



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

Meeting Minutes  
 Monday, February 24, 2014

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

Others in Attendance: Kendra Kelly, Finance Committee Secretary; Sandy Nolan, Town Accountant; Cathy Drinan, Health Agent; Barbara Brenton, COA Director; Joy Marble, COA; Helen Doucette, COA, Sharon Hartz, COA.

Meeting called to order by Gordon Andrews at 7:07pm

Mail

A letter from Ellen Murphy of River St. dated 2/19/14 was read concerning the potential need for a new COA building.

A copy of a memo from Bob Badore to the Selectmen regarding deficit spending of the snow and ice account was read.

OPEB Update

Kim said that right now they are not doing anything that will affect our plan. The things they put forward are the things we talked about. We should still be saving. The MMA said they want to increase the age by 5 years and that will help with the cost in the long run.

Reserve Fund Transfer

A Reserve Fund Transfer request was received from Bob Badore. He is requesting to transfer \$10,000.00 to 01-425 Highway Equipment Maintenance for repairs to vehicles that were due to the harshness of the winter. The board is requesting a breakdown of the unusual repairs and also what he foresees for the rest of FY14. The question of whether there would be enough left to cover normal wear and tear maintenance in the account was raised. Kendra will send a letter and ask Bob to include estimates if possible. Peg Fitzgerald made a motion to hold the Reserve Fund Transfer for more information. Seconded by Nikki Newton. Motion passed unanimously.

Board of Health

Cathy Drinan, Health Agent came in to speak to the Committee regarding her request for an increase in the expense line for FY15. Right now, the demand of restaurant inspections is suffering due to the enormity of her duties. She is requesting assistance in the form of a PT Health Agent or Consultant for an average of 2 hours per week @ 30.00 per hour be included as part of her expense budget. This would not be a town hire and therefore she would like it to be a separate line within her expense budget. When asked what are the duties that seem to be taking up the majority of her time, Ms. Drinan responded that her extra time has been mostly devoted to the increasing pond issues. They couldn't be ignored and there was no extra help so it was her responsibility. Also there has been a large increase of rental inspections as well. Emergency preparedness and housing are really the two largest time consumers. She has about 30 individual restaurant inspections that are inclusive of everything from convenience stores to full restaurants and supermarkets. Temporary and mobile food vendors have increased as well. The average inspection could be anywhere from 30 minutes to 4 hours.

#### Council On Aging

Barbara Brenton, Council on Aging Director came in to speak to the Committee regarding her request for an additional 19.5 clerical hours. She currently has no clerical coverage after 1 – 1:30pm Monday – Thursday and none on Friday. She is asking for an additional 19.5 hours to make the clerical coverage a full time position or 2 part time positions. The person would need to service walk ins, telephone calls, booking events, RSVP's and assist with coordinating transportation. They do have volunteers but you can't rely on them. Very often they cancel or don't come in for a variety of reasons. This leaves the clerical duties to Barbara or Joyce to cover in the Secretary's absence. She also indicated that if the proposed plans to move in to the current All Season's location go through, that is going to produce even more of a need for additional coverage.

In addition to the clerical hours, she also has an Article on the Warrant for work to the phone system if they are to stay at Pope's Tavern. They want to put in a new, dedicated private line for the Shine Counselor. It also includes 7 other new phones and 5 new jacks for a total of \$2,900.00 inclusive of the installation.

The new van is not in yet. Barbara received a call from the company about 3 weeks ago and said that they would call with title information in 2 weeks. She has not heard back as of yet. They are coming from the Finger Lakes area and she is unsure of delivery time. The cost per month for the Prius that they are renting is \$596.00 through Verc in Plymouth. The RFT was for \$3,180.00 so they will only be half way through the money in March. Stu suggested that the COA purchase smaller cars in the future for the longer distance trips and smaller car loads. It would be much more cost effective than sending the big van.

Summer presented some information on a volunteer Senior van driver program called FISH that is out of Chatham. They have 18 dispatchers and an answering service along with drivers. It is a 100% volunteer service. The town is not involved in any capacity. She will consider presenting the info to the COA at another time.

## Library

Nikki spoke with the Library to follow up on questions from the last meeting. In their expense line, the \$325.00 in phone charges is in the office supply line now. As far as periodicals, you are not paying the cover price when you purchase them as a library. The price is inflated as it is meant for distribution. They have no control over the prices. They do look at the regularity of what is checked out but often they are not checked out, but instead read while patrons are in the library.

