Finance Committee

TOWN OF HALIFAX

499 Plymouth Street

Halifax, MA 02338

**Meeting Minutes**

**Monday , June 27, 2022**

**Committee Members Present**: Michael Bennett, Todd Dargie, Tom Connolly and Cheryll Zarella Burke

Audience: Sandy Nolan, Chief Chaves and Jean Gallant

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

**Tom entertained a motion to accept the minutes of 5/23/22**

Motion: Michael

Second: Cheryll

**AIF**

Tom said the Committee would be handling the following Line-Item Transfers:

**Tom entertained a motion to approve a Line-Item Transfer in the amount of $9,770 from the Custodial wages account to the Town building PM expense**

Motion: Cheryll

Second: Mike

**AIF**

Linda said Scott had sent a message saying the majority of this amount was to pay for lights on a pole by HOPS. The work was done back in the fall and the Selectmen had discussed using ARPA funds for it but still had not approved it and the vendor needed to be paid, so Scott wanted to pay him now. The remaining funds were for fixing the AC condenser at the Town Hall. Tom asked if the Selectmen may return this money to the other account if they used ARPA funds and Sandy said if they hadn’t already approved it, it wasn’t likely they would now.

**Tom entertained a motion to approve a Line-Item Transfer in the amount of $476.16 from Police Wages to the Police Chief Wages**

Motion: Michael

Second: Cheryll

**AIF**

This was to cover the additional Juneteenth holiday for this year

**Tom entertained a motion to approve a Line-Item transfer in the amount of $100 from Halifax animal control expense to the Animal Control Wages**

Motion: Cheryll

Second: Mike

**AIF**

Chief Chaves said that the animal control officer is being called in all the time now. There was even a case of abandoned chickens and a seriously injured cat that she had to attend to until it was rescued. He said she has been doing a lot of extra hours and that is why the funds were needed.

**Tom entertained a motion to approve a Line-Item Transfer in the amount of $205.00 from Selectmen Expense to Town Reports**

Motion: Michael

Second: Cheryll

**AIF**

**Tom entertained a motion to approve a Line-Item transfer in the amount of $5800 from The Town Administrator salary line the Insurance line**

Motion: Michael

Second: Cheryll

**AIF**

Sandy said since the Town Administrator had left employment there was money left in that line. She said there were two unexpected $5,000 deductibles that had to be paid this year for cases. Tom asked if the cases had been settled and Sandy said she believed so.

**Tom entertained a motion to approve a Line-Item transfer in the amount of $740.35 from Library Clerical wages to Library expense for electricity.**

Motion: Michael

Second: Cheryll

**AIF**

Jean said that the electrical bill had been unusually higher for the first few months. She asked Scott Materna about it and he had someone come repair something. She said the bill for the last few months seemed more in line with usual costs. She expected it would be ok for next year.

**Tom entertained a motion to approve a Line-Item transfer in the amount of $1741.90 from the Water Supply account to the Water Retirement account.**

Motion: Michael

Second: Cheryll

**AIF**

Sandy said the retirement assessment had been higher this year and even though the water department had put aside $55,000, they needed more, and they were short. This makes up the difference of what they owe back to the Town to cover the retirement costs of Water employees.

**Tom entertained a motion to approve a Line-Item transfer in the amount of $30,000 from the Plymouth County Retirement Account to the Law account**

Motion: Michael

Second: Cheryll

**AIF**

Tom asked about the retirement account and didn’t we just move money to there because of shortage. Linda and Sandy explained this $30,000 was the money that the Water department had paid back to the town. Sandy said we pay the full assessment in July of each year and at the end of the FY the water department pays us back any money above what they paid up front ($55,000). Therefore, this money becomes available to use. Tom asked where we were with the law account. Sandy said she did not believe this transfer would pay through the end of the FY, she thought we may need more. She said we had already doubled and nearly tripled what was budgeted for the law account.

**Tom entertained a motion to approve a Line-Item transfer in the amount of $2100 from Town Administrator salary to Data Processing.**

Motion: Michael

Second: Cheryll

**AIF**

Sandy said this was for unexpected overtime and expenses.

**Tom entertained a motion to approve a Reserve Fund Transfer in the amount of $2,000 to the Fire Chief Recruitment account.**

Motion: Michael

Second: Cheryll

**AIF**

Sandy said it was unforeseen that the Chief would leave. This money will be used to pay a local consultant to review applications and run interviews. Tom asked if he had a background in this. Chief Chaves said he was a former Fire Chief and Linda said that he has been hired by other towns to do the same job.

Linda introduced the correspondence from Dick Clark, water commissioner, requesting a meeting with the Fin Com and Board of Selectmen to discuss allowing the Water Superintendent to skip another step. Tom said to put Dick Clark on the agenda for the next meeting.

The committee discussed when their next meeting would be. Linda said Ashley Disesa had inquired about meeting on the 7/11. Tom discussed it with the committee and said they should meet on 7/11 and 8/8. He asked Sandy’s opinion and Sandy said that sounded good but that they need to get started right away on Wage and Personnel matters. Tom agreed they should as that would be a “heavy lift.” They said they might start meeting twice in September.

Linda said that she had notified the committee she would be resigning. She asked if they would like her to reach out to the Interim Town Administrator to post for a new secretary. Linda said she could help out until they got the new person in place. Tom said that sounded good and please place an ad.

Under Public Participation the Chief asked if the Fin Com would require new data for Grade 6 and 7 positions as it was presented last year. Tom said he didn’t think so because they had the data that was collected and that he had other data from his research. He said they could take into account the changes in cost of living.

Cheryll asked about the opening of the new retail marijuana facility. The Chief said it had already opened and the owner is working with the Town in a very gracious manner. Cheryll said she was curious when we could expect revenue from that to make a difference in taxes. The Chief said there is not an agreed upon Host agreement yet. Sandy said a host agreement would offer 3 years’ worth of special revenue back to the town and the town will get a tax on anything sold in the shop. The Chief said there is currently a case with the SJC based out of Haverhill that has put some Host agreements on hold. He said however, the owner of Flower and Soul has been very agreeable with the Town. Tom asked if the shop caused excess police presence for whatever reason, would that be billed back to the shop. The Chief said that if details were necessary the shop would be billed for them.

Jean Gallant asked if the meeting on 7/11 would be about specific staff or Wage and Personnel. Tom said he thought that meeting would be more about determining the directive of the newly formed version of the Wage and Personnel committee.

**Tom entertained a motion to adjourn at 7:00pm**

Motion: Michael

Second: Cheryll

**AIF**

**Respectfully submitted,**

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

Michael Bennett, Clerk