Finance Committee

TOWN OF HALIFAX

499 Plymouth Street

Halifax, MA 02338

**Meeting Minutes**

**Wednesday March 17, 2021**

**Committee Members Present**: Cheryll Zarella Burke, Fred McGovern, Drew McGlincy, Tom Connolly, Joe Vetrano and Lauren Carmichael and Deb Pasquale

Also, in attendance in the audience were: Charlie Seelig, Sandy Nolan, Jean Gallant, Chief Chaves, Tom Millias and Mike Zarella

The meeting was recorded by Zoom

**Fred called the Finance Committee meeting to order at 6:02 pm**

**Fred entertained a motion to accept the meeting minutes from 03/15/2021**

Motion: Cheryll

Second: Tom

**AIF**

There were no Reserve Fund Transfers

Fred asked Charlie if there were any Wage and Personnel amendments to be discussed or if the Selectmen had made any recommendations. Charlie said none right now.

Charlie informed the committee that Silver Lake had approved a budget on 3/11 bit the Town hasn’t’ seen anything yet on the new numbers. Sandy said Christine is sending the new information and had mentioned that the Silver Lake assessment was slightly lower.

**Fred entertained a motion to approve Line 9 (audit) of the budget in the amount of $31,500**

Motion: Tom

Second: Cheryll

**AIF**

Sandy said there is about 1.5 million dollars in Free Cash available to fund articles. Fred asked about the fact that the Bond for Road maintenance line was blank. Sandy said they didn’t have a new figure from Steve Hayward yet but that is the article that was about 11 million last year. Capital Planning had not recommended it because they believe if it goes through it would have to be bonded. Sandy clarified for Fred that the regular Road maintenance article that is usually $150,000 was recommended by Capital Planning to be moved to $300,000 this year.

Fred suggested that the Committee begin to vote numbers for the articles (as printed in 3/17 spreadsheet, see attached).

|  |  |  |  |
| --- | --- | --- | --- |
| Article | Motion | Second | Vote |
| A1 Plymouth Cnty Extension $150 | Tom | Cheryll | AIF |
| A2 Chapter 90 acceptance  | Need info |  |  |
| A3 Road maintenance $300K | Cheryll | Tom | AIF |
| A4 Road bonding | Skip |  |  |
| A5 Land for muni complex | Need info $ |  |  |
| A6 Assessor recertification | Tom | Cheryll | AIF |
| A7 | Duplicate skip |  |  |
| No A8 |  |  |  |
| A9 Police cruisers  | Tom | Cheryll | AIF |
| A10 Police copy machine | Cheryll | Tom | AIF |
| No A11 |  |  |  |
| A12 GASB $6,850 | Tom | Cheryll | AIF |
| No A13 |  |  |  |
| A14 Reseal HES parking lot $25K | Hold for infor |  |  |
| A15 Exterior lights at HES  | Hold for info |  |  |
| A16 kitchen flooring at HES | Hold for info |  |  |
| A17 hallway flooring | Hold for info |  |  |
| A18 access road to HES campus | Hold for info |  |  |
| A19 central air in HES (2 rooms) | Hold for info |  |  |
| A20 SLRSD tennis court repairs | Hold for info |  |  |
| A21 Repair fencing near police $5400 | Tom | Cheryll | AIF |
| A22 south coastal legal services | Hold for signatures |  |  |
| A23 south shore resource & advocacy | Hold for signatures |  |  |
| A24 Stabilization | Hold for figure at town meeting |  |  |
| A25 Uber/Lyft fees | No figure yet |  |  |
| A26 E Permitting System $32K | Hold for info from Cesar |  |  |
| A27 work order asset mngmnt | Hold for info from Cesar |  |  |
| No A28 |  |  |  |
| A29 Repay Covid | Charlie is pulling from warrant |  |  |
| A30 Backhoe for Highway $135K | Cheryll | Tom | AIF |
| A31 F550 for Highway $85,000 | Cheryll | Tom | AIF |
| A32 Pope’s Tavern windows $29K | Tom | Cheryll | AIF |
| A33 Alarm system for various buildings $17,500 | Cheryll | Joe | AIF |
| A34 handicap ramp | Hold for info |  |  |
| A35 | Hold for info |  |  |
| A36 library roof repairs $11K | Cheryll | Jo | AIF |
| A37 Town hall windows $90K | Cheryll | Joe | AIF |
| A38 COA van $73K | Hold for more info |  |  |
| No A39 |  |  |  |
| A40 Dept head training $10K | Cheryll | Joe | AIF |
| A41  | Hold for info |  |  |
| A42 generator for Town Hall $40K | Cheryll | Tom | 6-0 against |
| A43 Street lights | Hold for info |  |  |
| No A44 |  |  |  |
| A45 Library computers $2500 | Cheryll | Joe | AIF |
| Housing Authority Retirement reimbursement | Hold, Charlie may pull before ATM |  |  |

Article budget notes:

Charlie said Steve Hayward puts the information about the Road bonding in the warrant so people will realize the cost to the residents if they want all their roads repaired. Charlie said if Steve wants to make it a legitimate article he can but it would have to be done with debt exclusion and go through a ballot and a Town meeting.

