



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

Meeting Minutes  
 Thursday, April 6, 2017

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

Also in attendance was Kim Roy, Selectman; Charlie Seelig, Town Administrator; Sandy Nolan, Town Accountant; Mary Gravinese, Resident; Marie Coady, Resident; Erika Rossini, Resident.

Gordon Andrews called the meeting to order at 7:07pm.

Meeting was recorded by Area 58.

Reserve Fund Transfer

A Reserve Fund Transfer was submitted by Charlie Seelig in the amount of \$1,591.36 to be transferred to the Law Account to pay Legal bills.

Melinda Tarsi made a motion to approve the Reserve Fund Transfer. Seconded by Stu Hall. Motion passed unanimously.

Meeting Minutes

Mel Conroy made a motion to approve the Meeting Minutes from 2/13/17. Seconded by Diane Ruxton. Motion passed unanimously.

Mel Conroy made a motion to approve the Meeting Minutes from 3/13/17. Seconded by Stu Hall. Motion passed unanimously.

Mel Conroy made a motion to approve the Executive Meeting Minutes from 3/13/17. Seconded by Stu Hall. Motion passed unanimously. Minutes will be held and not posted until all contracts are settled.

Council on Aging

The Committee discussed the presentation that was given on Monday, 4/3/17 explaining the proposed addition to Pope's Tavern. Gordon Andrews would like to see it be listed in the Town Warrant as a recommendation from the Finance Committee at Town Meeting. This way the Committee can schedule another discussion for 4/10/17 and all of the members will have time to review the presentation that was recorded.

### Wage and Personnel

The Committee went over the packet that was handed out, dated 4/4/17, and titled Recommendations FY18. Included in this handout were a breakdown of proposed changes to the Longevity benefits and a list of Article 2's subsections as they will appear in the Town Warrant.

(7) Who will decide who goes and serves as a member of the Board? Should it be a volunteer, a BOS decision? It was finally decided that it should be a joint vote between the BOS and the Finance Committee. The wording will be changed to read accordingly in the Warrant.

The changes to the Longevity benefits were based on the 10 benchmark towns and also 6 steps. The Longevity amounts have not been changed since 1994. Part time will be prorated. It will mean an additional \$9,340.00 to the budget for FY18. Currently if we go out to the full levy limit, we are \$672,772.00 below the levy limit. We are looking at an increase for the longevity of \$9,340.00 and an increase for contracts of \$45,745.00 along with a possible increase of \$47,126.00 for the 2% wage increase for wage and personnel employees only. That means over \$100,000.00 would come off of the levy, bringing it to about \$500,000.00 below the levy limit. If you take off an additional \$10,970.00 for an HR Manager position it gives you a total of \$113,181.00 additional. Marie Coady asked how many of the benchmark communities surveyed had an HR position. Diane Ruxton said that she believed two towns had HR Clerks. Marie wanted to know what made Halifax in need a HR position. Diane Ruxton explained that the needs of the town are what was taken into consideration in making the decision.

### HR Manager Position

The addition of an HR Manager position is being proposed. The position is based on 28 hours and would be at a Grade 10. Right now the Assistant Treasurer spends approximately 24 hours per week on HR related business. Marie Coady asked if perhaps this position should be graded at a Grade 7 instead of a Grade 10. Charlie Seelig confirmed that the position would be a Grade 10. Mary Gravinese questioned why we were adding a position and Mel Conroy agreed with Mary. Kim Roy explained the job further. The Assistant Treasurer position would be eliminated and the funding for that position would be used towards the new HR Manager Position. It would be advertised, the current Assistant Treasurer was not guaranteed the job, although she was currently doing the work. The additional 4 hours would be absorbed by the Treasurer/Collectors Office. Mary asked for confirmation of the salary and the Grade 10 was confirmed.

### Articles in the ATM

Article 2(1) – Mel Conroy made a motion to recommend a 2% wage increase. Seconded by Bill McAvoy. Gordon Andrews voted No. All other members in attendance voted Yes. Motion passed.

Article 2(2) - Melinda Tarsi made a motion to recommend the establishment of a Human Resource Manager at a Grade 10 for 28 hours. Seconded by Mel Conroy. Yes: Melinda Tarsi, Gordon Andrews and Bill McAvoy No: Mel Conroy Abstain: Stu Hall and Diane Ruxton. Vote was 3 – 1 – 2 The Committee was unable to reach a unanimous decision so it is a No vote.

Article 2(3) – Mel Conroy made a motion to recommend the removal of the merit Award portion of the Bylaw. Seconded by Bill McAvoy. Motion passed unanimously

Article 2(4) – Mel Conroy made a motion to recommend increasing the Longevity award. Seconded by Melinda Tarsi. Motion passed unanimously.

Article 2(5) – Mel Conroy made a motion to recommend revising the Bylaw as printed. Seconded by Melinda Tarsi. Motion passed unanimously.

Article 2(6) – will be eliminated from the Article, no need to vote on it.