## Article 5 Line Items

Line 17 – Peg Fitzgerald made a motion to reconsider. Seconded by Karen Fava. Motion passed unanimously. Peg Fitzgerald made a motion to approve \$61,309.00 for Principal Assessor/Appraiser. Seconded by Karen Fava. Motion passed unanimously.

Line 35 – Peg Fitzgerald made a motion to approve \$1,225.00 for Cons Commission Expense. Seconded by Summer Schmaling. Motion passed unanimously.

Line 37 – Peg Fitzgerald made a motion to approve \$2,109.00 for Planning Board Expense. Seconded by Summer Schmaling. Motion passed unanimously.

Line 38 – Peg Fitzgerald made a motion to approve \$825.00 for Board of Appeals Expense. Seconded by Summer Schmaling. Motion passed unanimously.

Line 40 – Peg Fitzgerald made a motion to approve \$10,561.00 for Bldg Committee Clerical. Seconded by Karen Fava. Motion passed unanimously.

Line 41 – Peg Fitzgerald made a motion to approve \$450.00 for Bldg Committee Expense. Seconded by Summer Schmaling. Motion passed unanimously.

Line 42 – Peg Fitzgerald made a motion to approve \$159,341.00 for Town Buildings – Custodial. Seconded by Summer Schmaling. Motion passed unanimously.

Line 44 – Peg Fitzgerald made a motion to approve \$3,000.00 for Town Buildings Snow & Ice Melt. Seconded by Summer Schmaling. Motion passed unanimously.

Line 47 – Karen Fava made a motion to approve \$8,700.00 for Police Training. Seconded by Summer Schmaling. Motion passed unanimously.

Line 48 – Karen Fava made a motion to approve \$42,241.00 for Police Clerical. Seconded by Summer Schmaling. Motion passed unanimously.

Line 49 – Karen Fava made a motion to approve \$62,485.00 for Police Expense. Seconded by Summer Schmaling. Motion passed unanimously.

Line 51 – Karen Fava made a motion to approve \$14,000.00 for Police Cruiser Maintenance. Seconded by Summer Schmaling. Motion passed unanimously.

Line 56 – Karen Fava made a motion to approve \$57,159.00 for Fire Training. Seconded by Stu Hall. Motion passed unanimously.

Line 57 – Karen Fava made a motion to approve \$30,000.00 for Fire Expense. Seconded by Stu Hall. Motion passed unanimously.

Line 58 – Karen Fava made a motion to approve \$11,783.00 for Fire Station Maintenance. Seconded by Stu Hall. Motion passed unanimously.

Line 60 – Karen Fava made a motion to approve \$15,000.00 for Fire Medical Supplies. Seconded by Stu Hall. Motion passed unanimously.

Line 61 – Karen Fava made a motion to approve \$7,500.00 for Ambulance Billing. Seconded by Stu Hall. Motion passed unanimously.

Line 62 – Karen Fava made a motion to approve \$1,545.00 for Emergency Management. Seconded by Peg Fitzgerald. Motion passed unanimously.

Line 63 – Karen Fava made a motion to approve \$62,731.00 for Bldg Inspector Wages. Seconded by Peg Fitzgerald. Motion passed unanimously.

Line 64 – Karen Fava made a motion to approve \$1,981.00 for Asst Building Inspector Wages. Seconded by Peg Fitzgerald. Motion passed unanimously.

Line 65 – Karen Fava made a motion to approve \$4,750.00 for Bldg Inspector Expense. Seconded by Peg Fitzgerald. Motion passed unanimously.

Line 68 – Karen Fava made a motion to approve \$16,658.00 for Dog Officer Salary. Seconded by Peg Fitzgerald. Motion passed unanimously.

Line 69 – Karen Fava made a motion to approve \$4,616.00 for Dog Officer Expense. Seconded by Peg Fitzgerald. Motion passed unanimously.

Line 80 – Peg Fitzgerald made a motion to approve \$67,781.00 for Highway Surveyor Salary. Seconded by Karen Fava. Motion passed unanimously.

Line 83 – Peg Fitzgerald made a motion to approve \$4,971.00 for Highway Expense. Seconded by Karen Fava. Motion passed unanimously.

Line 84 – Peg Fitzgerald made a motion to approve \$10,100.00 for Highway Barn Maintenance. Seconded by Karen Fava. Motion passed unanimously.

