

**TOWN OF ROWLEY
FINANCE COMMITTEE**

**Minutes of Meeting July 21, 2022
6:00 PM**

Finance Committee Attendance: Present were Larry White – Chairman, Sharon Emery – Vice Chair, Pamela Bowen, Peter Censullo (arrived at 6:03 pm), Tom Corben, Dennis Roy and Chip Sheerin.

Other Attendees: Town Administrator Deborah Eagan, Library Director Pamela Jacobson, Asst. Treasurer/Collector Karen O'Donnell, Town Clerk Catie McClenaghan, ZBA Administrator Lisa Lozzi, Police Chief Scott Dumas, Fire Chief Mark Emery, and Highway Surveyor Patrick Snow

1. Call to Order – Chair Larry White called the meeting of the Finance Committee to order at 6:00 PM.
2. FY22 Budget Transfers

- J. Taken out of order - Library Department Wages to Library Department Expenses – Library Director Pamela Jacobson explained the expense increase due to inflation and Covid protocols.

Emery made a motion to approve the FY22 Budget Transfer in the amount of \$5,000.00 from Library Department Wages to Library Department Expenses. Corben seconded the motion and the vote was unanimous in favor.

- A. Assessors Expense to Assessors Administrative Assistant
Roy made a motion to approve the FY22 Budget Transfer in the amount of \$4.48 from Assessors Expense to Assessors Administrative Assistant. Brown seconded the motion and the vote was unanimous in favor.
- B. Treasurer/Collector Administrative Assistant to Treasurer/Collector Expenses
Emery made a motion to approve the FY22 Budget Transfer in the amount of \$500.00 from Treasurer/Collector Administrative Assistant to Treasurer/Collector Expenses. Brown seconded the motion and the vote was unanimous in favor.
- C. Town Clerk Admin. Assistant Wages to Election Expense – Roy noted an error on the request form, the correct transfer amount is \$1224.87.

Emery made a motion to approve the FY22 Budget Transfer in the corrected amount of \$1224.87 from Town Clerk Admin. Assistant Wages to Election Expense. Roy seconded the motion and the vote was unanimous in favor.

D. Selectmen Expense to Town Hall Expense

Roy made a motion to approve the FY22 Budget Transfer in the amount of \$569.09 from Selectmen Expense to Town Hall Expense. Brown seconded the motion and the vote was unanimous in favor.

E. Selectmen Expense to Annex Expense

Emery made a motion to approve the FY22 Budget Transfer in the amount of \$127.78 from Selectmen Expense to Annex Expense. Corben seconded the motion and the vote was unanimous in favor.

F. Selectmen Expense to Animal Control Officer Expense

Corben made a motion to approve the FY22 Budget Transfer in the amount of \$7.65 from Selectmen Expense to Animal Control Expense. Emery seconded the motion and the vote was unanimous in favor.

G. Zoning Board of Appeals Health & Life Insurance to ZBA Expense

Roy made a motion to approve the FY22 Budget Transfer in the amount of \$150.00 from Zoning Board of Appeals Health & Life Insurance to ZBA Expense. Corben seconded the motion and the vote was unanimous in favor.

H. Police Payroll to Police Expenses – Chief Scott Dumas noted a correction on the form to reflect Police Payroll Balance Before Transfer is \$7,516.10 and Police Expense Balance Before Transfer is \$231.73.

Emery made a motion to approve the FY22 Budget Transfer in the amount of \$4,000 from Police Payroll to Police Expenses. Brown seconded the motion and the vote was unanimous in favor.

I. Firefighter Wages to Fire Expenses – Emery recused herself from the discussion and vote.

Fire Chief Mark Emery reviewed the equipment and training expenses that will be covered with the transferred funds

Roy made a motion to approve the FY22 Budget Transfer in the amount of \$9400.00 from Firefighter Wages to Fire Expenses. Corben seconded the motion and the motion was approved with a vote of 6 in favor and 1 abstain (Emery).

3. FY22 Reserve Fund Transfer Request – Snow and Ice Deficit

Emery made a motion to approve the FY22 Reserve Fund Transfer Request to Snow and Ice Deficit in the amount of \$18,199.12. Corben seconded the motion and the vote was unanimous in favor.

4. Minutes – Corben made a motion to approve the meeting minutes of April 15, 2022. Emery seconded the motion and the motion carried by a vote of 6 in favor and 1 abstain (Censullo).

Roy made a motion to approve the meeting minutes of May 24, 2022. Sheerin seconded the motion and the motion carried by a vote of 6 in favor and 1 abstain (Censullo).

Sheerin made a motion to approve the meeting minutes of June 21, 2022. Roy seconded the motion and the motion carried by a vote of 6 in favor and 1 abstain (Corben).

5. Re-organization of the Committee

Roy nominated Larry White as Chair of the Finance Committee. White accepted the nomination. The vote was unanimous in favor.

Corben nominated Sharon Emery as Vice-Chair of the Finance Committee. Emery accepted the nomination. The vote was unanimous in favor.

Roy nominated Tom Corben as Clerk of the Finance Committee. Corben accepted the nomination. The vote was unanimous in favor.

6. Discuss Upcoming Meetings – Meetings will be scheduled as needed.

7. Adjourn – At 6:35 pm Emery made a motion to adjourn. Corben seconded the motion and the vote was unanimous in favor.

Respectfully submitted,

Theresa Coffey
Finance Committee Secretary

Documents used at or for the meeting:

Agenda for July 12, 2022

FY22 Budget Transfer Requests:

- Library Department Wages to Library Department Expenses
- Treasurer/Collector Administrative Assistant to Treasurer/Collector Expenses
- Town Clerk Admin. Assistant Wages to Election Expense
- Selectmen Expense to Town Hall Expense
- Selectmen Expense to Annex Expense
- Selectmen Expense to Animal Control Officer Expense
- Zoning Board of Appeals Health & Life Insurance to ZBA Expense
- Police Payroll to Police Expenses
- Firefighter Wages to Fire Expenses

Reserve Fund Transfer Requests:

- Snow and Ice Deficit

Draft Meeting Minutes of April 15, 2022; May 24, 2022; and June 21, 2022