



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

Meeting Minutes
 Monday, June 13, 2016

	Gordon Andrews	Linda Braga	Mel Conroy	Nikki Newton	Stu Hall	Julianne Crawford	Vacant
Present	✓	✓	✓		✓	✓	

Others in Attendance:

Sandy Nolan, Town Accountant; Charlie Seelig, Town Administrator; Chief Viveiros, Fire Chief, Patty Forsstrom, Fire Chief's Administrative Assistant

Gordon Andrews called the meeting to order at 7:06pm. The meeting is being recorded by Area 58.

Mail

A memo from Sandy Nolan regarding the cutoff and carry over procedure for FY16 bills was read.

A memo listing the reorganization of the Board of Selectmen was read.

A memo from Sandy Nolan regarding Tax ID #'s and W9's was read.

A Copy of the Beacon was available to all members.

Fire Department Discussion

The Chief was present to make a formal staffing presentation to the Committee. He currently has 8 Full Time and 20 Part Time Fire Fighters on Staff. He is using a recall system to call in additional staff when needed. When a hospital call comes in, the station is left unmanned and using that recall system can be unreliable/unpredictable. Sometimes you get an adequate response and sometimes you get none, leaving us to call Mutual Aid resources. Approximately 50 times per year, Mutual Aid ambulance services are called. The Chief will be asking for 2 additional Full Time day positions and a Part Time night position. They will work a 4 on, 4 off rotation from 6am to 6pm shift which equals 42 hours per week. A 42 hour work week over an 8 week cycle will work out before overtime kicks in according to the Firefighters contract. There would be some kind of incentive program in place for PT employees to keep interest in filling shifts. It will be more cost effective to use call personnel at night to fill that shift and use the FT employees during the day.

The changes in the Ambulance billing took place on January 14th. The average increase of the past 6 months has been \$12,800.00. The Chief does not see the increased use of the Ambulances, as a result of the increased calls, being an issue on the wear and tear of the vehicles. . There is a possibility of being ready for the July STM. Sandy will be getting more information from the DOR rep to be sure the numbers are going to hold and that we are ok to move forward.

The Chief received a grant to replace 27 portable radios (\$62,100.00). The cost is \$2,500.00 per radio. There is a 5% match of \$2,957.00 that will need to be covered by the town. Sandy suggested taking that money from their expense account if they have enough left in it. They will be reviewing it in the upcoming week.

HES School Roof project

It will be approximately \$100,000.00 at the most. We will need a STM over the summer for approval. Stabilization is the best place to take it from. That is for OPM and design, essentially the first phase of the project. If approved, will be back for more approvals in January.

Silver Lake

Silver Lake's Attorney advised them to bring a vote to the 3 towns on the sale of the land. They have decided against that, so it will now take a special act of legislature to sell the land. We can ask our Representative to write a letter or discuss it at the September STM. Kingston's portion of the money from the sale of the land would be donated back to Silver Lake for Capital items.

The School Committee spoke of the School lunch program. They are taking money to pay the deficiency in the revolving account. Joy Blackwood will have numbers at the next meeting.

General Discussion

Wage and Personnel is down a member with Maureen being sick. Charlie will send an email to Sue asking Maureen to step down so that someone else can fill in until she is feeling better.

Reserve Fund Transfer

A Reserve Fund Transfer Request in the amount for \$1,175.00 was received from Pam Aducci for Banking Payroll Expenses.

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

Line Item Transfer

A Line Item Transfer was received from Jean Gallant in the amount of \$285.42 from Library Clerical Wages to Library Director Salary.

Stu Hall made a motion to approve the Line Item Transfer. Seconded by Julianne Crawford. Motion passed unanimously.

A Line Item Transfer was received from Bob Badore in the amount of \$200.00 from Street Light Account to Traffic Lights.

Julianne Crawford made a motion to approve the Line Item Transfer. Seconded by Mel Conroy. Motion passed unanimously.

Meeting Minutes

Mel Conroy made a motion to approve the Meeting Minutes from 2/29/16. Seconded by Stu Hall. Motion passed unanimously.

Mel Conroy made a motion to approve the Meeting Minutes from 3/14/16. Seconded by Stu Hall. Motion passed unanimously.

Mel Conroy made a motion to approve the Meeting Minutes from 4/4/16. Seconded by Stu Hall. Motion passed unanimously.

Mel Conroy made a motion to approve the Meeting Minutes from 4/11/16. Seconded by Stu Hall. Motion passed unanimously.

Mel Conroy made a motion to approve the Meeting Minutes from 4/25/16. Seconded by Stu Hall. Motion passed unanimously.

Mel Conroy made a motion to approve the Meeting Minutes from 4/25/16 Executive Session. Seconded by Julianne Crawford. Motion passed unanimously. Hold and don't post on website as contracts are not settled yet.

Mel Conroy made a motion to approve the Meeting Minutes from 5/2/16. Seconded by Julianne Crawford. Motion passed unanimously.

Mel Conroy made a motion to approve the Meeting Minutes from 5/2/16 Executive Session. Seconded by Stu Hall. Motion passed unanimously. Hold and don't post on website as contracts are not settled yet.

Mel Conroy made a motion to approve the Meeting Minutes from 5/9/16. Seconded by Julianne Crawford. Motion passed unanimously.

Mel Conroy made a motion to approve the Meeting Minutes from 5/23/16. Seconded by Stu Hall. Motion passed unanimously.

Calendar

Next meeting is June 27, 2016

Stu Hall made a motion to adjourn at 8:42pm. Seconded by Mel Conroy. Motion passed unanimously.

Respectfully Submitted,

Mel Conroy
Clerk