



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

Meeting Minutes

Monday, March 13, 2023

Committee Members Present (Remotely): Todd Dargie, Cheryll Zarella Burke, Frank Johnston, Jim Walters & Michael Bennett

Committee members absent: Tom Connolly & Jonathan Schmaling

Audience (Remotely): Katie Esposito, Cody Haddad, Sandy Nolan, Chief Joao Chaves, Susan Lawless & Mary Gravinese

Todd called the meeting to order at 6:02 pm

Meeting is being record by area 58

Todd entertained a motion to accept the Wage & Personnel minutes from January 25, 2023 , February 8, 2023 & February 22, 2023

Motion: Michael Bennett

Second: Cheryll Zarella Burke

AIF

Wage & Personnel– The meeting Scheduled for March 22, 2023, will be held in person at the town hall at 7PM. The finance committee and board of selectmen will meet in a joint session.

Review, Discuss and Recommend FY 24 Articles

Highway Department: Frank Johnston reviews the demonstration he attended at the highway barn last week on the requested excavator. Frank makes a recommendation to the committee that the purchase would be beneficial for the department. He believes it will assist with multiple tasks and allow staff to be working on numerous projects simultaneously.

MSBC – ADA Compliance: Todd Dargie updates the committee on the status of the budget request from the building department. Scott Merna, Director of Building Maintenance will be on the agenda for next week with an estimate to present to the committee. Todd requested that Scotts provide the committee with a priority list that will remain the same although he knows the numbers may change.

Review, Discuss and Recommend FY 24 Expenditures: Cody Haddad review with the committee his budget recommendations. Cheryll Zarella Burke informs Cody in the past any level funded items were reviewed first.

Todd Dargie entertains a motion to recommend all level funded budget items

Motion: Cheryll Zarella Burke

Second: Michael Bennett

Todd Dargie entertains a motion to recommend line item 6 Legal Budget for \$139,500

Motion: Cheryll Zarella Burke

Second: Frank Johnston

Todd Dargie entertains a motion to recommend line item 7 Town Hall Electric Budget for \$16,000

Motion: Cheryll Zarella Burke

Second: Michael Bennett

Todd Dargie entertains a motion to recommend line item 8 Town Meeting Warrants for \$7,000

Motion: Cheryll Zarella Burke

Second: Michael Bennett

Todd Dargie entertains a motion to recommend line item 9 Town Audit for \$32,500

Motion: Cheryll Zarella Burke

Second: Michael Bennett

Todd Dargie entertains a motion to recommend all decreased budget items

Motion: Michael Bennett

Second: Cheryll Zarella Burke

Accountant Salary: Cody informs the committee Sandy Nolan, Town Accountant, will be retiring at the end of the fiscal year. Due to this being a planned retirement they have budgeted extra funds for retirement expenses along with training cost to have a new hire in the office with Sandy.

Todd Dargie entertains a motion to recommend line item 15A IT Expense Budget to \$143,445,

Motion: Michael Bennett

Second: Cheryll Zarella Burke

Todd Dargie entertains a motion to recommend line item 24 Collectors Expense Budget to \$14,992

Motion: Frank Johnston

Second: Cheryll Zarella Burke

Town Clerk Salary: Todd Dargie explains the adjustment to the town clerk salary position. The increase is due to the hours being changed from 32 hours to 40 hours a week based on increased workload. The department will now be aligned with the other offices. Cody Haddad recommends the increase based upon new requirements asked of the Town Clerks office.

Todd Dargie entertains a motion to recommend line item 33 Recruitment and Training costs \$10,000

Motion: Frank Johnston

Second: Jim Walters

Conservation Agent: Cody reviews the request made by the conservation committee. It is a position in wage and personnel that has not been used for a while. They are looking to make this a 32 hour a week position at \$41,031. Cody does believe this is a necessity going forward and beyond the scope of the volunteer conservation committee members. Todd requests to have an updated job description and more background information on the position before the finance committee can make a recommendation. Cody will update and present it to the Wage and Personnel committee for the next meeting.

Regulatory Clerical Position: Cody explains they are reclassifying the title to administrative assistant. They are also looking to include a combined planning and zoning board to one full-time position. This line item includes 3 positions (Building, Conservation and Zoning/planning Board).

