

**TOWN OF ROWLEY
FINANCE COMMITTEE**

**Minutes of Meeting July 12, 2016
Rowley Town Hall**

Members Present: Lawrence White, Chairman, Sharon Emery, Vice Chairman, Janet Bridges, Peter Censullo, Paul Jalbert, Dennis Roy and Jami Snow (arrived at 8:00 pm)

Others Present: Deborah Eagan, David Petersen, Joan Petersen

1. Call to Order: Larry White, Chairman, called the meeting to order at 7:22 pm.
2. Minutes of June 14, 2016 – Roy moved to accept the minutes of June 14, 2016. Jalbert seconded and the motion was approved 5-0. Bridges was absent June 14, 2016 so abstained from the vote.
3. Reserve Fund Transfer Request / Snow and Ice Account – Emery moved to approve the reserve fund transfer to the Snow and Ice account in the amount of \$5,390.23. Roy seconded and the motion was approved 6-0.
4. Reserve Fund Transfer Request / Annex Expense - Roy asked if the contractor is paying prevailing wages. Eagan replied yes and she will note this on the form.

Emery moved to approve the reserve fund transfer to the Annex Expense in the amount of \$6,435.00. Roy seconded and the motion was approved 6-0.

Censullo asked the amount in the reserve fund. Eagan replied there is a \$75,000 appropriation and they will try to make the transfer amount up at the fall or spring town meeting.

5. Budget Transfers: Call Fire Fighter wages to Wage Fire Fighter – Emery recused herself from the discussion and vote. Transfer is to cover shortfall in wages.

Jalbert moved to approve the budget transfer in the amount of \$620.00. Bridges seconded and the motion was approved 5-0.

6. Budget Transfers: Town Counsel Litigation to Annex Expense to cover the cost of a moving company.

Emery moved to approve the budget transfer in the amount of \$2,000.00. Bridges seconded and the motion was approved 6-0.

7. Budget Transfers: Blanket Insurance to Police Wages to cover a shortfall in wages due to time off.

Bridges moved to approve the budget transfer in the amount of \$4,000.00. Roy seconded and the motion was approved 6-0.

8. Review Water Department Revenue – Snow, Water Department liaison, was not in attendance as she was attending the Water Board meeting. White distributed copies of the Water Department General Ledger, Adjustments to Budgeted Expenditures and Sales reports for FY16. White read aloud for the record an e-mail from Sue Bailey to Jami Snow dated June 30, 2016. Re Revenue for Water.

Roy questioned how the department could still have \$473,662 left in the budget. At 22% of the total budget it is a concern. Eagan explained some was due to vacancies. Roy also discussed the revenue shortfall of over \$100,000; with water ban and increase in water bills, people may conserve and the shortage will increase. With Water being the largest and most controversial department, he would like to have someone the department come in at our next meeting to recap what they did last year and explain the numbers. It will be helpful for the next budget to know why the numbers are in the extremes.

Bridges asked for clarification of Total Water and Usage Billed, is that gallons or dollars? The Committee discussed and concluded it was gallons.

Roy asked if the Water Department would have to come before the Finance Committee to transfer money. How will they make up the anticipated deficit of \$109,000? Emery said they did not go through FinCom last year. Bridges said she thought the Selectmen should be involved. White agreed and stated that FinCom would need an explanation of what they are doing and why. Roy would like a response from them what are the issues that contributed to the shortfalls and overages.

It was discussed that at a minimum, MaryBeth Wiser should attend the next FinCom, along with a commissioner. White will put this on the agenda for the next meeting.

Snow arrived at 8:00 pm. White informed her that the Water Department discussion will be continued at the next meeting.

8. Dues – White presented an invoice for the Association of Town Finance Committees annual dues in the amount of \$176.00. Roy moved to approve the payment of the annual dues. Emery seconded and the motion was approved 7-0.

9. Re-organization

Roy moved to re-elect Larry White as Chairman. Snow seconded and White accepted the appointment. The motion was approved unanimously.

Roy moved to re-elect Sharon Emery as Vice Chair. Bridges seconded and Emery accepted the appointment. The motion was approved unanimously.

Roy moved to re-elect Jami Snow as Clerk. Jalbert seconded and Snow accepted the appointment. The motion was approved unanimously.

10. Reappointment of Personnel Board Member – Emery moved to re-elect Larry White. Roy seconded and White accepted the appointment. The motion was approved unanimously.

11. Other Business

- Censullo informed the Committee that a new principal is in place at Triton High School. There were 28 applicants for the position and Censullo feels the new principal is a good fit for the position.
- Snow reported on the Water Board meeting and the flooding in the basement of the water treatment plant. Snow read the list of all equipment that has already been repaired at the plant. A faulty coupling was the cause of the flooding, with approximately 95,000 gallons lost. The warrantee on the equipment has expired. The Water Superintendent was in contact the plumbing company that did the installation and they have only offered to fix the problem. DEP has mandated that there be 24/7 coverage in the Water Treatment Plan, with no end date set at this time. Drinking water quality standards were never in jeopardy, they continue to exceed State requirements. Roy suggested that the plant be shut down at night so coverage during those hours wouldn't be needed.

12. Next Meeting – The next meeting was set for Tuesday, September 13, 2016.

13. Adjourn – Jalbert moved to adjourn. Snow seconded and the motion was approved unanimously at 8:16 pm.

Respectfully submitted,

Theresa Coffey
Finance Committee Secretary

Documents Attached:

- Agenda July 12, 2016
- Draft Minutes of June 14, 2016
- Reserve Fund Transfer Requests: 1) Snow & Ice and 2) Annex Expense
- Budget Transfer Requests: 1) Call FF Wages to Wages Fire Fighters, 2) Town Counsel Litigation to Annex Expense and 3) Budget Transfers: Blanket Insurance to Police Wages
- Water Department: 1) June 30, 2016 e-mail from Sue Bailey to Jami Snow, 2) Water Department General Ledger, 3) Adjustments to Budgeted Expenditures and 4) Sales Report for FY16.