



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

Meeting Minutes
 Monday, March 3, 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; Bob Badore, Highway Surveyor; Gerry Elliott, Building Maintenance; John Campbell, MSBC.

Meeting called to order by Karen Fava at 7:12pm

Mail

A memo from the Board of Selectmen was read regarding the approved deficit spending for the snow and ice account.

A memo from Wage and Personnel was read regarding salary requests from Herb Wolfer, Sealer of Weights and Measures. All requests from Mr. Wolfer should be forwarded to Wage and Personnel to eliminate clerical errors. His salary line should be level funded from now on. If he would like an increase in wages, he needs to see Wage and Personnel.

A memo was read from Wage and Personnel regarding the reclassification of all positions Grades 2 – 11. All job descriptions need to be filled out and given to Wage and Personnel by 3/18/14. Kendra will pass the info along to Gordon to complete.

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. Bob provided a list of repairs that needed to be made unexpectedly due to the difficult winter we are having. He also provided a list of upcoming repairs that would be needed in the amount of \$8,140.00. There is approximately \$3,289.00 left in the budget now with some possible bills still coming in. In the future, the Committee asked that “wants” such as sandblasting trucks should be done only after “needs” have been completed so the budget does not end up short.

Motion to approve \$10,000.00 RFT was made by Karen Fava, Seconded by Peg Fitzgerald. Motion passed unanimously.

Highway Budget Discussion

The Highway Budget needs to be looked at closer for a more realistic budget. For the past few years we have had to supplement the budget with a RFT. A lot of repair costs are driven by winter wear and tear. The Highway Dept should seriously look into increasing the budget by at least \$5,000.00 Perhaps the budget should have a new line for service life extension or outside repair and maintenance. Bob is going to go back and look at the budget and submit a more realistic budget taking into account the previous RFT's. Sandy will work with Bob on the submission.

The Highway Department is looking to increase their clerical hours to FT. The amount of work now required with the DEP, hydraulic licensing, FEMA, contracts, etc. has increased dramatically. Therefore, there is a need for additional clerical hours to service the increase in paperwork. Currently the secretary has approx 35 hours so they would like to increase her hours by about 5 hours per week.

Town Building Budget Discussion

The Expense line is being split into two different lines. One is for preventative maintenance. This would include all contracts, inspections, test etc. that are conducted each year. The total for this line would be \$31,750.00. The second line at \$31,467.00 would still be an expense line. This line will be used to maintain everything else in the buildings. Telephone maintenance and vehicle repairs are new items that have never been in the budget before but are included now. Gerry is hoping that splitting the lines and increasing the budget accordingly will decrease the likelihood that he will need a RFT every year.

Town Building Articles on the Warrant

1. Requesting \$2,144.30 for the water department roof. He will be using \$3,856.00 from the town roof article from FY14. The total will be \$6,000.00 with the High School doing the work. It is materials plus 20% and the cost of a dumpster.
2. Requesting \$53,760.00 for the remaining upgrades needed to complete the second phase and code compliancy for the HES fire alarm system. It will be inclusive of everything; pull stations, strobes and sensors and also includes prevailing wage. If it is ignored we could be shut down in September again. The Capital Plan recommends.
3. Requesting \$13,500.00 to inspect, flush, test and make repairs to the sprinkler systems in HES, Holmes Library, Town Hall and the Police Station. They are the only buildings with fire alarm systems. Previous bid was \$19,000.00. This should be done yearly and has not been done since 1995. There may be some unexpected costs due to the length of time since it has been done. Pressurization will not be done every year so the cost will not be recurring. It is not currently on the recommendation list from the Capital Plan as it is only a preliminary list, however it is being considered.

4. Requesting \$31,500.00 for a new Maintenance Dept. Truck. The dog van is being used currently. It has motor issues and is not inspected. Gerry has a state bid on a 2015 basic work truck.
5. Requesting \$11,868.00 to replace the waste oil burner at the recycle center. This is a Capital Plan item. It was new in 1997 and is not easily replaceable. Some of the money will be coming out of recycling retained earnings.
6. Requesting \$38,000.00 to complete the lower garage roof section at the Police station. It is in the same condition as the upper roof was. The High School can't do the work as it is a specialty item with special warranties.
7. Requesting \$1,600.00 to upgrade the alarm systems at the Museum and Library. This will include new keypads etc. The Library's system is from 1995, the Museums is older and can no longer get parts to repair them. If this is not recommended in the Warrant as an Article, please consider making it part of Gerry's budget for FY15.
8. New Building for COA – unsure of the request amount at this time. Pope's Tavern design was to put a big room on and to bring other rooms up to code. It would hold 67 people with tables. It would extend from the rear of the building all the way around to the handicap ramp. The septic would have to be moved so therefore the kitchen would have to be moved as well. The square footage would increase therefore requiring the building to be sprinkled, walls moved and some steel framing done. The estimated cost for the 6,000 sq feet of extra space would be 1.4 million dollars.

The building that is currently All Seasons Restaurant is for sale and would provide a great location for a new COA center. There are no carrying walls in the building so you can create any layout you would like. It is one floor, sprinkled, handicap accessible, safe access to Rte 106, good parking etc. Jack Doucette offered to do all of the rehab before the purchase so that nothing has to go out to bid. Eric Mueller has looked at the septic and doesn't see that there will be any issues. It is a tite tank system. The offices will be moved over to the new space so the building will be all inclusive. The building would also be emergency center capable with a few small changes. It will be more cost effective and will be done in a more reasonable time frame. The Selectmen have not taken action on it yet; they are meeting next week to discuss it. Peg said that it can be done within the levy limit and therefore would not raise the tax rate. It will go off of the tax roll by \$15,000.00 which seems to be the only downside. Generations has put away between \$10,000.00 and \$12,000.00 to put towards a new center. If the COA were to move, the budget would be higher as it is a bigger building and would need more staff hours. John Campbell will come back to Finance Committee before Town Meeting with the final plans and a price.

Article 5 Line Items

Line 43 – Peg Fitzgerald made a motion to approve \$31,467.00 for Town Buildings Expense. Seconded by Stu Hall. Motion passed unanimously.

Line 43a – Peg Fitzgerald made a motion to approve \$31,750.00 for Town Building Preventative Maintenance. Seconded by Karen Fava. Motion passed unanimously.

Line 81 – Peg Fitzgerald made a motion to approve \$279,243.00 for Highway Wages. Seconded by Nikki Newton. Motion passed unanimously.

Line 87 – Peg Fitzgerald made a motion to approve \$177,509.00 for Highway Snow and Ice. Seconded by Nikki Newton. Motion passed unanimously.

Line 94 – Peg Fitzgerald made a motion to approve \$66,610.00 for Cemetery Wages. Seconded by Karen Fava. Motion passed unanimously.

Line 95 – Nikki Newton made a motion to approve \$5,770.00 for Cemetery Supplies & Equip. Seconded by Summer Schmaling. Motion passed unanimously.

Upcoming Meetings

3/5/14 – Joint meeting with Kingston & Plympton Selectmen at 7pm and Finance Committees at 8pm in Kingston at the Senior Center behind the Town House.

3/10/14 – Police, Fire and Communication Center are all coming in to discuss their budgets. Also, the Warrant should be discussed.

9:22 pm Stu Hall made a motion to adjourn. Seconded by Summer Schmaling. Motion passed unanimously.

Respectfully Submitted,

Nikki Newton
Corresponding Clerk