Line 86 – Peg Fitzgerald made a motion to approve \$74,355.00 for Highway Town Roads. Seconded by Karen Fava. Motion passed unanimously.

Line 88 – Peg Fitzgerald made a motion to approve \$21,945.00 for Street Lights. Seconded by Karen Fava. Motion passed unanimously.

Line 89 – Peg Fitzgerald made a motion to approve \$5,500.00 for Traffic Lights. Seconded by Karen Fava. Motion passed unanimously.

Line 90 – Peg Fitzgerald made a motion to approve \$1.00 for Tree Warden Salary. Seconded by Karen Fava. Motion passed unanimously.

Line 91 – Peg Fitzgerald made a motion to approve \$3,500.00 for Tree Maintenance. Seconded by Karen Fava. Motion passed unanimously.

Line 92 – Peg Fitzgerald made a motion to approve \$1.00 for Insect & Pest Control. Seconded by Karen Fava. Motion passed unanimously.

Line 93 – Karen Fava made a motion to approve \$10,152.00 for Cemetery Supt Salary. Seconded by Summer Schmaling. Motion passed unanimously.

Line 96 – Karen Fava made a motion to approve \$65,001.00 for Water Supt Salary. Seconded by Peg Fitzgerald. Motion passed unanimously.

Line 97 – Karen Fava made a motion to approve \$171,738.00 for Water Wages. Seconded by Peg Fitzgerald. Motion passed unanimously.

Line 99 – Karen Fava made a motion to approve \$167,432.00 for Water Supply. Seconded by Peg Fitzgerald. Motion passed unanimously.

Line 101 – Karen Fava made a motion to approve \$49,200.00 for Water Insurance. Seconded by Peg Fitzgerald. Motion passed unanimously.

Line 102 – Karen Fava made a motion to approve \$5,000.00 for Water Retirement. Seconded by Peg Fitzgerald. Motion passed unanimously.

Line 103 – Karen Fava made a motion to approve \$1,500.00 for Water Legal Fees. Seconded by Peg Fitzgerald. Motion passed unanimously.

Line 104 – Karen Fava made a motion to approve \$20,000.00 for Water Meters. Seconded by Peg Fitzgerald. Motion passed unanimously.

Line 105 – Karen Fava made a motion to approve \$13,750.00 for Water Gas & Oil. Seconded by Peg Fitzgerald. Motion passed unanimously.

Line 106 – Karen Fava made a motion to approve \$7,500.00 for Water Vehicle/Equipment Maintenance. Seconded by Peg Fitzgerald. Motion passed unanimously.

Line 107 – Karen Fava made a motion to approve \$25,000.00 for Water Tower/Well Maintenance. Seconded by Peg Fitzgerald. Motion passed unanimously.

Line 108 – Karen Fava made a motion to approve \$26,434.00 for Recycling Office Clerical. Seconded by Peg Fitzgerald. Motion passed unanimously.

Line 109 – Karen Fava made a motion to approve \$2,610.00 for Recycling Office Expense. Seconded by Peg Fitzgerald. Motion passed unanimously.

Line 111 – Karen Fava made a motion to approve \$21,085.00 for Recycling Center Expense. Seconded by Peg Fitzgerald. Motion passed unanimously.

Line 112 – Karen Fava made a motion to approve \$9,800.00 for Hazardous Waste Collection. Seconded by Peg Fitzgerald. Motion passed unanimously.

Line 113 – Karen Fava made a motion to approve \$215,256.00 for Trash Collection/Disposal. Seconded by Peg Fitzgerald. Motion passed unanimously.

Line 114 – Peg Fitzgerald made a motion to approve \$39,282.00 for Health Clerical. Seconded by Stu Hall. Motion passed unanimously.

Line 116 – Peg Fitzgerald made a motion to approve \$62,631.00 for Health Agent. Seconded by Stu Hall. Motion passed unanimously.

Line 117 – Peg Fitzgerald made a motion to approve \$7,000.00 for Health Nursing Service. Seconded by Stu Hall. Motion passed unanimously.

Line 118 – Peg Fitzgerald made a motion to approve \$14,047.00 for Landfill – Engineering & Monitoring. Seconded by Stu Hall. Motion passed unanimously.

Line 119 – Peg Fitzgerald made a motion to approve \$2,857.00 for Inspector of Animals. Seconded by Stu Hall. Motion passed unanimously.