Article 2(7) – Mel Conroy made a motion to recommend revising the Bylaw Section 35-12 Membership with the addition of the wording “with a joint vote”. Seconded by Bill McAvoy. Motion passed unanimously.

Article 2(8) – Mel Conroy made a motion to recommend revising the Bylaw Section 35-17. Seconded by Melinda Tarsi. Motion passed unanimously.

Article 3 – Mel Conroy made a motion to recommend. Seconded by Melinda Tarsi. Motion passed unanimously.

#### Article 4 Budget Lines

Line 3 – Melinda Tarsi made a motion to recommend \$93,582.00 for Town Administrator Salary. Seconded by Stu Hall. Motion passed unanimously.

Line 4 – Melinda Tarsi made a motion to recommend \$78,197.00 for Selectmen Clerical. Seconded by Stu Hall. Motion passed unanimously.

Line 10 – Stu Hall made a motion to recommend \$5, 165.00 for Finance Committee Clerical. Seconded by Melinda Tarsi. Motion passed unanimously.

Line 12 – Melinda Tarsi made a motion to recommend \$75,572.00 for Accountant Salary. Seconded by Stu Hall. Motion passed unanimously.

Line 13 – Melinda Tarsi made a motion to recommend \$49,772.00 for Accountant Clerical. Seconded by Stu Hall. Motion passed unanimously.

Line 15 - Melinda Tarsi made a motion to recommend \$90,462.00 for Data Processing. Seconded by Stu Hall. Motion passed unanimously.

Line 17 - Melinda Tarsi made a motion to recommend \$71,545.00 for Principal Assessor/Appraiser Salary. Seconded by Stu Hall. Motion passed unanimously.

Line 18 - Melinda Tarsi made a motion to recommend \$63,424.00 for Assessors Clerical. Seconded by Stu Hall. Motion passed unanimously.

Line 21 - Melinda Tarsi made a motion to recommend \$61,302.00 for Treasurer Clerical. Seconded by Stu Hall. Motion passed unanimously.

Line 24 - Melinda Tarsi made a motion to recommend \$8,300.00 for Treasurer Banking and Payroll Expense. Seconded by Stu Hall. Motion passed unanimously.

Line 25 - Melinda Tarsi made a motion to recommend \$52,379.00 for Clerk Salary. Seconded by Bill McAvoy. All members present voted yes with the exception of Stu Hall who abstained. Motion passed.

Line 26 - Melinda Tarsi made a motion to recommend \$36,673.00 for Clerk Clerical. Seconded by Stu Hall. Motion passed unanimously.

Line 27 - Melinda Tarsi made a motion to recommend \$3,930.00 for Clerk Expense. Seconded by Stu Hall. Motion passed unanimously.

Line 29 - Melinda Tarsi made a motion to recommend \$69,145.00 for Treasurer Collector Salary. Seconded by Stu Hall. Motion passed unanimously.

Line 30 - Melinda Tarsi made a motion to recommend \$63,624.00 for Collector Clerical. Seconded by Stu Hall. Motion passed unanimously.

Line 32 - Melinda Tarsi made a motion to recommend \$5,164.00 for Wage & Personnel Clerical. Seconded by Stu Hall. Motion passed unanimously.

Line 39 - Melinda Tarsi made a motion to recommend \$71,175.00 for Regulatory Clerical. Seconded by Stu Hall. Motion passed unanimously.

Line 40 - Melinda Tarsi made a motion to recommend \$11,208.00 for Building Committee Clerical. Seconded by Stu Hall. Motion passed unanimously.

Line 42 - Melinda Tarsi made a motion to recommend \$188,859.00 for Town Building Custodial. Seconded by Stu Hall. Motion passed unanimously.

Line 45 - Melinda Tarsi made a motion to recommend \$102,627.00 for Police Chief Salary. Seconded by Stu Hall. Motion passed unanimously.

Line 46 - Melinda Tarsi made a motion to recommend \$1,004,954.00 for Police Wages. Seconded by Stu Hall. Motion passed unanimously.

Line 48 - Melinda Tarsi made a motion to recommend \$44,872.00 for Police Clerical. Seconded by Stu Hall. Motion passed unanimously.

Line 52 - Melinda Tarsi made a motion to recommend \$103,597.00 for Fire Chief Salary. Seconded by Stu Hall. Motion passed unanimously.

Line 53 - Melinda Tarsi made a motion to recommend \$41,450.00 for Fire Clerical. Seconded by Stu Hall. Motion passed unanimously.

Line 54 - Melinda Tarsi made a motion to recommend \$898,892.00 for Fire Wages. Seconded by Stu Hall. Motion passed unanimously.

Line 63 - Melinda Tarsi made a motion to recommend \$64,557.00 for Building Inspector Wages. Seconded by Stu Hall. Motion passed unanimously.

Line 64 - Melinda Tarsi made a motion to recommend \$2,115.00 for Asst. Building Inspector Wages. Seconded by Stu Hall. Motion passed unanimously.

Line 66 - Melinda Tarsi made a motion to recommend \$2,568.00 for Sealer of Weights and Measures Salary. Seconded by Stu Hall. Motion passed unanimously.

