Finance Committee

TOWN OF HALIFAX

499 Plymouth Street

Halifax, MA 02338

**Meeting Minutes**

**Monday, September 9, 2019**

**Committee Members Present**: Melinda Tarsi, Bill McAvoy, Fred McGovern, Leonard Teceno

Also in attendance in the audience was Town Accountant Sandra Nolan

The meeting was recorded by Area 58

Melinda called the meeting to order at 7:03pm when all members were present.

The Finance Committee reviewed the email from former member Brad Graham informing the Committee that he would no longer be able to be part of the Committee. The Committee accepted his resignation and asked that a letter be sent to Mr Graham thanking him for his efforts on behalf of the Finance Committee.

The Committee discussed the reorganization of their Committee:

**Melinda entertained a motion to for the position of Clerk**

Motion: Len nominates Fred

Second: Bill

**All in Favor-Fred accepts position as Clerk**

**Melinda entertained a motion for the position of Vice Chair**

Motion: Bill nominated Lenny

Lenny declines position

Motion: Bill nominates himself

Lenny seconds

**AIF-Bill accepts position as Vice Chair**

**Melinda entertained a motion for the position of Chair**

Motion: Lenny nominates Melinda

Second Bill

**AIF-Melinda accepts position as Chair**

The Committee asks that other departments be notified of reorganization.

The Board signs authorization for the Accounting department for authority within the committee to sign payroll and bills. Form will be returned to the Accountant’s office.

The Board reviewed a Talent Bank form from their mail. Cheryl Zarrella Burke has checked off that she would be interested in volunteering on the Finance Committee or for the COA. The Committee requests that the secretary reach out to Cheryl and schedule an appointment for her to meet with their Committee between 7-7:15 on 9/23/19.

The Committee discusses the request for appointees from within their own Committee to serve as representatives on the COA Building Committee and the Waste Management Ad Hoc Committee. Town Accountant Sandra Nolan says she will fill Committee in on her understanding of what these two committees are about because the Town Administrator is not present. She believes the COA Building Committee will discuss possible solutions/ideas for future projects in regard to a new building or renovating buildings.

 Fred volunteered to sit on Waste Management Committee

**Melinda entertained a motion for the appointee to Waste Management**

Motion: Bill nominated Fred

Second: Len

**AIF – Fred accepts position as appointee**

Melinda says she would be happy to help out with the COA building Committee

**Melinda entertained a motion for the appointee to COA Building Committee**

Motion: Melinda nominates herself

Second: Bill

**AIF – Melinda accepts position as appointee (Bill says if needed, he can also help)**

**Melinda entertained a motion for the Capital Planning appointee**

Motion: Melinda nominates Bill

Second: Lenny

**AIF- Bill accepts position as Capital Planning appointee**

Committee requests that the BOS be informed of the appointees

The Committee discussed the liaison to the Wage and Personnel Board. Melinda states that given her workload and volunteering for the COA building Committee, and being on the Association of Town Finance Committees, she does not believe she could volunteer for this Board again. No other members are willing to volunteer. Melinda states that she could act as an interim appointee if need be and asks if there is even a Selectmen appointee yet. Sandra Nolan advises that she does not believe the Selectmen have appointed anyone. She says the day to day work is currently be handled by the Town Administrator, in her office or in the Treasurer’s office (ie: change of Status and evaluations). Bill says we should table discussion on liaisons for all departments for now.

**Melinda entertained a motion to table discussion on liaisons for now and maintain current liaisons**

Motion: Bill

Second: Lenny

**AIF – discussion tabled for time being**

Melinda mentioned that she is on the Board of the Association of Town Finance Committees and that their next meeting will be held at Bridgewater State University. She invites all members of the current Finance Committee to join them if possible.

Melinda read allowed the letter from Silver Lake informing the Town of the current FY Assessments.

The Committee requests that the secretary posts upcoming meetings for 10/7/19 and 10/21/19. Sandy Nolan says that STM may occur on 10/21 and the Committee asks that the secretary post their meeting for 6pm on 10/21 in case of STM.

Sandra Nolan put the Committee on notice that the Unemployment Budget will likely have a shortfall. There has been an increase in amounts being paid out in unemployment. She states the money hopefully voted at STM would likely come from the School Feasibility Study article which still has some money left in it. Sandy says that most of the rest of STM will likely be about Zoning and Planning articles.

The Committee requests that the secretary inform the BOS that if any Talent Bank Forms come in that show interest in Finance Committee along with other Boards/Committees, the Fin Com would like the first opportunity to interview as they are currently less than full and are becoming in danger of falling below quorum.

Bill asked if the Selectmen would have a regular liaison to the Finance Committee, such as Kim Roy had historically attended their meetings. Sandy Nolan states she does not believe so, but she thinks that early November would be a good time for the Selectmen and Fin Com to meet to discuss the upcoming budget season.

**Melinda entertained a motion to adjourn**

Motion: Bill

Second: Len

**AIF – meeting adjourned at 7:33pm**

Respectfully submitted,

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

 Fred McGovern, Clerk