Line 121 – Peg Fitzgerald made a motion to approve \$8,880.00 for Council on Aging Expense. Seconded by Stu Hall. Motion passed unanimously.

Line 122 – Peg Fitzgerald made a motion to approve \$2,200.00 for Popes Tavern Electricity. Seconded by Stu Hall. Motion passed unanimously.

Line 123 – Peg Fitzgerald made a motion to approve \$13,761.00 for Veterans Agent Salary. Seconded by Stu Hall. Motion passed unanimously.

Line 124 – Peg Fitzgerald made a motion to approve \$1,269.00 for Veterans Agent Expense. Seconded by Stu Hall. Motion passed unanimously.

Line 127 – Peg Fitzgerald made a motion to approve \$1.00 for Housing Authority. Seconded by Stu Hall. Motion passed unanimously.

Line 128 – Peg Fitzgerald made a motion to approve \$1.00 for ADA Expense. Seconded by Stu Hall. Motion passed unanimously.

Line 132 – Stu Hall made a motion to approve \$13,238.00 for Youth & Rec Wages. Seconded by Karen Fava. Motion passed unanimously.

Line 134 – Stu Hall made a motion to approve \$15,984.00 for Youth & Rec Director. Seconded by Karen Fava. Motion passed unanimously.

Line 135 – Stu Hall made a motion to approve \$102.00 for Parks Wages. Seconded by Karen Fava. Motion passed unanimously.

Line 136 – Stu Hall made a motion to approve \$450.00 for Parks Expense. Seconded by Karen Fava. Motion passed unanimously.

Line 137 – Stu Hall made a motion to approve \$1.00 for Cable Committee. Seconded by Karen Fava. Motion passed unanimously.

Line 138 – Stu Hall made a motion to approve \$500.00 for Patriotic Celebrations. Seconded by Karen Fava. Motion Passed unanimously.

Line 139 – Stu Hall made a motion to approve \$2,499.00 for Historical Commission. Seconded by Karen Fava. Motion passed unanimously.

Line 140 – Stu Hall made a motion to approve \$446.00 for Historical District Commission. Seconded by Karen Fava. Motion passed unanimously.

Line 141 – Stu Hall made a motion to approve \$3,395.00 for Holidays in Halifax. Seconded by Karen Fava. Motion passed unanimously.

Line 143 – Stu Hall made a motion to approve \$2,950.00 for Website Committee Expense. Seconded by Karen Fava. Motion passed unanimously.

Line 144 – Summer Schmaling made a motion to approve \$92,700.00 for Debt Water Extension Project. Seconded by Stu Hall. Motion passed unanimously.

Line 146 – Summer Schmaling made a motion to approve \$147,555.00 for Debt Police Station. Seconded by Stu Hall. Motion passed unanimously.

Line 147 – Summer Schmaling made a motion to approve \$10,400.00 for Debt WPAT. Seconded by Stu Hall. Motion passed unanimously.

Line 148 – Summer Schmaling made a motion to approve \$10,000.00 for Debt WPAT II. Seconded by Stu Hall. Motion passed unanimously.

Line 149 – Summer Schmaling made a motion to approve \$122,625.00 for Debt Landfill Capping. Seconded by Stu Hall. Motion passed unanimously.

Line 151 – Summer Schmaling made a motion to approve \$5,000.00 for Interest on Temporary Loans. Seconded by Stu Hall. Motion passed unanimously.

Line 156 – Peg Fitzgerald made a motion to approve \$140,650.00 for Gas & Oil All Depts. Seconded by Gordon Andrews. Motion passed unanimously.

Line 157 – Peg Fitzgerald made a motion to approve \$78,650.00 for Heating Oil All Bldgs. Seconded by Gordon Andrews. Motion passed unanimously.

#### Upcoming Meetings

3/3/14 – Karen will run the meeting. Gordon is not able to attend. Nikki will cover the HES School Committee Meeting if there are going to be budget discussions.

3/5/14 – Joint meeting with Kingston & Plympton Selectmen at 7pm and Finance Committees at 8pm in Kingston. Nikki is unable to attend.

3/10/14 – Schedule Ted Broderick and Jeff Cuozzo to come in and briefly discuss their budgets.

9:23 pm Stu Hall made a motion to adjourn. Seconded by Karen Fava. Motion passed unanimously.

Respectfully Submitted,

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Nikki Newton  
Corresponding Clerk