Line 68 - Melinda Tarsi made a motion to recommend \$18,056.00 for Animal Control Officer Salary. Seconded by Stu Hall. Motion passed unanimously.

Line 70 - Melinda Tarsi made a motion to recommend \$15,150.00 for Comm Center Wages. Seconded by Stu Hall. Motion passed unanimously.

Line 71a - Melinda Tarsi made a motion to recommend \$150,450.00 for Dispatch Services. Seconded by Stu Hall. Motion passed unanimously.

Line 75 - Melinda Tarsi made a motion to recommend \$159,000.00 for Vocational Education. Seconded by Stu Hall. Motion passed unanimously.

Line 78 - Melinda Tarsi made a motion to recommend \$4,280,676.00 for Silver Lake Assessment. Seconded by Stu Hall. Motion passed unanimously.

Line 80 - Melinda Tarsi made a motion to recommend \$72,294.00 for Highway Surveyor Salary. Seconded by Stu Hall. Motion passed unanimously.

Line 81 - Melinda Tarsi made a motion to recommend \$299,966.00 for Highway Wages. Seconded by Stu Hall. Motion passed unanimously.

Line 82 - Melinda Tarsi made a motion to recommend \$41,469.00 for Highway Clerical. Seconded by Stu Hall. Motion passed unanimously.

Line 93 - Melinda Tarsi made a motion to recommend \$10,831.00 for Cemetery Supt. Salary. Seconded by Stu Hall. Motion passed unanimously.

Line 94 - Melinda Tarsi made a motion to recommend \$69,774.00 for Cemetery Wages. Seconded by Stu Hall. Motion passed unanimously.

Line 96 - Melinda Tarsi made a motion to recommend \$76,560.00 for Water Supt. Salary. Seconded by Stu Hall. Motion passed unanimously.

Line 97 - Melinda Tarsi made a motion to recommend \$192,640.00 for Water Wages. Seconded by Stu Hall. Motion passed unanimously.

Line 98 - Melinda Tarsi made a motion to recommend \$53,558.00 for Water Clerical. Seconded by Stu Hall. Motion passed unanimously.

Line 107 – Bill McAvoy made a motion to recommend \$100,000.00 for Water Tower/Well Maintenance. Seconded by Gordon Andrews. Bill McAvoy and Gordon Andrews voted yes, Diane Ruxton and Stu Hall voted No, Melinda Tarsi and Mel Conroy Abstained. Motion does not pass.

Line 108 - Melinda Tarsi made a motion to recommend \$28,819.00 for Recycling Office Clerical. Seconded by Stu Hall. Motion passed unanimously.

Line 110 - Melinda Tarsi made a motion to recommend \$70,122.00 for Recycling Center Wages. Seconded by Stu Hall. Motion passed unanimously.

Line 114 - Melinda Tarsi made a motion to recommend \$41,939.00 for Health Clerical. Seconded by Stu Hall. Motion passed unanimously.

Line 116 - Melinda Tarsi made a motion to recommend \$67,393.00 for Health Inspections. Seconded by Stu Hall. Motion passed unanimously.

Line 119 - Melinda Tarsi made a motion to recommend \$3,048.00 for Inspector of Animals. Seconded by Stu Hall. Motion passed unanimously.

Line 120 - Melinda Tarsi made a motion to recommend \$177,232.00 for Council on Aging Wages. Seconded by Stu Hall. Motion passed unanimously.

Line 123 - Melinda Tarsi made a motion to recommend \$14,679.00 for Veterans Agent Salary. Seconded by Stu Hall. Motion passed unanimously.

Line 129 - Melinda Tarsi made a motion to recommend \$60,682.00 for Library Director Salary. Seconded by Stu Hall. Motion passed unanimously.

Line 130 - Melinda Tarsi made a motion to recommend \$161,644.00 for Library Wages. Seconded by Stu Hall. Motion passed unanimously.

Line 131 - Melinda Tarsi made a motion to recommend \$97,505.00 for Library Expense. Seconded by Stu Hall. Motion passed unanimously.

Line 132 - Melinda Tarsi made a motion to recommend \$16,127.00 for Youth and Rec Wages. Seconded by Stu Hall. Motion passed unanimously.

Line 134 - Melinda Tarsi made a motion to recommend \$17,050.00 for Youth and Rec Director. Seconded by Stu Hall. Motion passed unanimously.

Line 141a - Melinda Tarsi made a motion to recommend \$3,200.00 for Halifax Fireworks Committee. Seconded by Stu Hall. Motion passed unanimously.

Line 153 - Melinda Tarsi made a motion to recommend \$119,771.00 for Medicare Town Share. Seconded by Stu Hall. Motion passed unanimously.

#### Calendar

No Stu on 4/17 and 4/24

Diane Ruxton made a motion to adjourn at 9:55pm. Seconded by Mel Conroy. Motion passed unanimously.

Respectfully Submitted,

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Linda Braga  
Clerk