

## **Holland Finance Board**

27 Sturbridge Road, Holland, MA 01521  
Holland Town Hall – Community Room

### **Meeting Minutes for Thursday, November 17, 2022**

Virtual and Physical Meeting of the Board and Guests

#### **Meeting Attendance –**

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

Members attending remotely: None

Member Absent: Cara Bogacz

Guests in person: None

Guests attending remotely: Stacy Stout-Town Administrator

#### **Open Meeting –**

The Chair called to order at 6:24 pm.

1. The draft minutes for October 20, 2022, had been previously distributed for review. Karen made the motion to approve and Paul seconded. All approved.

#### **2. Budget development schedule/letter of request.**

Andy distributed a draft memo to be sent to all Departments, Boards, Committees and Commissions describing the budget request process that will be followed in preparation of the FY 2024 budget. Budget requests should be sent via email to the Finance Board. The *Capital Purchase Request* form will be attached to the draft memo for purchases exceeding \$5,000. Karen made a motion to approve the draft memo and attachments. Robbin seconded. All approved.

#### **3. ATFC Annual Meeting Comments**

Andy, Cara and Karen attended the Annual Meeting of the Association of Town Finance Committees recently. Andy and Karen summarized the presentations they attended including Budget 101, Climate Change: Your Finance Committee's Role and the Great Resignation: How It Affects your OPEB Liability. Regarding the OPEB health insurance and pensions session, it was noted that funding the pension component of the OPEB is mandated but the OPEB liability is not. The speaker suggested that towns should be cautious of hiring new staff who might be retiring in the next year or two, as the town would be responsible for paying the entire earned pension for all the years the person worked for any Massachusetts city or town.

Robbin moved to approve the vendor vouchers to pay for the \$55 fee for each member attending the meeting and Paul seconded. All approved.

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

The Core Team for Holland's Hazard Mitigation Project met recently, with Andy attending for the Finance Board. The major flooding and culvert issues that had been identified at the September open

meeting were reviewed. Information regarding historical data on variations in Quinebaug Basin temperature, rainfall, snowstorms, hurricanes, tornadoes, severe thunderstorms was provided by the project consultant for reference, along with mid-century and end-of century projections.

## **5. Expenditure Report 11/7/22**

Andy asked that the FinBd members review the expenditure reports distributed bi-weekly by the accountant and bring any questions to the meeting.

Subsequent to the last FinBd meeting, Andy met with the Principal Assessor to indicate that the Reserve Fund Transfer Request would not be considered at the present time, as ~ \$4K remains in the assessor expenses account. The FinBd's long-standing policy is not to approve transfer requests made solely in *anticipation* of an eventual budget deficit. Andy then asked the Town Administrator's for her thoughts on the issue. She agreed with waiting until the funds are actually needed.

Andy also noted that the Fire Department had to replace their well pump and hot water heater due to unanticipated failures. They will be reviewing the impact on purchases they had planned for the year.

## **6. Select Board Updates.**

Stacy noted that the Select Board is in discussion regarding how to spend the Town's ARPA funds. There is ~ \$600K remaining after the allocation made to reduce the loan required for purchase of the new firetruck. Identifying how remaining funds will be allocated must be made by December 31, 2024 and expended by December 31, 2026.

## **7. Roundtable comments.**

Due to difficulties encountered with the GoToMeeting application at the beginning of the meeting, Robbin will make adjustments to how the Finance Board connects to the app.

## **8. Next meeting:** December 15, 2022, at 6pm.

### **Adjournment:**

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

Respectfully submitted,  
Karen Peret