



Finance Committee
 Town of Halifax
 499 Plymouth St.
 Halifax, MA 02338

Meeting Minutes
 Monday, October 23, 2017

	Gordon Andrews	Mel Conroy	Linda Braga	Diane Ruxton	Melinda Tarsi	Bill McAvoy	
Present			✓	✓	✓	✓	

Also in attendance Sandy Nolan, Town Accountant; Charlie Seelig, Town Administrator.

Linda Braga called the meeting to order at 7:00pm.

Meeting was recorded by Area 58.

Mail

A letter was received for the Chairman, however he was absent from the meeting so the board did not open the envelope.

Minutes

The Meeting Minutes from 8/28/17 were unable to be voted on as there was not Quorum for a vote.

Updates

W & P are close to finishing up the reclassification. Will be based compared to a 2% increased, but right now they are about \$21,000.00 over the 2%. They are still working on where they are placing everyone. They added two new steps to every grade. It really looks good. They still need to meet with all of the department heads and go over all of the figures and then they will be coming to the Finance Committee. This is a reclassification for all non-union employees and it is based on the 10 benchmark towns. This increase would be in place of the COLA raise that they usually ask for at Town Meeting. The last reclassification was done in 1994 so it has been a long time coming.

There will be a new process for the Department Heads, Capital Planning and Finance Committee. It will track Capital Assets and spending. It has been tabled until Finance Committee has a full board. When implementing the plan, department heads will be brought into the Finance Committee meeting as a group or Bill McAvoy or Sandy Nolan will go to the Department Heads and conduct a training session on how to use the program for the budget season. Right now it is an excel based program and Bill is seeing that as a limiting factor, just because it makes the file really large and that is without adding the images that he is going to be asking for. He envisions actually having the

program on the Halifax website for ease of use. It would be read only access for the public and password access for department heads, capital planning and finance committee members.

Division of departments need to be looked at again as our members have shifted.

Highway Department

Steve Hayward discussion would like to go over his maintenance budget. He is in need of more money as things are a mess. There is \$200,000.00 sitting in Chapter 90 money from the town match that has not been used. As long as he uses it for maintenance, he can use that. He doesn't think that he is going to have any vehicles that are going to pass inspection as the State has gotten stricter and the stations now actually have cameras in them. The maintenance person in the garage is able to do body work, however in the past it has always been a "wait until it breaks" and then fix it mentality. He would like to change it to a preventative maintenance mentality; however, right now he has trucks with holes in the floor boards and fenders that need repair. Also a lot of the trucks have wiring issues preventing lights and horns from operating correctly. Diane Ruxton asked how these vehicles passed inspection in the past. He feels that the standards were more lenient in the past. Bill McAvoy will go to the Highway Barn and take a look at the condition of the vehicles as requested by Steve Hayward. Some of the repairs to the equipment will be done in house and others will have to be shipped out. Steve will potentially meet with Capital planning on 11/14/17 at 6pm to go over the list of equipment and trucks and his Capital needs at this point.

Calendar

Next Meeting will be Monday, November 13, 2017.

There will be a Special Town Meeting on November 20, 2017 at 7:30pm. The main reason for the meeting is to have an Article for HOPS this calendar year. We have not received the grant yet, but the state says that we need to "check another box". Charlie wants to be sure we remain eligible.

There will be a joint meeting with the Selectmen on Monday, November 27, 2017 at 7:15pm to discuss the upcoming Budget season.

Diane Ruxton made a motion to adjourn at 7:25pm. Seconded by Melinda Tarsi. Motion passed unanimously.

Respectfully Submitted,

Linda Braga
Clerk