

TOWN OF ROWLEY
FINANCE COMMITTEE

Minutes of Meeting February 9, 2016
Rowley Town Hall

Members Present: Lawrence White, Chairman, Sharon Emery, Vice Chairman, Janet Bridges, Peter Censullo, Paul Jalbert, and Dennis Roy

Members Absent: Jami Snow

Others in Attendance: Joseph Perry, Board of Selectmen

1. Call to Order: Larry White, Chairman, called the meeting to order at 7:20 p.m.
2. Review Minutes of March 31, 2015 – The minutes were reviewed and there being no comment, Mr. Roy motioned to approve the minutes of March 31, 2015. Mr. Jalbert seconded and the motion was approved 6-0.
3. Review Minutes of April 7, 2015 – The minutes were reviewed and there being no comment, Ms. Bridges motioned to approve the minutes of April 7, 2015. Mr. Roy seconded and the motion was approved 5-0, with Mr. White abstaining as he was absent for the April 7, 2015 meeting.
4. Review Minutes of January 12, 2016 – The minutes were reviewed. Mr. Roy questioned the votes for Items 2 and 4 being “6-0” with 7 members in attendance. It was suggested that Mr. Censullo was not yet in attendance so did not vote.* There being no further comment, Mr. Roy motioned to approve the minutes of January 12, 2016. Ms. Emery seconded and the motion was approved 6-0.

**The Finance Committee Secretary has confirmed that Mr. Censullo had not yet arrived to the meeting and was not present for these votes. The minutes of January 12, 2016 have been revised to note this.*
5. Review Reserve Fund Transfer Request – Mr. White reviewed the Reserve Fund Transfer Request for the Recall Election (attached). Following a short discussion, Ms. Emery motioned to approve the transfer request, Mr. Jalbert seconded and the motion was approved 6-0.
6. Adjustments to Budgeted Expenditures – The committee reviewed this report (attached). Mr. Roy asked where the remaining end of year balance is applied. Ms. Emery explained that articles are retained and balances from budgeted line items go to free cash. Mr. Roy felt this

report would be very helpful during budget season to compare what was used in the past year to the amount being requested. For that reason, Mr. White asked committee members to keep the report for future reference. Discussion took place regarding balances in article items, but no major issues were noted.

7. Monthly Appropriation Report July 2015 – January 2016 – The committee reviewed this report (attached). Several areas of concern were discussed but no action items were noted as the issues will be addressed in the upcoming budget process. Ms. Emery informed the committee that the Fire Chief advised her of a large, unexpected repair-related expense. Ms. Emery told the Chief he would need to come before the Finance Committee to explain the deficit, which he will do when the exact amount of the expense is known.

Mr. Roy updated the committee on the status of the DPW roof project and the cemetery task force. Because of the Open Meeting Law changes, the Cemetery Department may need to hire a superintendent. The task force continues to look into the use of the revolving account and the Board of Selectmen has asked for an opinion on this account from Town Counsel. Mr. Roy will keep the committee up to date on findings.

8. Triton District Communications Committee (TDCC) Meeting – Selectman Joe Perry attended the meeting to discuss the TDCC meeting on February 11, 2016 and to ask for FinCom representatives to attend this meeting. The school committee is voting February 10, 2016 and Mr. Perry is hand delivering a letter from the Board of Selectmen with the message that the assessment voted on last week is too high. The Town of Rowley (TOR) is proposing that the school committee take half of the 2.5% increase plus new growth which would be around \$200,000; the school committee is asking for \$587,606.

The school committee is voting February 10 and because the budget is on the agenda, TOR reps in attendance cannot speak to the budget. However, at the February 11 TDCC meeting, everyone is allowed to speak with no time limit. This will be the opportunity for the TOR to voice concerns about the assessment increase. Mr. Perry stressed that this is a very serious situation, the TOR cannot afford the proposed assessment. The assessment as it stands would result in budget cuts in police, fire, and highway departments. Discussion continued about the assessments, special education costs and the stadium project.

Mr. Roy said he will attend both the February 10 budget meeting and the February 11 TDCC. He also noted a public budget meeting on February 26. Messrs. Censullo and White will also attend the TDCC on February 11. Ms. Emery cautioned that more than three people attending from the FinCom may be in violation of the Open Meeting Law.

Mr. Perry expressed his appreciation for the efforts and support of the FinCom.

9. Water Department Revenue Report – The committee reviewed this report (attached). Mr. Roy led the discussion based on his own review of the numbers. He stressed the importance of controlling and projecting revenues. It will be very harmful if new connections do not happen and people drop off of the water system and go to wells. Mr. Jalbert said the Water Department approved their budget tonight (February 9, 2016), and suggested that the FinCom may want to review the budget before it is presented to the committee.

10. Triton School Documents – Mr. Roy distributed to the committee for reference, five documents related to the Triton School District financials, assessments and stadium project (attached). He has been attending the school committee meetings and said they are very helpful to learn what happens at all levels in the school system. He gave a brief overview and explanation of each document.

11. Next Meeting Date – The next meeting was set and confirmed for Tuesday, February 23 at 7:15 pm, Town Hall.

12. Adjournment – Mr. Censullo motioned to adjourn, Ms. Bridges seconded and the motion was approved 6-0 at 9:21 pm.

Respectfully submitted,

Theresa Coffey
Finance Committee Secretary

Documents Attached:

- Agenda February 9, 2016
- Draft minutes of meetings held on March 31, 2015, April 7, 2015 and January 12, 2016
- Requests for Transfer from the Reserve Fund
- Adjustments to Budgeted Expenditures FY15
- Appropriation Report July 2015 – January 2016
- Water Department Revenue Summary July – December 2015
- Triton Regional School District
 - o Minutes January 11, 2016 and January 12, 2016
 - o Changes to FY17 Revenues and Expenditures
 - o Assessment Samples
 - o FY17 Budget – Elementary Class Sizes
 - o Athletic Field Renovations Project – January 29, 2016