Finance Committee

TOWN OF HALIFAX

499 Plymouth Street

Halifax, MA 02338

**Meeting Minutes**

**Monday December 21, 2020**

**Committee Members Present**: Cheryll Zarella Burke, Fred McGovern, Melinda Tarsi, Tom Connolly

Also, in attendance in the audience were: Charlie Seelig, Sandy Nolan and Chief Chaves

The meeting was recorded by Zoom

**Melinda called the Finance Committee meeting to order at 6:03 pm**

Melinda asked if there was any new information the Finance Committee should know about the budgets at this point. Charlie said nothing new at this point other than the email (see attached) that the Plymouth County Retirement Assessments had gone up because a new actuarial valuation was done outside of the normal cycle and Plymouth County Retirement had posted the new figures. This meant there was $100,000 less to work with then what Charlie had said a meeting or two ago. Nothing dire at this point, just less to work with. Charlie said the was looking into why it had gone up so much but things like the increases they had given the paramedics (twice) since the last valuation may have affected the increase.

Melinda asked about the budget sheets on the agenda. Linda Cole said she thought the Finance Committee might want to look them over and vote on the amounts she had put in for the wages and expense lines.

**Melinda entertained a motion to approve the Fin Com clerical line to be submitted to the Accountant at $4830.**

Motion: Fred

Second: Cheryll

**AIF**

Linda said the amount included the step 2 rate from 7/1/2021 through 98/31/2021 and then it included the rest of the fiscal year at step 3. This was presuming the current person stayed in that position, otherwise it would be less

**Melinda entertained a motion to approve the Fin Com expense line to be submitted to the Accountant at $359**

Motion: Cheryll

Second: Fred

**AIF**

Melinda said she thought it best to at least level fund it especially with so many new people who might want to take advantage of training, She said better to return it if there is extra then to be caught short.

**Melinda entertained a motion to accept the meeting minutes from 12/7/2020**

Motion: Cheryll

Second: Tom

**AIF**

There were no Reserve Fund Transfers

Drew was not present to discuss his questions he had put on the agenda about the vehicle inventory.

**Melinda entertained a motion to table the discussion until Drew was available**

Motion: Fred

Second: Cheryll

**AIF**

Melinda asked Linda to add it to the next agenda in case Drew was there

The next meetings were set for 1/11/21 and 1/25/21 Melinda said maybe after that they would switch to every Monday and then if the meetings were not needed in a particular week, they could cancel them. Melinda confirmed with Sandy and Charlie if they thought those sounded like good dates. The hard deadline for the budgets for departments is 1/8/21 so Melinda thought the 1/11/21 meeting would be good for that and possibly the 1/25/21 meeting would coordinate with the meeting between Finance and the Selectmen in order to deal with the Wage and Personnel employees. Sandy said that sounded like a good schedule.

Sandy asked if the Finance committee would prefer separate budget sheets to each liaison or if the full Committee would want copies of the full budget? Melinda suggested they use a shared folder in the email system to put copies of the full budget and then everyone can access it and be notified when something new goes in the folder. Tom agreed he liked that idea. Sandy said she would talk to Cesar about setting it up.

**Melinda entertained a motion to adjourn at 6:27pm**

Motion: Bill

Second: Cheryll

**AIF**

Respectfully submitted,

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

Fred McGovern, Clerk