



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

Meeting Minutes
 Monday, April 22, 2013

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

Others in Attendance: Kendra Kelly, Finance Committee Secretary; Charlie Seelig, Town Administrator;

Meeting called to order by Gordon Andrews at 7:05 pm

Mail

No mail was received.

Reserve Fund Transfer

A Reserve Fund Transfer request was received from Kathy Shiavone, Treasurer/Collector for \$500.00 to Collector's Expense Account. There is currently \$5.02 in the account due to the increase in postage and the number of mailings. Sandy said that the Water Department will give \$853.00 directly to Pitney Bowes for the mailing so that it does not have to come out of the Collector's Account to begin with. Therefore there will only be a need for \$208.69 for the ink/toner cartridge to print the bills.

Nikki Newton made a motion to approve \$210.00. Seconded by Karen Fava. Motion passed unanimously.

A Reserve Fund Transfer request was received from Bob Badore, Highway Surveyor for \$12,500.00 to the Highway Equipment Account. There is currently \$2,500.00 in the account due to wear and tear damage from the severe weather. There are \$2,200.00 in outstanding bills that invoices have not been received for yet. The bucket truck did not pass inspection and therefore had repairs that needed to be done that were unexpected. There were also two trucks that need immediate repairs to the brakes for approximately \$6,000.00 and immediate sweeper repairs of approx \$1,000.00. Stu will meet Bob on Friday to discuss this transfer request in depth.

The outstanding requests for possible Reserve Fund Transfers will put the Fund into a deficit of approx \$9,000.00. Kendra will draft a letter and send it to the departments that have put Finance on notice of possible transfers. All responses should be submitted by 4/29 so they can be looked at that night.

Contracts

No contracts are ready besides the current Police Chief Draft. This draft was read by all members and there were no issues seen. The contract cannot be voted on until the FY15 & FY16 numbers are in.

The Board of Health has opened the landfill monitoring bids. We may be able to take approx \$5,000.00 off of that line.

Recycling bids are not ready as of yet. Money for the boiler at the Recycling Center should be taken from solid waste to supplement and Gerry should be put in charge of the maintenance of that. Charlie will follow up.

Gordon said that if we too \$85,000.00 from Stabilization, we would still have \$42,000.00 to put towards it. Plus, \$13,500.00 for the security system is in the total. We have not recommended that so it that doesn't pass, an additional \$13,500.00 will free up.

Upcoming Meetings

4/29 – RFT for Bob Badore

Responses to the Reserve Fund letters

Library Computer Discussion

Contracts

Funding recommendations for the approved Articles

Reach out and have John Campbell come in for an update on COA

Communication Telephone Line Discussion

5/6 – STM & ATM Meeting Review

Look at what will happen if the Town votes a 2.5% wage increase.

Gordon Andrews made a motion to adjourn. Seconded by Karen Fava. Motion passed unanimously. Meeting adjourned at 8:20 pm.

Nikki Newton
Corresponding Clerk