

Holland Finance Board

27 Sturbridge Road, Holland, MA 01521

Holland Town Hall – Community Room

Meeting Minutes for Wednesday, October 20, 2022

Virtual and Physical Meeting of the Board and Guests

Meeting Attendance –

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

Members attending remotely: Paul Tortolani

Member Absent: None

Guests in person: Clelland Johnson – Select Board

Open Meeting –

The Chair called to order at 6pm.

1. The draft minutes for September 29, 2022 had been previously distributed for review. Karen made the motion to approve and Robbin seconded. All approved via roll call vote.
2. **Discuss budget development schedule.**

Andy presented a proposed calendar for Board meetings to develop the 2024 budget. The schedule runs from November 17, 2022 to May 30, 2023. For the Board's review, he further presented a spreadsheet showing the FY22 and FY23 budgets with blank columns for FY24.

3. **Assessors Request for Reserve Fund transfer.**

Andy presented a Transfer from Reserve Fund request submitted by Cindy Poirier for additional funds to cover anticipated future costs for the Assessors. Andy stated that the Finance Board in the past had not approved such transfer requests based on anticipated costs, but only on seeing that the fund has been depleted due to unforeseen circumstances. He suggested that Ms. Poirier's transfer request be tabled at this time and be reviewed when circumstances warrant.

4. **Environmental Hazard Mitigation Project.**

Karen gave a brief overview of the \$27,000 Municipal Vulnerability Grant received by the Town. Holland will work with the Central Massachusetts Regional Planning Commission (CMRPC) to identify the Town's environmental hazards and vulnerabilities and then develop a plan for mitigation of the same. A meeting was held on September 10, 2022 at the Community Center to identify the key hazards in Holland. It was attended by CMRPC, the Grant's Core Team and 20 residents to identify hazards. CMRPC will hold a follow-up meeting on November 3rd with the Grant's Core Team. Clelland mentioned that the overarching concern was with the storm water runoff.

Additionally, Karen gave an update of her discussions/emails with the Massachusetts Operational Service Division to begin to explore the use of state contracts by the Town of Holland. She has an on-line appointment with Patricia Burke who is the Local Government Enablement contact person assigned to the Town of Holland. She will forward that appointment information to Clelland so he can also participate in the call.

Andy raised the issue of purchasing MS Office Suite for the Finance Board's new laptop. Clelland recommended that it not be purchased until the Town compiles information on all computer software used by Town officials and employees.

5. Select Board updates.

Clelland reported that he had participated in two webinars on municipal energy programs with potential to reduce the Town's electricity expenses.

6. Roundtable comments.

Robbin indicated that she was considering a reorganization of the budget spreadsheet to streamline the calculations. She also discussed sharing the budget preparation and files with Cara over Microsoft's One Drive system. Andy noted that there were problems last year with multiple people making changes to the spreadsheet without indicating the date changes were made, but he believed that Robbin and Cara could handle it well.

Paul had reviewed the 2023 budget spreadsheet and had a concern that dams in town might have future liabilities that the budget needed to address. Andy indicated that there was only one dam in town-and that the Hazard Mitigation study-would hopefully carefully evaluate the likely need to address that structure. Paul also asked why fuel costs for the Fire and Police Departments were not be identified in the spreadsheet. Andy noted that fuel for all departments historically been consolidated in the Highway fuel line item.

6. Next meeting.

November 17, 2022 at 6:00 pm.

Adjournment –

Karen made the motion to adjourn the meeting and Robbin seconded; approval was unanimous. The Chair adjourned the meeting at 6:56 pm.

Respectfully submitted,
Karen Peret