

**TOWN OF ROWLEY
FINANCE COMMITTEE**

**Minutes of Meeting February 26, 2019
Rowley Town Hall**

Finance Committee Members Present: Lawrence White, Chairman, Sharon Emery, Vice Chair; Peter Censullo, Tom Corben, Paul Jalbert, Dennis Roy, and David Zizza

Personnel Advisory Committee Members Present: Dave Petersen, Chairman; MaryAnn Levasseur, and Larry White – Finance Committee Representative

1. Call to Order - Larry White, Chairman, called the meeting of the Finance Committee to order at 7:20 pm with a quorum present.
2. New Finance Committee Member – White welcomed Tom Corben, new member of the Finance Committee.
3. Review Meeting Minutes of January 8, 2019 – *Roy moved to accept the minutes of the meeting held on January 8, 2019 as written. Jalbert seconded and the vote was 6 in favor, 1 abstain (Corben).*
4. Joint Meeting of the Finance Committee and Personnel Advisory Board – *Roy moved to open the Joint Meeting of the Finance Committee and Personnel Advisory Board. Jalbert seconded. The motion was approved by roll call vote: Paul Jalbert - aye, Tom Corben – aye, Peter Censullo – aye, David Zizza – aye, Dennis Roy – aye, Sharon Emery – aye.*

White moved to open the Joint Meeting of the Personnel Advisory Board and the Finance Committee. Levasseur seconded. The motion was approved by roll call vote: Larry White – aye, David Petersen – aye, MaryAnn Levasseur – aye.

David Petersen provided an overview of the compensation and classification analysis for FY-2019/FY-2020 prepared by consultants Human Resources Services, Inc. The analysis determined that the Town of Rowley's compensation plan for non-union positions was below market in many areas. The Personnel Advisory Board's goal for non-union salaries is to be at the median of comparable salaries of peer towns. Compensation increases will be recommended on a position by position basis and are expected to be implemented in FY19. The increases will be proposed as part of departmental budgets and will be funded by the new Meals Tax revenue.

Petersen commended Debbie Eagan and Amy Lydon for their extensive work to complete this project.

Jalbert moved to close the Joint meeting of the Finance Committee and Personnel Advisory Board. Roy seconded. The motion was approved by roll call vote: Paul Jalbert - aye, Tom Corben – aye, Peter Censullo – aye, David Zizza – aye, Dennis Roy – aye, Sharon Emery – aye.

Levasseur moved to close the Joint Meeting of the Personnel Advisory Board and the Finance Committee. Larry White seconded. The motion was approved by roll call vote: Larry White – aye, David Petersen – aye, MaryAnn Levasseur – aye. The meeting was adjourned at 7:49 pm.

4. Review Accounting Report – FinCom members agreed they still would like to continue to receive the accounting reports on a monthly basis. The January report was reviewed and no major issues were identified.

5. Set Dates for Future Meetings – FinCom members agreed to meet each Tuesday in March 2019: March 5, March 12, March 19, and March 26.

6. Adjournment - *Jalbert moved to adjourn. Zizza seconded and the vote was unanimous in favor. The meeting adjourned at 8:25 pm.*

Respectfully submitted,

Theresa Coffey
Finance Committee Secretary

Documents used at or for the meeting:

Agenda of February 26, 2019

Draft Minutes of Meetings held January 8, 2019

Appropriation Report January 2019

Human Resources Services, Inc. Compensation and Classification Analysis dated February 3, 2019 with attachments