

**MINUTES OF THE FINANCE COMMITTEE MEETING**

August 8, 2023

Town Hall, 139 Main Street, Rowley, MA

**MEMBERS PRESENT:** Chairman Larry White, Vice Chairman Sharon Emery, Dennis Roy, Pamela Bowen

**MEMBERS ABSENT:** Chip Sheerin, Peter Censullo

**ATTENDEES:** Town Administrator Deborah Eagan

**1. Call Meeting to Order**

At 6:30 p.m. Chairman Larry White called the meeting to order.

**2. Re-Organization**

- **Chairman**

Sharon Emery made a motion that Larry White continue on as chairman, Pamela Bowen, seconded, all in favor, aye, 4-0.

- **Vice Chairman**

Pamela Bowen made a motion that Sharon Emery continues in the role of vice chairman, Larry White, seconded, all in favor, aye, 4-0.

- **Clerk**

Dennis Roy made a motion that Pamela Bowen be the clerk, Sharon Emery seconded, all in favor, aye, 4-0.

**3. FY 24 Reserve Fund Transfers**

**Election Department Wages and Expenses.**

Chairman Larry White said Town Clerk Catie McClenaghan has filed a Reserve Fund Transfer Request for \$5,254.43 for wages and expenses in connection with the March 2024 Presidential Primary Election. White said that the Town Clerk states that she had not included this expense because she mistakenly thought the Presidential Primary was going to be in September 2024, which would be in Fiscal Year 2025. Dennis Roy said this is kind of early in the season to be making these kinds of transfers, but I understand that it was unforeseen. Roy said that I know that it is needed, but we have all of this fiscal year. Roy said that he is concerned because of the costs needed for the impending Fire Department truck repair, which could be \$20,000-\$30,000, and we are only in August. Roy said that he would reluctantly vote for this but, this cost is not needed until March. White said he has to agree with Dennis on this, however it is a necessary expense and we have to fund the election whether it is now or later on. White said we won't have a choice on that and that he thinks it is a good idea to appropriate the money now, so that it is there. Pamela Bowen said she agrees.

Sharon Emery made a motion to that we approve the request, Bowen, seconded, all in favor, aye, 4-0.

#### **Fire Department Expenses**

Larry White said that Fire Chief Mark Emery will not be submitting a request for tonight's meeting. White said that the Chief does not have a cost estimate yet for Engine One's repairs and that he plans to meet with the Finance Committee at a future time to discuss the transfer. Dennis Roy made a motion to table the Fire Department Expense transfer, Pamela Bowen, seconded, all in favor, aye, 4-0.

#### **4. Ratify FY 23 Budget Transfers - GL c. 44 Section 33B**

##### **Assistant Tax Collector Wages to Treasurer/Collector Expense**

Dennis Roy made a motion to approve the transfer from wages to expenses that we voted on back on July 11<sup>th</sup>, Sharon Emery, seconded, all in favor, aye, 4-0.

##### **Assessors Expenses to Assessors Professional Services**

Sharon Emery made a motion to approve the transfer from the Assessors Expenses to the Assessors Professional Services that was previously approved at the July 11<sup>th</sup> meeting, Dennis Roy, seconded, all in favor, aye, 4-0.

#### **5. Minutes**

##### **June 6, 2023**

Pamela Bowen made a motion to approve the June 6, 2023 minutes, Sharon Emery, seconded, all in favor, aye, 4-0.

##### **July 11, 2023**

Sharon Emery made a motion to approve the July 11, 2023, Pamela Bowen, seconded, all in favor, aye, 4-0.

#### **6. Discuss Upcoming Meetings**

Larry White said that we would have meeting as required.

#### **ADJOURN**

Chairman Larry White called for a motion to adjourn. Pamela Bowen made a motion to adjourn, Sharon Emery, seconded, all in favor aye (4-0).

The Finance Committee meeting adjourned at 6:39 p.m.

Respectfully Submitted:

Deborah Eagan  
Town Administrator

**ATTACHMENTS:**

1. August 8, 2023 Agenda
2. FY 24 Reserve Fund Transfer Request – Town Clerk Election Department wages and expenses with attachment
3. Fire Department Expense Meeting Memo regarding FY 24 Transfer
4. Ratify FY 23 Budget Transfers meeting memo with attachments: Treas/Coll Admin Wages to Treas/Coll Expenses and Assessors Expenses to Assessors Professional Services
5. Meeting Minutes – June 6, 2023 DRAFT
6. Meeting Minutes – July 11, 2023 DRAFT