



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

Meeting Minutes
 Monday, June 25, 2012

	Gordon Andrews	Peter Beals	Karen Fava	Margaret (Peg) Fitzgerald	Paul Weckbacher	Nikki Newton
Present	✓	✓	✓	✓		✓

Others in Attendance: Charlie Seelig, Town Administrator; Sandy Nolan, Town Accountant and Bob Badore, Highway Surveyor.

Meeting called to order at 7:05pm
 Meeting Adjourned at 8:37pm

Mail

A Line Item Transfer Request was received for 2,000.00 from Highway Wages to Highway Wages Clerical due to unexpected FEMA road work inventory and Chapter 90 paperwork. Karen asked if the town was already reimbursed from FEMA. Sandy said that FEMA only covered the Highway wages through reimbursement, not the clerical wages. Chief Carrico submitted the wages to for reimbursement and did not include any clerical wages in that submittal. Peg said that under the Fair Labor Act we have to approve the transfer. The hours were requested to be worked by Bob Badore so we don't have a choice. Karen Fava made a motion to approve the transfer. Seconded by Peter Beals. Motion passed unanimously.

A Line Item Transfer Request was received for 282.38 from Town Hall Electric to Recruitment and Employment for more physical exams than expected. These included regular drug tests and new employees. Gordon Andrews made a motion to approve the request. Seconded by Karen Fava. Motion passed unanimously.

Line Item Transfer Request paperwork was received for the previously approved A1 repairs. Peg Fitzgerald made a motion to reaffirm the vote taken at the last meeting as Paul is not in attendance. Seconded by Peter Beals. Motion passed unanimously.

A Reserve Fund Transfer Request for 475.00 was received from Kathy Schiavone to the Collectors Expense Line for postage on 2012 Real Estate Demands. Postage went up and they were level funded. Karen Fava made a motion to approve. Seconded by Peg Fitzgerald. Motion passed unanimously.

A letter was received advising of the reorganization of the Water Commissioners. Bonnie Wood, Chair; Daniel O. Bosworth, Clerk and Donald Bosworth, Member.

General Discussion

Reorganization of the Fin Comm. was discussed and it was decided to hold the matter until the next meeting so Paul would be there. Peter would like to not be Chair for FY13 if possible due to family commitments. Peg said that liaisons should be examined as well and possibly reorganized. Karen said we should possibly separate the Fire and Police Depts. as well as Wage and Personnel and Selectmen. Peg said that the schools need more attention. Gordon was going to volunteer to be the liaison to the schools. Peg would like the financial and Fire Depts. Nikki would like to keep the COA and is willing to take on another larger Dept as well.

Peg brought up the possibility of meeting with the Kingston and Plympton Finance Committees in the fall so we can give a letter to the school committee before they start to work on their budgets. If all committees meet it should be more informal than last time with coffee being served, using the Great Hall in a U shape or circle formation for easier discussion. Peter said we should talk to John Tuffy and ask him to come and present what he sees coming up on the budget. Gordon suggested that as a follow up to an initial meeting with just the Fin Comm.'s.

Nikki asked if we had any answers to the COA phone line questions from last week. No answers were known at this time.

Karen wants a letter sent to all departments stating that when a car is added or deleted to the insurance or anything costing the town money on an ongoing basis is added to a budget, the Fin Comm. should be notified and they should request approval prior to taking action on it. Peter said that maybe it should have a minimum dollar requirement on it. Gordon said it should be worded as notification of any expenditures that will be an ongoing expense in any department and it should be sent to the Selectmen. Peg said to be careful of the wording as we are not running the departments and deciding how many cars and phones each dept has. Peter agrees but there has to be a balance. Gordon feels we should be informed as it may affect their budget. Gordon suggested Karen draft a memo for an example of what she is looking for.

Peter said that we faced a difficult budgeting year. Twice it was mentioned to the Board of Selectmen that something needs to change. He doesn't have the answer. In April Troy said that is the kind of thing that needs to be done early. IF we are not careful we will be there again. Peg feels that we could meld committees into larger departments as other towns do to help the problem.

Summary

Next Meeting is Monday, July 9, 2012. Last night for Reserve Fund Transfers. Discussion to include: Reorganization, Line Item Transfers, Reserve Fund Transfers, Liaison Appointments, Karen's Memo.

Gordon Andrews made a motion to adjourn. Seconded by Peter Beals. Motion passed unanimously.

Richard Wright
Corresponding Clerk