Sandy said there is currently an RFP out to purchase 2 lots of land for the municipal complex. The Town is just waiting for numbers back. Charlie said it might have to be a debt purchase. Sandy said there is actually still about $400,000 left in Free Cash so depending on the figures we may be able to buy it with available cash.

Tom Connolly asked if the GASB actuarial money is something the cost of which is spread over every year. Sandy said the figure is for the actual cost of the study in the year it is done (every two years) so it is not spread out.

Sandy said the Police did purchase a hybrid police cruiser, so the cost was slightly higher up front

Joe Vetrano asked how many square feet of footage the $25,000 for resealing the HES parking lot covered. Also, did it include presealing cracks, etc. and what exactly we are getting for the $25,000. Sandy said those were great questions and possibly Gordon could answer them.

Joe asked how many square feet of flooring in the kitchen the $23,000 covered. Sandy said again that is a great question for Gordon

Joe and Tom asked about the access path all the way around the school and how many total feet, etc that was. The Committee decided to hold all school related articles until Gordon could bring them more specifics on what the costs covered.

Sandy mentioned that Gordon thought maybe the cost of the Silver Lake tennis court repairs could come from the Silver Lake Stabilization account that was established when Pembroke separated. Sandy said that account has about $312,000 in it. Fred said he was surprised they were asking for a full redo of the courts vs just temporarily repairing them. Sandy said Gordon had told her the repair may only be good for about two years.

Charlie said articles 22 and 23 hadn’t collected signatures yet due to COVID (they need 10 at least) and if the agencies still didn’t get the signatures, he may just pull the articles from the warrant.

Tom and Fred had questions about the E permitting system. Tom spoke to the method of how it would work. Tom said he had questions about the amount of space for data to be stored. He felt it was much too small and was surprised it wasn’t more in the terabyte area. He also felt the per month per user fee was too high. Tom said that is likely because Cesar went through Ricoh and they are only a middleman so they are probably raising prices to get their cut. Tom thinks the article should be recommended because paperless is the way to go but he thinks there should be far better negotiations that go on before we sign with any particular company. Fred said he wondered if it would help with the slowness that is often experienced in the Highway department. Sandy said this particular system would be used mostly for Regulatory and then Cesar may work with other departments. Sandy said that the Capital Planning Committee had suggested to Cesar that he get more quotes. She said they could approve this amount, but it didn’t mean they had to go with this company if they got a better deal elsewhere. Tom said he had concerns that Cesar may stop looking if he got the amount he needed. Fred and Tom both thought there was more negotiating that could be done and Deb and Cheryll agreed. Charlie said the Fin Com doesn’t necessarily have to give a recommendation before Town meeting they can always give the recommendation on Town meeting floor.

Tom said he had the same issues with the Work Order Asset Management system. The price per user is too high for what we are getting.

Sandy said the COVID reimbursement money was in case the CARES act does not fund everything we have asked to get reimbursed for. She said however that we did just find out that the American Recovery Act will also give Towns money and the restrictions on how it is spent aren’t as tight so we may be able to use some of that money. She said we should pass over it for now because it might be pulled before Town meeting.

Sandy said the new F550 would replace an older dump truck and this one is midsize so more people can drive it for plowing because you don’t need your CDL to drive it.

Sandy said the money for the Pope’s Tavern windows is to complete the project that was started. This would cover the replacement on the windows on the long side of the building. Joe asked if we knew how many windows this covered. Sandy and Tom Millias said they thought 13. They said all the windows are custom sized though and Tom said even the framing for them is custom sized. Joe asked if it included repair and removal. Tom said it did.

Sandy said the alarm systems in two buildings would be repaired and Town Hall would get an alarm system because there currently is not one on Town Hall. Joe said that was a good price for 3 different buildings.

Sandy said that Scott is really trying to get quotes for the handicap ramp at Town hall but is having a very difficult time. Fred asked if this is the same ramp that we had already voted $35,000 for in a previous year. Sandy said it was. Sandy said a little of that money was used to get engineering information but most of the money is still available. Whatever price we finally get would be reduced by the amount available from the previous vote.

Sandy said they have been able to identify the leaking spot in the library roof and now they can repair it.

Sandy said Green Communities may partially reimburse the Town for the new windows in Town hall and other buildings. It would also help with cost savings on heating and AC.

Drew McGlincy said he thinks the COA new van should be a hybrid van. Fred said he had no problem with that if they make that type of van in an electrical version. Charlie said he and Sue Lawless would look into it.

Charlie said the money for the department head training was because MIIA (our insurer) didn’t offer grants for the type of training he was hoping to accomplish. He hopes to train department heads in hiring, firing, discipline and other areas that would help with employee relations.

Sandy said that the Capital Planning Committee didn’t recommend a generator for Town Hall because the main reason for one was to make sure the Highway phones worked when there was no power. The Town Hall server would run on a generator and that would feed the phone lines. Sandy said Cesar told Capital Planning there is a switch he can change over in the event of a power outage and that would make the phones work. Capital planning thought $40K was a lot for an unnecessary generator.

**Fred entertained a motion to adjourn at 7:29pm.**

Motion: Cheryll

Second: Joe

**AIF**

Respectfully submitted,

Linda Cole, Secretary \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tom Connolly, Clerk