



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

## Meeting Minutes

**Monday October 16, 2023**

**Committee Members Present (Remotely):** Michael Bennett, Todd Dargie, Frank Johnston, Cheryll Zarrella Burke, Edward Bryan & Jim Walters

**Absent Members:** William Smith

**Audience:** Cody Haddad, Sandy Nolan, Cesar Calouro & Katie Esposito

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

*This meeting is being conducted remotely and being recorded by Area 58.*

**ACCEPTANCE OF MEETING MINUTES:** Minutes from Monday October 2, 2023, have been circulated to the committee for a vote. Jim mentioned a word that needed to be corrected. The minutes circulated stated infatuation instead of infrastructure. The finance committee secretary will correct this error and recirculate to members.

**Todd entertained a motion to recommend the meeting minutes from Monday October 2, 2023 (with revision)**

Motion: Michael Bennett

Second: Cheryll Zarrella Burke

Roll Call: Todd Dargie, Cheryll Zarrella Burke, Edward Bryan, Michael Bennett, Frank Johnston & Jim Walters

**UPDATE ON EDWARD BRYAN APPOINTMENT TO THE FINANCE COMMITTEE:** Edward Bryan was appointed October 10, 2023. Todd welcomes Edward to the committee. Todd also states the Halifax Finance Committee is now officially full.

**FINALIZE FY25 DEPARTMENT BUDGET ASSIGNMENTS:** Todd encourages committee members to introduce/reintroduce themselves to department heads they have been assigned to. On October 24<sup>th</sup> the finance committee along with the board of selectmen will be holding a joint meeting. During this session they will review the budget memo that will be distributed to department heads. Along with their FY25 budgets each department will also be responsible for submitting a five-year capital plan which will be due on November 7, 2023.

**Gov HR Management Review update Town Administrator Cody Haddad:** Cody explains the study is moving along nicely. They recently sent out a survey to comparable communities. They have already received 12 out of the 15 back. This was more than they expected to receive and are happy with the response. The town has also conducted employee surveys. These have been reviewed by the town administrator and the employee's department head and returned to GovHR. Cody believes the study will be completed and a draft will be

generated early to mid-November. The final analysis should be completed by the end of November. The special town meeting will be on December 14, 2023. The warrant for this meeting will need to be printed two weeks prior. The finance committee members would like to review and discuss the report prior to the warrant being printed so they are able to make recommendations.

**BUILDING COMMISSIONER TEMPORARY SALARY ADJUSTMENT:** Cody informs members the current acting/interim Building Commissioner is cutting back his hours. The town needs to hire a permanent full-time Building Commissioner. Cody has already brought this to the board of selectmen who voted in favor of the adjustment. The modification would be to make this a Grade 12A (\$81,880 - \$90,999). Cody believes that this salary will attract an eligible candidate. This would be a temporary adjustment until voted in the next annual town meeting. Cody is confident that this range will be comparable to the GovHD study findings and in the correct pay range. This position has been vacant since July, and it is in the best interest of the town to get this filled with a qualified full-time candidate.

**Todd entertained a motion to recommend the temporary salary adjustment for Building Commissioner**

Motion: Michael Bennett

Second: Cheryll Zarrella Burke

Roll Call: Todd Dargie, Cheryll Zarrella Burke, Edward Bryan, Michael Bennett, Frank Johnston & Jim Walters

**SPECIAL TOWN MEETING – DECEMBER 2023:** The special town meeting will be held on December 14, 2023, at 6:00 PM. As of right now the warrant will include reclassification for non-union personnel as well as the updated regional agreement with the schools which will need to be approved by December 31<sup>st</sup>. There will also be two zoning articles. They will need to make a parcels a commercial zone and make a district specially for senior housing. This will be for the 40B complex which includes 108 units of housing. This will not include any school-age children as the community will be 55+.

The town is also creating a master development agreement with the developers who will sell the Town of Halifax 2 acres of land for \$10.00 for a new council on aging building which will be located at 265 Monponsett street. They will also give the COA roughly 2.6 million for the construction expenses if they are not the winning bid. Once all the articles are complete Cody will join a November Finance Committee meeting to request recommendations.

**COMMITTEE LIAISON UPDATES:** Todd speaks as the liaison from the Capital Planning Committee, as of today no meeting has been scheduled. Frank and Jim are representing the Zoning Board. They are currently working on reviewing zoning bylaws. They will also be meeting with the 40B developer for 265 Monponsett street.

**CORRESPONDENCE & AS MAY ARISE:** None

**PUBLIC PARTICIPATION:** None

**NEXT MEETING PLANNING:** Monday October 24, 2023, at 6:00 PM for an in person joint meeting with the Board of Selectmen., followed by November 6, 2023 (remote)

**Todd Dargie entertained a motion to adjourn at 6:36 PM**

Motion: Michael Bennett

Second: Cheryll Zarrella Burke

Roll Call: Todd Dargie, Cheryll Zarrella Burke, Edward Bryan, Michael Bennett, Frank Johnston & Jim Walters

**EXHIBITS:** Comparable Communities – Building Commissioner Salary

Respectfully submitted,



Michael Bennett, Clerk