



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

Meeting Minutes  
Monday, September 8, 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

Charlie sent an email regarding Vocational Education. There are 3 students currently being budgeted for in the vocational program that have decided to stay in regular day. That will be a savings of \$153,000.00 for right now. It can only be approved at the Special Town Meeting though.

An email from Charlie Seelig regarding the criteria for the 10 Comparison Towns was read.

The ATFC Annual Meeting will be 10/18 at Tri Town. Peg, Gordon and Julianne all expressed interest in attending.

#### IT Discussion

Recent problems with backups of files have been a big topic of conversation. There are 4 months of information that are missing due to the recent computer crash. Excel spreadsheets etc. have disappeared. We had hit the maximum backup quota with no warning to Charlie. The computer in the server room got a message but Charlie did not. The Assessors were hit the hardest. At the end of the year there may be Reserve Fund Requests as some of the departments spent money and hours recreating the documents. This fall, Charlie would like to pick a firm to transfer us to a more robust backup system. A new server has been installed. Once the failure occurred they found out the backup had failed as well. Peg would like a report of how many hours have been used so they can try to pre-plan for the additional money that may be needed. Charlie is also looking into the possibility of a low-level technician to keep up with the computers. Charlie will provide an update at the next meeting.

### Reorganization

Nikki Newton made a motion to appoint Gordon Andrews as Chairman. Seconded by Peg Fitzgerald. Motion passed unanimously.

Peg Fitzgerald made a motion to appoint Nikki Newton Vice Chairman. Seconded by Stu Hall. Motion passed unanimously.

Nikki Newton made a motion to appoint Peg Fitzgerald Clerk. Seconded by Stu Hall. Motion passed unanimously.

### Liaison Lists

The Liaison Lists have been divided up. Kendra will work up the new list and send it out to all members for review.

### Silver Lake

The next Silver Lake Meeting is 10/9 at 6pm at the High School. Discussions will include a long term budget and the Capital Fund.

### 10 Town Comparison

Peg would like to see Carver and Lakeville added to make 10 towns instead of 8. Gordon said if you change the towns, you need to change the Operating budget range as well. Peg withdrew her request and is fine staying with the 8 towns. Kendra will write a memo to Wage and Personnel and the Selectmen stating that we will be using the 7 towns plus Halifax to compare with for this upcoming fiscal year.

Peg Fitzgerald made a motion to send the memo. Seconded by Stu Hall. Motion passed unanimously.

### Target Completion Dates

11/17 Meeting with the Selectmen

10/27 Meeting with 3 Towns Finance Committees

Meeting with Department Heads in December

Meet with Capital Plan the 3<sup>rd</sup> week of January, February and March.

Non Capital Item review – 1<sup>st</sup> week of March

5/11 Town Meeting

### Tax Recap

Classification hearing tomorrow. Working to keep the tax rate under \$19.00. Bills should be sent out by 10/1 and should be on time. Currently they are around \$18.67.

### Upcoming Meetings

9/22/14

Follow up IT Discussion

Tax Rate

Follow Up Capital Plan Questions

Follow Up Town Criteria\

Calendar Review  
Check Liaison List  
Minutes  
ATFC Registration

Stu Hall made a motion to adjourn the meeting at 9:15pm. Seconded by Peg Fitzgerald.  
Motion passed unanimously.

Respectfully Submitted,

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Margaret Fitzgerald  
Corresponding Clerk