

**Holland Finance Board**  
27 Sturbridge Road, Holland, MA 01521  
Holland Town Hall – Community Room  
**Meeting Minutes for Thursday December 15, 2022**  
Virtual and Physical Meeting of the Board and Guests

**Meeting Attendance –**

Members in person: Andrew Harhay, Robbin Luzon and Cara Bogacz, Paul Tortolani and Karen Peret.

Members attending remotely: None

Member Absent: None

Guests in person: None

Guests attending remotely: None

**Open Meeting –**

The Chair called to order at 6:12 pm.

**1. Approval of 11/17/22 and 12/8/22 meeting minutes.**

Karen made the motion to approve both sets of the minutes and Robbin seconded; approval was unanimous.

**2. Request for Transfer from The Reserve Fund**

The Principal Assessor submitted an updated Request for Transfer from the Reserve Fund of \$1,340.00 to Assessor's Expense Account #001-141-5420-0000. During the transition in the Principal Assessor position from JoAnne to Priscilla, funds for office supplies and continuing education were mistakenly omitted from the FY23 budget request. Cara moved to approve and Karen seconded. All approved.

**3. Budget development activities**

Andy made some changes to the departmental budget presentation schedule to accommodate department requests. He also passed out new data regarding the FY 2024 tentative levy limit and free cash.

#### **4. Environmental Hazard Mitigation Project status.**

Andy reported on the continuing effort to update the Holland's Hazard Mitigation Plan, an initial requirement before pursuing grant opportunities to implement mitigation projects. A number of significant local hazards were identified by residents at the community meeting in September 2022 and the Core Team.

#### **5. Expenditure Report**

There was a general discussion regarding the setup of the report based on questions presented by Cara.

#### **6. Select Board updates**

Andy reported that the Select Board had a recent meeting regarding new bylaws to be proposed by the Planning Board. There had also been an ongoing discussion regarding the best use of ARPA funds.

#### **7. Roundtable comments.**

Since her appointment to the Finance Board last year, Karen has been compiling a glossary of relevant municipal financial terms. As a result of the meeting the previous week with the Town Accountant, she added terms from the 2020 audit documents, recent DLS bulletins, the 2013 Town of Holland Bylaws, the 2017 Town of Holland Finance Board Policies, the 2021 Finance Committee Handbook (ATFC) and A Guide to Financial Management for Town Officials (DLS). She gave a copy to each member.

Cara asked what the process will be during the budget discussions with the department heads beginning in January. Andy reviewed the typical process.

#### **8. Next Meeting: January 12, 2023.**

#### **Adjournment**

Karen made the motion to adjourn the meeting and Robbin seconded; approval was unanimous. The Chair adjourned the meeting at 7:45 pm.

Respectfully submitted,  
Karen Peret