

MINUTES

Monday, November 7, 2023
Finance Board Meeting – 5:30 p.m.
Town Hall Community Room 1st Floor & Virtual
27 Sturbridge Rd.
Holland, MA 01521

Members in person attendance: Karen Peret, Andy Harhay, Paul Tortolani, Cari Robertson

Members virtually in attendance: None

Guests in attendance: Stacy Stout (Town Administrator), Laurie Bartkus (Accountant), Sharon Ashleigh (Treasurer), Val Lundin (Town Clerk), Brian Johnson (Highway), Select Board Members in attendance: James Whalen, Ernie Fancy, Kate Landers; Town Resident Bill Robertson

Joint Meeting with Board of Selectmen called to order by Chair at: 5:31 p.m.

Topics of Discussion:

1. Joint Meeting:

a. Special Town Meeting

- i. Article 6 - Prior year bills totaling \$3486.50. There is a Scanlon & Scanlon invoice of \$4,000.00 that can be paid with free cash or can be paid out of Reserve Fund Transfer. Finance will vote to do a reserve Fund Transfer at their next meeting.

Motion to transfer \$3,486.50 of Free Cash to pay prior year bills by A Harhay, 2nd by P Tortolani: All in Favor, Yes

- ii. Article 7- To transfer \$60,000.00 to complete the paving on Old County Road. The price for paving has increased 43% since the original bids were received. The project was funded from a 319 Grant has a required completion date of March 2024 and requires the Town to match a certain percentage. There was a large discussion about pricing and details about where the money can be taken from and how the Grant funding works. The requested \$60,00.00 will complete the project.

Discussion:

Motion to approve Article 7 to transfer \$60,000.00 from Road Stabilization to Finish Paving Old County Rd by A Harhay, 2nd by P Tortolani Karen – Yes, Andy – Yes, Cari – Abstain, Paul – Yes.

Motion to call the question made by Karen Peret; 2nd by Andy Harhay; All voted in favor.

- iii. Article 1- Vote at the Town meeting and then send it to the Attorney General.
- iv. Articles 3 & 5- There are questions on if we are substantially changing bylaws and not just updating. Trails Committee is not included in the bylaws and does not need to be referenced in the bylaws. The Police chief had some questions

on the wording, Ernie will follow up with him. Kate had questions on what the source was for some of the changes and why were these changes made? There are a few options for bringing these Articles to the Special Town Meeting: 1. Pass over all four articles and start over with general code, 2. Pass over the two articles on changes and not publish bylaw changes and present them at the Annual Town Meeting. 3. Present all four Articles and see what happens. There can be a decision made on the Floor at the meeting but it is up to the Moderator. We need to be able to answer where an ATM voted on changes to Articles.

- a. ARPA – The Finance Board has received two quotes for a Classification Study. The third vendor declined to submit a proposal. The quote from GovHR seemed to be a boiler plate contract that did not cover RFP for \$19,000.00 with an additional charge of \$300.00 for each position description. The Collins Center responded to what was required in RFP with a quote of \$22,000.00 with no additional Charge. The Town Accountant gave a Collins Study from the Town of Brookfield to Finance to use as a guideline for free. There were some questions raised so the Town Treasurer put together one with additional information from other Towns. This is Tabled for further discussion.
- b. Audit Review- The Town Accountant gave a summary of the audit findings. There was a decision made to go to a bi annual audit on even years based on cost and not having had any issues. The Town had to perform a federal audit (single audit) due to having Grant funds that exceed \$750,000.00 that require this audit to be done. The Town should budget for these audits in the future.

Motion for Finance to Close the Joint Meeting at 8:02 PM

Respectfully submitted by:

Brenda Anger
All Boards Clerk

TOWN OF HOLLAND
REQUEST FOR TRANSFER FROM THE RESERVE FUND

To: Finance Board

Date: 11/07/2023

Request is hereby made for the following transfer from the Reserve Fund (001-132-5700-0000) in accordance with Chapter 40, Section 6, of the Massachusetts General Laws:

1. Amount requested: \$4,000.00
2. To be transferred to: Accountant Expense 001-135-5420-0000
3. Present balance in said appropriation:

\$200.00

4. The amount requested will be used for: (specific purpose)

To cover unanticipated cost for Federal audit needed

5. This expenditure is extraordinary and/or unforeseen for the following reasons:

Not typical to need federal audit so not in budget

Signed: Karen Perre 11-29-23
Office or Department Head

Action of the Finance Board

Date of Meeting _____ Number of members present and voting _____

Transfer voted in the sum of: \$ _____ Transfer disapproved: _____

Signed: _____
Chairperson, Finance Board

Request must be made and transfer voted before any expenditure in excess of appropriation is made.