



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

Meeting Minutes
Monday, March 4, 2013

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

Others in Attendance: Kendra Kelly, Finance Committee Secretary; Sandy Nolan, Town Accountant; Charlie Seelig, Town Administrator; Kim Roy, Selectmen; Ted Broderick, Police Chief Elect; Chief Carrico, Fire Chief.

Meeting called to order by Gordon Andrews at 7:10pm

Mail

A letter from Norfolk Agricultural Vo Tech was read regarding the projected 2014 enrollment. Cost of tuition per student will be \$22,594.00 and Halifax has 2 students attending so far. That number could change as the application deadline is not until April 1.

The Budget Status through 1/31/13 was read.

A new copy of the Beacon was received.

Reserve Fund Transfers

A Reserve Fund Transfer was submitted by Bob Badore in the amount of \$10,000.00 to the Equipment Account. Stu has looked at the documentation. He recommends funding \$5,000.00 now and fund the rest if needed after Bob is able to meet with Stu. Gordon wants to know how much is scheduled and how much is non-scheduled repair out of his original appropriated \$38,000.00. Karen said you can't measure the unforeseen. He should come to us with invoices before we approve additional money. It will set precedence for other depts. Kim suggested sending a memo asking what the \$10,000.00 Reserve Fund Transfer will represent. Specifically what is the breakdown of how he came to the \$10,000.00 figure? Stu will advise if he cannot meet with Bob this week so Kendra can send a memo instead.

Police Budget Discussion

Chief Wage line item is approximate. No contract as of yet. There will be an opening for a Sgt. to move up and that will open a Patrolman spot. The wage line includes a new

Patrolman's salary. It is an open shift so it probably won't be filled with overtime. This has no extra money when all 12 spots are filled. We should have enough in the budget to cover sending a new Patrolman to the Academy. The Training account will be used for the new Sgt. training. The expense budget has \$7,000.00 in it that was supposed to be a onetime increase for last year only. Peg Fitzgerald says if you reduce it by \$7,000.00 and increase the Training line by \$3,000.00 you would save \$4,000.00. Peg suggested that you remove line 47 and increase the Expense account by \$1,700.00. Sandy disagrees because there are wages included in the training.

Kendra will send a memo to the Board of Selectmen asking for a number to use for the Chief's salary line.

Peg stated that there are some Public Safety areas that will be shared. There is only one new cruiser on the Warrant this year. Two of the old cruisers are sold and have brought in approx. \$10,000.00. That money goes into Free Cash. One car will be coming off the road as of July 1, 2013 permanently. Chief Elect Broderick is receptive to talking about leasing in the future. Karen feels that we are in a good position now and would like to keep the cars maintained from now on so we don't get back into the position of needing to replace three cars in one year.

Comm. Center Discussion

Peg feels that it is a loose operation without a Supervisor. They are recommending the hiring of a Supervisor at this point, however there is no official proposal yet. The Supervisor would need to be a dispatcher as well so they could fill shifts and would assume the clerical duties as well. Comm. Center PT Dispatchers are not a smart idea. Chief Carrico said that Dispatch review is being done currently on overtime that Comm. Center is paying for it. Right now there are 21 open shifts per month that PT Dispatchers cover. The Supervisor would cover 2 shifts in addition to being a second Dispatcher when needed. The Supervisor would report to the Board of Selectmen. If Plympton signs on with us for Regional Dispatch, they would be charged approx \$60,000.00 per year that that could go back towards the salary of the Supervisor. It would not be a Union position and will most likely be a salaried position.

Fire Department Discussion

It was suggested that Retainer and Training go into the Wage Account to save \$3,000.00 by allowing the Chief some flexibility. Sandy said that would be fine as you can only pay wages out of that account. Karen asked if line 55 (Retainers/Incentives) is just PT wages. Sandy replied that it is FT and PT wages. The Chief will still cut \$3,000.00 if the training line stays separate. The Chief advised the Committee that the furnace is going into flame failure and will need to be looked at for replacement for FY15.

HES Discussion

Gordon said that HES would like Capital Planning to put text books on their plan. Kim said that is not a good idea as it should be part of their Operational Budget. It is not a good business practice. The schools are coming in on 3/18 for a further discussion of their budget. Tom Millias has said that there are a lot of issues due to the lack of

maintenance on the building. Derek Bennett wanted Tom to give an estimate of repairs. The Principal and Head Custodian are in charge of maintenance of the building. They could have approx. \$50,000.00 in an Article on STM to repair exterior rotted walls. The design of the roof is the problem. The roof is 20 years old so there is no recourse at this point. As of now, it is not on the Capital Plan. Kim Roy has a meeting regarding the effect of the Sequester on the schools tomorrow. It may affect the grants at the school including Full Day Kindergarten.

