Finance Committee

TOWN OF HALIFAX

499 Plymouth Street

Halifax, MA 02338

**Meeting Minutes**

**Monday , January 10, 2022**

**Committee Members Present**: Tom Connolly, Michael Bennett, Cheryll Zarella Burke, Jon Schmaling and Todd Dargie and Michael O’Brien

Also, in attendance in the audience were:, Cesar Calouro, Sandy Nolan and Sue Lawless

**Tom called the meeting to order at 6:01pm**

**Tom entertained a motion to accept the minutes of 12/13/2021**

Motion: Cheryll

Second: Michael Bennett

**AIF**

Tom asked Sandy for any new information about the budget. Sandy said there had been no further direction from the Board of Selectmen regarding the budget, soo she has no new information to share. She said most departments had submitted their budgets and she suggested members look over the files in the Shared Drive. Tom asked if everyone remembered how to get to the One Drive Shared folder. Tom reminded members that any legitimate budget information would be in the One Drive folder as he had recently received what appeared to be a legitimate budget document from the Superintendent of Schools but was in fact a phishing scheme through her hacked email. Sandy said in the past she has always gone through the budgets and their wage lines to make sure departments had calculated their wages correctly, but she had not had a chance to do that yet this year. She strongly suggested the Fin Com members pay special attention to the justification of wages in the budgets as all departments had been asked to level fund (with the exception of steps).

Tom asked Sandy about the possibility of breaking out the wages from accounts that they were included in. Sandy said that the Director of the COA and the Director of Building Maintenance have their wages in with the department’s regular wages. That is not how other departments have always been set. She also said that the IT wages were lumped into one budget figure with the expenses, which is also unusual. Tom said it made the most sense to make all the budgets uniform set up for wages.

**Tom entertained a motion to ask Sandy to split the Director wages from the other wages in the COA and Building** **Maintenance budgets and to separate the IT wages from the expense budget in the Data Processing budget.**

Motion: Michael Bennet

Second: Cheryll

**AIF**

Tom asked Sandy to please separate the wages.

Tom inquired about the joint meeting with the Board of Selectmen and the Fin com members. Tom said he could reach out to he BOS to get it scheduled.

Linda said there was no new correspondence at this time.

Linda reminded members that another signature was needed for the RFT for $11,000 for the company that was conducting the search for a new Town Administrator.

Sandy said she knows the Board of Selectmen are concerned about he budgets but she once again wanted to as Fin Com to consider making wages for employees a priority in the budget.

**Tom entertained a motion to adjourn the meeting at 6:15pm**

Motion: Michael Bennet

Second: Cheryll

**AIF**

**Respectfully submitted,**

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

Michael Bennett, Clerk