



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

Meeting Minutes
Monday, January 28, 2013

	Gordon Andrews	Karen Fava	Nikki Newton	Margaret (Peg) Fitzgerald	Stu Hall	Peter Beals
Present	✓		✓	✓	✓	✓

Others in Attendance: Kendra Kelly, Finance Committee Secretary; Charlie Seelig, Town Administrator; Cassandra Hanson, Silver Lake School Committee Chairperson; Kim Roy, Selectmen; Laurie Cavanaugh, Library Director; Jean Gallant, Librarian; Laurie Maker, Stacy Rancourt and Richard Connolly, Library Board of Directors.

Meeting called to order by Gordon Andrews at 7:06pm

Mail

A memo from the Selectmen was read stating that they have appointed Stuart Hall to the Finance Committee with a term expiring on 6/15/15.

A memo was received from the Assessor's office informing the Fin Comm. of a change of status for Sheila Langelier and an increase of hours.

Library Discussion

The budget submitted takes into account the Revolving Fund for copier costs etc. The request for Revolving is slightly higher due to last year's revenue from the fund. There is a minimum that needs to be appropriated according to the state requirements. If not, a waiver process would have to be started. A 3 year look back at the appropriated amounts, their average plus 2.5% is what is recommended to be appropriated. This does not apply to State Aid, only to Town Appropriations. They only receive the full State Aid amount if the Town appropriates the minimum suggested amount. Peg said that the FY13 to FY14 increase was only about 1% more due to figuring the average. FY13 State Aid is approx \$7,600.00. The State requires that 19% of Library appropriated budget be spent on materials (books). Salaries include step increases for 6 in the wage line plus one Director. Extra money could be turned back as free cash from the change to the new Director. That does not affect what the state uses for a number to level with. They still use appropriated amounts to figure the number, not actual expenditures.

Governor's Budget Discussion

There is a slight increase of about \$31,000.00. Cassey was not sure how much money would go to Halifax specifically but she does not feel that the number will hold. Right now it is projected that SL will receive \$750,000.00 in State Aid and HES will receive somewhere around \$15,000.00. Peg said that it is based on the Educational Reform Act. The 9C cuts for FY13 are definite. It will be in our future reimbursements so we just won't get the money as it come as a refund at the end of the year. Chapter 70 money may be \$750,000.00 but Regional Transportation is going to be at 57 or 58%. Tom Calter will be at the SL meeting on February 14 to give his views. It is hard to plan a budget when you don't know what the Chapter 70 money is actually going to be. SL is going to recommend an Early Childhood Teacher addition to their budget in order to make the Early Childhood CTE program Chapter 74 certified. It would mean an additional \$1,100.00 in State Aid beginning in FY15. Karen asked if purchasing eBooks instead of physical textbooks would be a cost savings. There is no cost savings for online books, they are priced the same. SL next meeting is February 6, 2013 at 6pm in the Large Group Room at the Middle School.

Budget Updates

Halifax in Lights did not submit a budget as of yet but it should be level funded if they do. They don't have a line item. Usually \$6,700.00 for Police Details are needed. It is presented as an Article at Town Meeting and is added to their revolving fund.

Karen Fava went to the Ethics Meeting. Karen can file with the Town Clerk to vote on Fire Department issues. She will step back on any full time Employee salary/wage issues as long as we have quorum. The board agreed with her decision.

Article 5 Line Items

Line 12 – Karen Fava made a motion to approve \$66,463.00 for Accountant Salary. Seconded by Peg Fitzgerald. Motion passed unanimously.

Line 13 – Karen Fava made a motion to approve \$45,497.00 for Accountant Clerical. Seconded by Peg Fitzgerald. Motion passed unanimously.

Line 14 – Karen Fava made a motion to approve \$1,625.00 for Accountant Expense. Seconded by Peg Fitzgerald. Motion passed unanimously.

Line 16 – Karen Fava made a motion to approve \$4,500.00 for Assessors Salary. Seconded by Nikki Newton. Motion passed unanimously.

Line 17 – Karen Fava made a motion to approve \$68,200.00 for Principal Assessor/Appraiser. Seconded by Peg Fitzgerald. Motion passed unanimously.

