



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

Meeting Minutes  
 Monday, September 22, 2014

	Gordon Andrews	Karen Fava	Margaret (Peg) Fitzgerald	Nikki Newton	Stu Hall	Julianne Crawford	Vacant
Present	✓		✓	✓	✓	✓	

Others in Attendance: Kendra Kelly, Finance Committee Secretary; Charlie Seelig, Town Administrator; Sandy Nolan, Town Accountant.

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

Mail

The ATFC Annual Meeting will be 10/18 at Tri Town. Gordon is unable to attend. Peg is still considering.

Meeting Minutes

Peg Fitzgerald made a motion to approve the meeting minutes from June 2, 2014. Seconded by Julianne Crawford. Motion passed unanimously.

Nikki Newton made a motion to approve the meeting minutes from June 9, 2014. Seconded by Stu Hall. Motion passed unanimously.

Julianne Crawford made a motion to approve the meeting minutes from June 23, 2014. Seconded by Stu Hall. Motion passed unanimously.

IT Discussion

They are just starting bids for the 3 aspects of IT work. The first priority is getting the backup system done. The three aspects will be as follows:

1. A more robust backup system. This will be the first priority. This may be all that we have the money to do at this point.
2. Monitor the servers and PC's. The monitoring service will be able to stay ahead of the game. More immediate notice/assistance on possible failures would be provided.
3. A maintenance contract instead of pay as you go. A software and hardware contract. We had a previous quote through Softrite for \$15,000.00. We will probably have to hold off on this for a year. Charlie is still looking at the possibility of using the person that HES is using at a low rate of pay. We have

some work that can be done by him for a short period of time to put a band aid on the problem. He is working 15 hours at HES @ \$10.00 per hour. Currently the employee is on unemployment so he can only make so much. The bid deadline is the day after Columbus Day weekend so Charlie will have more answers at that time.

#### Capital Plan Questions

It is a work in progress right now. They are looking for 5 year plans from departments that include specifics, estimates, new items or replacements, etc. They are developing different forms for project based items than equipment requests. Hopefully an idea of monies needed will come earlier this year. Articles that are outside of the Capital Plan will go to Sandy. She will separate and send them to the Finance Committee. The funding should be out of the same funding source. Ongoing items for each year below \$10,000.00 is a departmental plan but will be on the Capital Plan for planning purposes. A letter will be going out to all departments ASAP.

#### Town Criteria

A letter will be going out to the Selectmen and Wage and Personnel from Kendra tomorrow.

#### Calendar

In September, when the tax recap is submitted it should be discussed. It is usually submitted when the hearing is so it can be submitted for approval immediately.

#### Tax Rate

Peg will be asking Karen Trudeau for a form that breaks down 101 and 102 properties.

FY14 - \$268,321 single home average taxes \$5,009.55 / \$18.67

FY15 - \$274,774 single home average taxes \$5,217.96 / \$18.99

4.1% increase

\$207,633.46 excess capacity for this year. (This is what could have been spent in order to get us to our max)

#### Liaison Lists

Remove Selectmen from Nikki and Water from Nikki as well.

#### Town Meeting Recap

Try to get the Finance part of Town Meeting done on the first night. The lottery will be after the Operating Budget.

#### Upcoming Meetings

Add to the Calendar – End of March will be a joint meeting of the Finance Committee, Board of Selectmen and Wage and Personnel.

Peg Fitzgerald made a motion to cancel the meeting on 10/13/14 and have a meeting on 10/20/14 and 10/27/14 instead. Seconded by Nikki Newton. Motion passed unanimously.

Stu Hall made a motion to adjourn the meeting at 8:29pm. Seconded by Nikki Newton.  
Motion passed unanimously.

Respectfully Submitted,

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Margaret Fitzgerald  
Corresponding Clerk