



Finance Committee  
TOWN OF HALIFAX  
499 Plymouth Street  
Halifax, MA 02338

## Meeting Minutes

**Monday, March 20, 2023**

**Committee Members Present (Remotely):** Todd Dargie, Cheryll Zarella Burke, Frank Johnston, Jim Walters & Michael Bennett & Jonathan Schmaling (Audio Only)

**Committee members absent:**

**Audience (Remotely):** Sandy Nolan, Chief Joao Chaves, Scott Materna , Susan Johnson, Steve Hayward

**Todd Dargie called the meeting to order at 6:02 pm**

Meeting is being record by area 58

**Todd entertained a motion to accept the Finance Committee Meeting minutes from March 6, 2023**

Motion: Cheryll Zarella Burke

Second: Michael Bennett

Roll Call: Frank Johnston, Michael Bennett, Jim Walters, Cheryll Zarella Burke, Jonathan Schmaling & Todd Dargie

**Finance Committee Vacancy:** Todd informs the committee that Tom has officially stepped down from the committee and a resignation letter had been submitted to the town clerk. There is currently an opening for a chair on the committee. Todd is looking to post the opening on the town website as soon as possible in hopes the new member can attend the town meeting in May. Todd wishes Tom the best on his future endeavors.

**ADA compliance Capital Request:** Sandy informed the committee that Scott has uploaded his proposal onto the one drive for the committee to review. Scott reviews the ADA compliance breakdown with the committee. The buildings of concern for the upcoming year that are not compliant include the town hall, library, water department, police station, fire station, highway department and Elementary school. The proposed budget is for \$500,000 to begin making the town compliant. Scott's goal is to have multiple projects running simultaneously once the funding is in place. The town needs to be completely ADA compliant by 2030.

The ADA funding will be monitored by Cody, Sandy and Scott. Due to the high cost, most of these projects will need to be procured by the town administrator. The projects proposed tonight will use 70% of the \$500,000 budget. Scott is leaving 30% in the reserves for incidentals. Frank asks about lead paint on the property and Scott informs committee he has been testing the buildings and is unaware of any as of today.

Scott reviews the library windows repair article. They are currently breaking and smashing to the ground multiple times a year. They will need to reframe this area and install new glass to prevent injuries. Scott explains this is a busy area with families coming in for story time and it is a safety concern. Next he moves on to the

portico outside of the town hall which is sagging. He did have a structural engineer on site to review the project. To replace and reframe the cost would be \$45,000 this price includes abatement. Cody suggests including a 20% contingency to the projects which would bring the line item to portico repair to \$50,000 and the library windows to \$45,000.

**Todd entertained a motion to recommend the Portico repair for \$50,000**

Motion: Michael Bennett

Second: Cheryll Zarella Burke

Roll Call: Frank Johnston, Michael Bennett, Jim Walters, Cheryll Zarella Burke, Jonathan Schmaling & Todd Dargie

**Todd entertained a motion to recommend the library window repair for \$45,000**

Motion: Frank Johnston

Second: Michael Bennett

Roll Call: Frank Johnston, Michael Bennett, Jim Walters, Cheryll Zarella Burke, Jonathan Schmaling & Todd Dargie

**Review of Recycling Budget Increases and Fee impacts:** Susan Johnston the coordinator for the recycling center addressing the committee on the line items 107 expense, 108 hazardous waste removal and 109 trash collection disposals. She explains mattress removal prices have increased due to the mattress bane. The fee that is charged in the past is \$50/ fee which is voted by the selectman. Susan explained their fee schedule has increased as of March 1, 2023, for other items.

Hazardous waste removal Line Item 108 was not in the budget last year. However, there is a demand for this with residents which is why they are adding this back to the budget for FY 24. The price for electronical waste has increased as well. Trash collection disposal Line Item 109 is going out to bid for a new vendor. They are looking to get trash bins along with overflow totes. Todd suggests increasing to \$365,000 to allow for a 1% contingency.

**Todd entertained a motion to recommend line item 109 Trash collection disposal for \$365,000**

Motion: Cheryll Zarella Burke

Second: Frank Johnston

Roll Call: Frank Johnston, Michael Bennett, Jim Walters, Cheryll Zarella Burke, Jonathan Schmaling & Todd Dargie

**Todd entertained a motion to recommend line items 107 expense in the amount of \$54,780 and line item 108 hazardous waste removal in the amount of \$19,950**

Motion: Cheryll Zarella Burke Michael Bennett

Second: Michael Bennett

Roll Call: Frank Johnston, Michael Bennett, Jim Walters, Cheryll Zarella Burke, Jonathan Schmaling & Todd Dargie

**Discuss and Recommend FY24 Town Articles:** Cody reviews the budget for the police department. They are requesting to have the lieutenant position to be nonunion salary position. Cody explains the COA will be on the agenda next week to review her new proposed budget. Fire department is also discussed regarding the two new fire fighter positions requested.

Next the committee reviews the highway department articles for the excavator and the chipper. Frank states he believes the excavator would be extremely beneficial for the highways department. The committee is requesting more detail summery from Steve on the uses and hours they plan to use the wheeled excavator Mecalac 7 MWR for due to the high cost of the item at \$132,000. The committee choice to defer Line item 22 for the highway chipper for \$69,500.

Line item 27 is the next discussed regarding the GASB study. Sandy explains this is an actuality study that is required by the state every 2 years.

**Todd entertained a motion to recommend line item 27 GASB Study for \$7,300**

Motion: Michael Bennett

Second: Cheryll Zarella Burke

Roll Call: Frank Johnston, Michael Bennett, Jim Walters, Cheryll Zarella Burke, Jonathan Schmaling & Todd Dargie

**New Town Revenue Suggestions:** Todd shares that Cody has shared with the committee the fee schedule and suggested increases. This is not something that goes through town meeting. Each department would bring their suggestions to the board of selectman for approval.

**As May Arise:** Frank states that the committee will meet at 7:00 PM for the wage and personnel in person. The finance committee meeting will be Tuesday at 7:00 PM.

**Public Participation:** Sandy states that the chair of the board writes a letter for the warrant. The finance committee will also need to vote on each article in the warrant on April 3<sup>rd</sup>.

**Exhibit List:**

- \$500k List ADA Compliance
- Meeting Minutes from March 7, 2023
- FY24 Town Articles & Expenditures

**Todd entertained a motion to adjourn at 8:10 PM**

Motion: Michael Bennett

Second – - Cheryll Zarella Burke

Roll Call: Frank Johnston, Michael Bennett, Jim Walters, Cheryll Zarella Burke, Jonathan Schmaling & Todd Dargie

**Respectfully submitted,**

*Todd Dargie*

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Todd Dargie, Chairperson