The minutes of the August 17, 2023 meeting were reviewed.  
Motion minutes approved by : Andy Harhay  
Second by: Paul Tortolani  
All voted in favor.
6. Review of proposals for Compensation Study: Town Administrator explained what the compensation study will be looking for and comparing with other towns in the area; as well as looking into the positions and their descriptions in the municipality. The two companies that have been selected to bid on the study for the Town of Holland are **Gov.HR USA & Human**

**Resources Inc.** They have conducted these studies in the past for the State of Massachusetts and work for all of New England. The purpose of the study is to help the town form equity decisions within the town and in the market. Deadline for data study bid is October 12, 2023 and Finance Board will review on October 19, 2023. The RFP report will be sent to all departments via email.

7. Review of draft samples of Budget Request Documents:  
Karen submitted the draft for the 2024 Annual/Capital Budget Request form she got from the Bureau of Local Services. Form needs modification to be suitable for Finance Board. Following Modification Requests were made: remove "If Requesting Budget Same as Previous Year"; "Personnel" under Asset Category  
Add: "Frequency of Use" under Equipment Request  
Add "What is your Current Budget"  
Replace Consequences of Delaying Purchase/Project to say " If there is an impact on your budget going forward what is the impact?"  
Revisions to the form will be discussed at the next board meeting.
8. Roundtable Comments:  
Andy Harhay: Stated "this will be an interesting & difficult year"  
Karen Peret: Received a bill for \$450.00 from unknown vendor  
Stacy Stout: Confirmed bill received by Chair was spam & could disregard. Introduced new All Boards Clerk Brenda Anger. Requested for Brenda to be cc: on all finance board emails & documents.
9. Public Comments: None
10. Meeting adjourned by Chair at: 7:35 p.m.  
Motioned by: Karen Peret  
Second by: Andy Harhay  
All voted in favor.

Respectfully submitted by:

Brenda Anger  
All Boards Clerk  
Town of Holland  
413-245-7108 x 111