



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

## Meeting Minutes

**Monday January 22, 2024**

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

**Absent:** Edward Bryan

**Audience:** Cody Haddad, Sandy Nolan & 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 WAGE AND PERSONNEL MEETING MINUTES FROM DECEMBER 28, 2023, AND FINANCE COMMITTEE MEETING MINUTES FROM JANUARY 8, 2024:** Minutes from Wage and Personnel meeting minutes from December 28, 2023 and the Finance Committee meeting minutes from January 8, 2024 have been circulated to the committee members prior to the meeting for review.

**Todd entertained a motion to recommend the Wage and Personnel meeting from December 28, 2023**

Motion: Cheryl Zarrella Burke

Second: Michael Bennett

Roll Call: Frank Johnston, Cheryll Zarrella Burke, William Smith, Michael Bennett & Jim Walters

*(Todd abstained as he was not in attendance for this meeting)*

*Motion Passes 5/0*

**Todd entertained a motion to recommend the Finance Committee meeting from January 8, 2024**

Motion: Michael Bennett

Second: Cheryl Zarrella Burke

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

*Motion Passes 6/0*

**RESERVE FUND TRANSFER REQUEST:** Prior to the meeting Sandy circulated a reserve fund transfer request from Scott Materna the Director of Building Maintenance. The request was for \$6,404.00 to reimburse his department for an expense paid for the repair to the Water Department roof. The job require immediate attention and was already completed and paid for directly from the Building Departments budget. Scott is asking the committee to approve the transfer of \$6,404 from the Water Department Reserve Fund back into the Building Department Expense Account. Cody recommends the committee approves the full expense amount of \$7,800 get reimbursed (Contractor Cost \$6,404 & Material Cost \$1,396). If approved Sandy will send out an updated Reserve Fund Request for committee members to sign.

**Todd entertained a motion to recommend the Transfer of \$7,800 from the Water Department Reserve Fund in the Building Department Expense Account.**

Motion: Cheryl Zarrella Burke

Second: Michael Bennett

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

*Motion Passes 6/0*

**FY25 BUDGET UPDATE AND LIAISON PLANNING:** The committee members have begun meeting with the department heads along with the Town Administrator and Town Accountant to review the upcoming FY25 budgets. Michael stated he thought the meeting was very informative and productive. Cheryl agreed with Michael. Frank states he liked the new process with the in-person meetings. Jim also believed that the meeting was beneficial. He is still waiting for the School Department Budget. Cody informs Jim they will be presenting a preliminary budget at the school committee meeting on February 8<sup>th</sup>. Bill had a meeting with the Veterans Agent, and he is requesting a large increase in his budget compared to FY24 (requesting \$35,000). This is due to an increase in hours and workload. The current role is a stipend position. Todd was scheduled to have a meeting with his departments today but had to reschedule till next Monday.

The next phase of the process will begin in February as the department heads will meet again with the Town Administrator to review and finalize the budget. Cody will also present the Finance Committee with an Administrative budget recommendation and a list of dates he would like to have department heads added to the agenda for the upcoming Finance Committee meeting.

**FY25 CAPITAL PLANNING:** Todd informs the committee the next meeting will be held this Wednesday in person in the Selectmen's Office. This is an open meeting, and anyone is welcome to attend.

**COMMITTEE LIAISON UPDATES:** Jim gives an update on the Zoning Bylaw. He states everything is going well and they are currently reviewing what needs to get done. The next meeting is at the end of the month. Frank states they are also reviewing the MBTA 3A rezoning process.

**CORRESPONDENCE & AS MAY ARISE:** Cesear has sent out a new link for the Finance Committee File in the one drive. Todd asks members to review and make sure they still have access.

**PUBLIC PARTICIPATION:** None

**NEXT MEETING PLANNING:** February 5, 2024, at 6:00 PM. This will begin the weekly meeting schedule in preparation for FY25 budgets.

**Todd Dargie entertained a motion to adjourn at 6:27 PM**

**Motion: Michael Bennett**

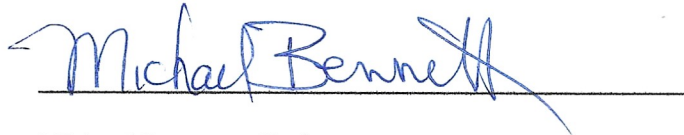
**Second: Cheryl Zarrella Burke**

**Roll Call: Todd Dargie, Frank Johnston, Cheryl Zarrella Burke, William Smith, Michael Bennett & Jim Walters**

*All in Favor 6/0*

**EXHIBITS: Water Department Reserve Fund Transfer Request.**

**Respectfully submitted,**



**Michael Bennett, Clerk**