

Finance Committee  
Meeting Minutes  
Monday, March 12, 2012

Board Members in attendance: Nikki Newton, Gordon Andrews, Peg Fitzgerald, Dick Wright and Karen Fava.

Others in Attendance: Sandy Nolan, Town Accountant; Charlie Seeling, Town Administrator; Barbara Gaynor, Town Clerk; Suzan Duggan, Assessor.

Meeting called to order at 7:03pm

Meeting Adjourned at 10:11pm

Mail:

A letter was received dated 3/9/12 from Kathy Shiavone explaining that on 2/16/12 Silver Lake Regional High School voted to approve FY12 budget of 21,444,561.00. Halifax's assessment will be 4,457,936.49 payable in 4 payments of 1,114,484.12 due on the 15<sup>th</sup> day of July 2012, December 2012, January 2013 and March 2013.

A letter was received from Charlie regarding a proposal for a budget for a town vehicle. The program would not begin until July 1, 2012 and the vehicle would be used mostly in town. The Selectmen are for it as is the Assessor. There are still quite a bit of reinspections left to be done by the Assessor's Office and it would be beneficial. Karen added that she is not in favor of the program especially seeing as it could be a retired vehicle with high mileage and maintenance issues. Peg Fitzgerald feels that if we do start this program we should do it with a decent vehicle so we don't incur the above costs. Nikki asked if we could abandon the program in the middle of it if the vehicle ends up having large maintenance issues. Charlie said that the money would be money that was already spent and no line item transfers can be done until May. Gordon also is concerned with the retired vehicle issues. Peg suggested that maybe we could limit the use to just a few departments that would benefit from it the most. Charlie will discuss it with the Committee further. The issue will be tabled until Paul and Peter return.

Reserve Fund Transfer Requests:

Request from Charlie Seelig for \$245.00 Reserve Fund Transfer for costs associated with an exercise program and mileage for an employee on 111F leave from 3/12/12 to 4/29/12. There may be an additional request for April depending on the Facility that is chosen. Dick Wright made a motion to approve, seconded by Nikki Newton. Motion passed unanimously.

Request from Suzan Duggan for \$625.00 Reserve Fund Transfer for a Consultation Fee to Energy Options Consulting Group in connection with a proposed solar energy farm to be located on Monponsett St. This will provide the Assessors with a 3<sup>rd</sup> Party analysis of the proposal as well as information on new ways the Town can benefit in the Net Metering Program. Peg Fitzgerald made a motion to approve, seconded by Dick Wright. Motion passed unanimously.

Barbara Gaynor was in attendance to address last weeks discussion regarding changing the hours of the Clerk and the hiring of an Administrative Assistant as opposed to an Asst. Town Clerk. The Committee feels that the issue regarding the hours should go to the Government Study Committee. If the new hire is an Asst. Town Clerk they would be hired at a new Grade 7, Step 1. Karen asked if Barbara had any candidates yet and Barbara indicated that she had started interviewing today. Some of the Committee Members felt that the goal is to make the new hire an Asst. Town Clerk, not an Administrative Asst. Per Charlie, there is no need to re-advertise the position. Keep interviewing and advise candidates that this may turn into an Asst. Town Clerk position with up to 32 hours. Karen said that you can't change the hours of an elected official as the salary would change. We can recommend or not recommend a change but it would have to go to a Town vote. Barbara indicated that she will work part time hours and hire someone to be there the rest of the hours who will be able to act in her absence. Per Barbara, leave the Clerical Line at 29,797.00 to allow for an Asst. Town Clerk. Dick Wright made a motion to approve, seconded by Karen Fava. Motion passed unanimously. Gordon will follow up with the Government Study Committee.

The Assessors reviewed the budget for substantial savings regarding the computer program. Their meeting is tomorrow night so a revision may be needed.

#### Article 5 Line Items

Line 20 – Gordon Andrews made a motion to approve 9,820.00 for Assessors Expense. Seconded by Dick Wright. Motion passed unanimously.

Line 21 – This is a warrant article, thus the dash.

Line 22 – Gordon Andrews made a motion to approve 7,700.00 for Office Machines – Expense. Seconded by Karen Fava. Motion passed unanimously.