Todd Dargie entertains a motion to recommend line item 42 Town Building Preventative Maintenance to \$53,616

Motion: Cheryll Zarella Burke

Second: Michael Bennett

Todd Dargie entertains a motion to recommend line item 63 Building Inspector Expense to \$8,888

Motion: Cheryll Zarella Burke

Second: Michael Bennett

Todd Dargie entertains a motion to recommend line item 66 Animal Control Salary to \$29,952

Motion: Michael Bennett

Second: Frank Johnston

Todd Dargie entertains a motion to recommend line item 81 Highway Barn Maintenance to \$12,750

Motion: Cheryll Zarella Burke

Second: Jim Walters

Todd Dargie entertains a motion to recommend line item 85 Public Works – Street Lights Expense to \$36,500

Motion: Michael Bennett

Second: Jim Walters

Todd Dargie entertains a motion to recommend line item 96 Public Works – Water Supply to \$193,899

Motion: Michael Bennett

Second: Cheryll Zarella Burke

Todd Dargie entertains a motion to recommend public works line item 97 Retirement Fund for \$54,000 & line item 98 for insurance cost for \$35,700

Motion: Michael Bennett

Second: Frank Johnston

Todd Dargie entertains a motion to recommend line item 101 Public Works – Gas & Oil Budget to \$15,600

Motion: Cheryll Zarella Burke

Second: Michael Bennett

Recycling Center: The cost of disposal has increased and due to this they have increased their expense budget to project this. Cody explains there will be a lot of updates for the recycling center in the future. The committee is requesting the Recycling Center to come in and explain the budget before a recommendation can be made.

Todd Dargie entertains a motion to recommend line item 111 Health Expense to \$12,873

Motion: Frank Johnston

Second: Cheryll Zarella Burke

Todd Dargie entertains a motion to recommend line item 114 Landfill engineering and monitoring to \$19,534

Motion: Frank Johnston

Second: Cheryll Zarella Burke

Todd Dargie entertains a motion to recommend line item 127 Library Expense \$88,970

Motion: Cheryll Zarella Burke

Second: Michael Bennett

Parks Department: Frank informs the committee that the increase in wage line item 131 is due to the new position for a parking lot attendant that is currently in the bylaws. This is to collect fees at the gate from Memorial Day to Labor Day. The rate is \$17.05 per hour for this seasonal position. This is also recommended by the Police Department.

Todd Dargie entertains a motion to recommend line item 131 Parks Wages to \$4,100 and item 132 Park Expense to \$2,000

Motion: Frank Johnston

Second: Jim Walters

Todd Dargie entertains a motion to recommend line item 141 Website Expense to \$3,308 and item 142 Music rights to \$400

Motion: Frank Johnston

Second: Jim Walters

Todd Dargie entertains a motion to recommend line item 149B Debit HES Fire Suppression System to \$163,300

Motion: Cheryll Zarella Burke

Second: Jim Walters

Todd Dargie entertains a motion to recommend line item 151 Plymouth County Retirement to \$1,729,048

Motion: Cheryll Zarella Burke

Second: Michael Bennett

Todd Dargie entertains a motion to recommend line item 152 Group Insurance – Town Share to \$1,107,288

Motion: Cheryll Zarella Burke

Second: Frank Johnston

Todd Dargie entertains a motion to recommend line item 154 Insurance to \$146,468

Motion: Michael Bennett

Second: Cheryll Zarella Burke

Todd Dargie entertains a motion to recommend line item 155 OPEB Trust to \$44,000

Motion: Michael Bennett

Second: Cheryll Zarella Burke

New Town Revenue Folder – Todd reviewed the new town folder and nothing new has been submitted. Cody is compiling a list and should be ready for an upcoming meeting.

As May Arise – Cody explains why leaving \$300,000 in the levi is no longer feasible for the town. It was left due to the projected costs of retirement increasing, and that time has come. He believes personnel are underpaid and it is essential to compensate appropriately. Cody does not believe the negotiations will be done before the Town Meeting. He expects to have an estimate for the meeting it will not be listed in line items.

Public Participation: Mary Gravinese's from 96 Clyde O'bosworth asks the committee if there is any consideration to open the swap shop again at the Recycling center. Sandy responds that it is open still. She also asks if the town has received a figure from income from the pot shops for the year. Cody responds that they did, however he does not have the figure on him. Cody explains it goes into the general fund.

Next meeting – Scheduled for March 20, 2023, at 6:00PM & Wage and Personnel for March 22, 2023 at 7:00PM

Exhibit List:

- 2024 – Preliminary FY24 Annual Town Meeting Articles
- FY 24 Fin Com Budget with Suggested Budgets from TA

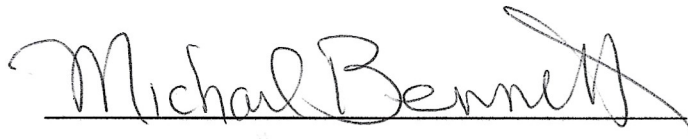
Todd entertained a motion to adjourn at 8:08 PM

Motion: Michael Bennett

Second – Jim Walters

AIF

Respectfully submitted,

A handwritten signature in cursive script that reads "Michael Bennett". The signature is written in dark ink and is positioned above a horizontal line.

Michael Bennett, Clerk