Line 18 – Gordon Andrews made a motion to approve \$61,181.00 for Assessors Clerical. Seconded by Karen Fava. Motion passed unanimously.

Line 19 – Karen Fava made a motion to approve \$9,645.00 for Assessors Expense. Seconded by Nikki Newton. Motion passed unanimously.

Line 21 – HOLD for further discussion

Line 22 – Karen Fava made a motion to approve \$5,735.00 for Treasurer Expense. Seconded by Nikki Newton. Motion passed unanimously.

Line 23 – Karen Fava made a motion to approve \$2,500.00 for Tax Title Treasurer. Seconded by Nikki Newton. Peg Fitzgerald voted No. All other members present voted Yes. Motion passed.

Line 24 – Peter Beals made a motion to approve \$6,100.00 for Treasurer Banking & Payroll Expense. Seconded by Peg Fitzgerald. Motion passed unanimously.

Line 25 – Karen Fava made a motion to approve \$36,741.00 for Clerk Salary. Seconded by Peg Fitzgerald. Motion passed unanimously.

Line 26 – Peter Beals made a motion to approve \$31,221.00 for Clerk Clerical. Seconded by Nikki Newton. Motion passed unanimously.

Line 27 – Peter Beals made a motion to approve \$4,350.00 for Clerk Expense. Seconded by Peg Fitzgerald. Motion passed unanimously.

Line 28 – Karen Fava made a motion to approve \$12,310.00 for Elect/Register. Seconded by Peg Fitzgerald. Motion passed unanimously.

Line 29 – Peter Beals made a motion to approve \$62,945.00 for Treasurer/Collector Salary. Seconded by Peg Fitzgerald. Motion passed unanimously.

Line 30 – HOLD for further discussion.

Line 31 – Karen Fava made a motion to approve \$11,672.00 for Collector Expense. Seconded by Nikki Newton. Motion passed unanimously.

Line 129 – Nikki Newton made a motion to approve \$57,307.00 for Library Director Salary. Seconded by Karen Fava. Motion passed unanimously.

Line 130 – Nikki Newton made a motion to approve \$155,195.00 for Library Wages. Seconded by Karen Fava. Motion passed unanimously.

Line 131 – Karen Fava made a motion to approve \$85,476.00 for Library Expense. Seconded by Peg Fitzgerald. Gordon Andrews voted No. All other members present voted Yes. Motion passed.

Line 141 – HOLD until the end of the appropriations as it is not a necessity.

Peg Fitzgerald made a motion to approve the Meeting Minutes from January 14, 2013. Seconded by Karen Fava. Nikki Newton abstained. Motion passed.

Karen Fava made a motion to approve the Meeting Minutes from January 7, 2013 (Halifax Only). Seconded by Peg Fitzgerald. Motion passed unanimously.

Peg Fitzgerald made a motion to approve the Meeting Minutes from January 7, 2013 (Joint Town Meeting). Seconded by Karen Fava. Motion passed unanimously.

Karen Fava made a motion to approve the Meeting Minutes from December 20, 2012. Seconded by Peg Fitzgerald. Motion passed unanimously.

Gordon has received a word document from Paul for his resignation. He will forward it along to Charlie. Peter Beals will also forward a letter.

Peg Fitzgerald will be out for the next two meetings.

Cancel the 2/18 Meeting as it is a holiday.

2/11 Meeting, Karen would like to run through the level funded budgets to approve them. Peg will present her budgets at the 2/25 Meeting.

Dividing up Paul's dept's as follows:

Karen Fava – Board of Health, Building Inspector, Appeals Board and Planning Board.

Stuart Hall – Cemetery, Highway and Recycling.

Nikki Newton – Conservation.

Gordon Andrews made a motion to appoint Karen Fava as Vice Chairperson. Seconded by Peg Fitzgerald. Motion passed unanimously.

Peter Beals made a motion to adjourn. Seconded by Peg Fitzgerald. Motion passed unanimously.

Meeting adjourned at 10:10pm.

Nikki Newton
Corresponding Clerk