Line 33 – Dick Wright made a motion to approve 29,767.00 for Clerk Clerical. Seconded by Karen Fava. Motion passed unanimously.

Line 40 – Sandy suggested tabling a vote as there may be a step increase in salary as the new hire has experience. Sandy suggested that we could ask for 10,000.00 from the Wetlands Fund to cover the majority of the Agents Salary as the fund is supposed to be used to support the Wetlands and that is an Agents job. The money would be able to be transferred with just the Selectmen's approval. Gordon feels that the fund should cover the Agent's Salary completely. Karen feels more comfortable asking for 75%. Nikki Newton made a motion to ask the Wetlands Fund to cover 75% of the Agent's Salary, Seconded by Karen Fava. Motion passed unanimously.

Line 81 – Gordon asked that this vote be tabled until we see what is discussed at their meeting.

Lines 83-98 are going to be held off on until Peter returns.

Lines 102 and 103 – are now combined into one line item. Karen Fava made a motion to approve 167,432.00 for Water Supply. Seconded by Dick Wright. Motion passed unanimously.

Line 114 – It is contractual for hauling and needs further explanation. Dick will follow up.

Line 116 – Contractual and is going out to bid. Charlie has not put it out to bid as of yet. We need to follow up on this in two weeks.

Line 117 – Karen Fava made a motion to approve 37,652.00 for Health Clerical. Seconded by Peg Fitzgerald. Motion passed unanimously.

Line 121 – Increase is for 2 hours for a driver and 4 hours for a clerk. Outreach worker wage increase is not included in this line. Sandy will ask for a multi scenario budget. One without merit and salary increase and one with Asst's set increase.

Line 123 – Same as line 121. Nikki will follow up.

Line 131 – Peg Fitzgerald made a motion to approve 58,592.00 for Library Director Salary. Seconded by Dick Wright. Motion passed unanimously.

Line 132 – Increase is for steps. Peg recommends a grade lever change. Hold for Wage and Personnel discussion next week.

Line 133 – Need to ask for it to be level funded. Peg will ask them to turn back the difference between the level funded amount and what we appropriate. Hold off on this line item for now.

Line 134 – 136 – Hold until a level funded budge is submitted per his email to Nikki today.

Line 139 – Gordon Andrews made a motion to approve 1.00 for the Cable Committee. Seconded by Karen Fava. Motion passed unanimously.

Line 140 – Karen Fava made a motion to approve 500.00 for Patriotic Celebration. Seconded by Dick Wright. Motion passed unanimously.

Line 144 – Hold until they come in next week.

Line 145 – Karen Fava made a motion to approve 4,300.00 for Website Committee Expense. Seconded by Dick Wright. Motion passed unanimously.

Lines 147 – 152 are inclusive as printed. Dick Wright made a motion to approve 310,338.00 for Debt School/Library, 159,570.00 for Debt Police Station, 10,400.00 for Debt WPAT, 10,000.00 for Dept WPATII, 134,469.00 for Debt Landfill Capping and 5,000.00 for Interest on Temporary Loans. Seconded by Karen Fava. Motion passed unanimously.

Line 153 – Gordon Andrews made a motion to approve 856,825.00 for Plymouth County Retirement. Seconded by Karen Fava. Motion passed unanimously.

Line 155 – Dick Wright made a motion to approve 97,000.00 for Medicare Town Share. Seconded by Gordon Andrews. Motion passed unanimously.

Line 157 – Gordon will investigate the computer issue. Hold until we see the bill for filling the tanks.

Line 158 – FY11 was 52,000.00 actual when 71,000.00 was approved. Need to ask how they came to that figure. Some is natural gas and some is heating oil. Sandy will give the total for that account next week. Hold the line item.

### Summary

Next meeting on 3/19 will include: Wage and Personnel Update, Consideration of Budgets, Selectmen at 7:15pm, Beautification Committee at 8:15pm (Youth and Rec no longer needs to come in), Water Tower Rental Discussion.

Nikki Newton made a motion to accept the meeting minutes from Monday, March 5, 2012. Seconded by Peg Fitzgerald. Motion passed unanimously.

Karen Fava made a motion to adjourn the meeting. Seconded by Dick Wright. Meeting Adjourned at 10:11pm

---

Richard Wright  
Corresponding Clerk