

Holland Finance Board
27 Sturbridge Road, Holland, MA 01521
Holland Town Hall – Community Room
Meeting Minutes for Thursday, July 20, 2023
Virtual and Physical Meeting of the Finance Board and Guests

Meeting Attendance –

Finance Board Members in person: Karen Peret, Robbin Lauzon, Paul Tortolani

Absent: Andy Harhay

Remote: None

Guests in person: Stacy Stout, Town Administrator, Ernie Fancy, Select Board

Open Meeting –

The Chair called the meeting to order at 6:01 pm.

1. Approval of minutes of prior meetings: May 4 and June 15

The minutes of the meeting of May 4 were reviewed. Paul moved to accept them and Robbin seconding and all voted in favor.

The minutes of the meeting of June 15 were reviewed. Paul moved to accept them and Robbin seconding and all voted in favor.

2. Discussion about Finance Board activities for FY 24

Compensation Study—next steps

Paul reviewed the Collins Center proposal and Karen reminded that the Select Board had set aside funds to cover the study with the expectation that it will proceed. Stacy advised us of procurement guidelines that would require three bids or documentation that three qualified bidders were not available. Paul will work with Stacy to identify bidders and develop an RFQ (request for quotes) for a Classification and Compensation Study as well as a Policy and Practices Report.

Oversight for the study and implementation issues were also discussed.

Capital and Budget Request forms—

The Board is seeking a consistent format for departments, commissions, and committees to submit annual budget requests. This is not the town budget spreadsheet. We determined that Robbin would draft a form for this purpose for the Board to review.

For capital requests, it was determined that such a form and process should be developed in conjunction with the Capital Planning Committee of the Town. Karen will review other towns websites to see if formats are available.

Collaboration—

The Chair encouraged suggestions and ideas that would make the budget process more collaborative and participatory. For example, sharing a draft of a budget request form with the entities that will be expected to submit them to the Finance Board.

Summer Meeting and calendar—

The Finance Board set its next meeting for August 17, 2023. Thursdays also seemed to be the most viable for the Finance Board meetings for the coming year until further discussion could be held. Those discussions would be informed by considerations about moving the date of the Annual Town Meeting.

3. Select Board Report—

Ernie reported that a Special Town Meeting is under consideration to address By-Law changes and advise that if the Finance Board had any to propose, those needed to be submitted

4. Roundtable

Robbin commented that she looked forward to contributing to a clearer and more informative budget review process this year. Paul commented that he had learned a great deal in his first year to apply more effectively this year.

.

5. Adjourn

At 6:50 PM, a motion to adjourn was made by Paul, seconded by Robbin and unanimously approved.

Respectfully submitted,

Paul Tortolani