Con Comm. Discussion

Nikki will be attending the Con Comm. meeting tomorrow night for an Agent salary discussion. The Town was supplementing the line for a while out of the Wetlands Account. The Committee feels that they should continue to fund 505 of the Agent's Salary out of the Wetlands Account.

LED Sign

A second design was needed. It still needs to be run by the Chiefs for safety issues. They are just waiting for an estimate at this time.

Article 5 Line Items

Line 45 – HOLD for Selectmen recommendation.

Line 46 – Peg Fitzgerald made a motion to recommend \$879,963.00 for Police Wages. Seconded by Karen Fava. Motion passed unanimously.

Line 47 – Peg Fitzgerald made a motion to recommend \$8,700.00 for Police Training. Seconded by Nikki Newton. Motion passed unanimously.

Line 49 – Peg Fitzgerald made a motion to reconsider the line. Seconded by Nikki Newton. Motion passed unanimously. Peg Fitzgerald made a motion to approve \$64,485.00 for Police Expense. Seconded by Nikki Newton. Motion passed unanimously.

Line 50 – Peg Fitzgerald made a motion to recommend \$17,173.00 for Police Station Electricity. Seconded by Karen Fava. Motion passed unanimously.

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

Line 54 – Peg Fitzgerald made a motion to reconsider the line. Seconded by Karen Fava. Motion passed unanimously. Peg Fitzgerald made a motion to recommend \$481,700.00 for Fire Wages. Seconded by Karen Fava. Motion passed unanimously. Gordon Andrews made a motion to reconsider. Seconded by Peg Fitzgerald. All voting members voted Yes. Karen Fava abstained. Motion passed. Peg Fitzgerald made a motion to recommend \$481,700.00 (including the incentive line) for Fire Wages. Seconded by Gordon Andrews. All voting members voted Yes. Karen Fava abstained. Motion passed.

Line 55 – Peg Fitzgerald made a motion to eliminate this line item. Seconded by Stu Hall. Motion passed. Karen Fava abstained.

Line 56 – Peg Fitzgerald made a motion to recommend \$65,142.00 for Fire Training. Seconded by Nikki Newton. Motion passed. Karen Fava abstained.

Line 57 – Peg Fitzgerald made a motion to reconsider the line. Seconded by Gordon Andrews. Motion passed unanimously. Peg Fitzgerald made a motion to

recommend \$26,600.00 for Fire Expense. Seconded by Karen Fava. Motion passed unanimously. Gordon Andrews made a motion to reconsider the line. Seconded by Karen Fava. Motion passed unanimously. Gordon Andrews made a motion to recommend \$27,600.00 for Fire Expense. Seconded by Karen Fava. Motion passed unanimously.

Line 58 – Peg Fitzgerald made a motion to reconsider the line. Seconded by Nikki Newton. Motion passed unanimously. Peg Fitzgerald made a motion to recommend \$11,783.00 for Fire Station Maintenance. Seconded by Gordon Andrews. Motion passed unanimously.

Line 59 – Peg Fitzgerald made a motion to recommend \$20,065.00 for fire Vehicle/Equip Maintenance. Seconded by Karen Fava. Motion passed unanimously.

Line 70 – Peg Fitzgerald made a motion to recommend \$255,837.00 for Comm. Center Wages. Seconded by Karen Fava. Motion passed unanimously.

Line 71 – Peg Fitzgerald made a motion to recommend eliminating the line. Seconded by Gordon Andrews. Motion passed unanimously.

Line 72 – Peg Fitzgerald made a motion to recommend \$2,925.00 for Comm. Center Expense. Seconded by Karen Fava. Motion passed unanimously.

Line 73 – Peg Fitzgerald made a motion to recommend \$28,160.00 for Comm. Center Telephone. Seconded by Karen Fava. Motion passed unanimously.

Next Meeting 3/11/13 – COA update, Library and Capital Planning budget discussions. Decision on the Reserve Fund Transfer for Bob Badore.

3/18/13 Meeting – Schools Update.

Nikki Newton made a motion to adjourn. Seconded by Karen Fava. Motion passed unanimously.

Meeting was adjourned at 9:40pm.

Nikki Newton
Corresponding Clerk