

**TOWN OF ROWLEY
FINANCE COMMITTEE**

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

Finance Committee Attendance: Present were Larry White – Chairman, Sharon Emery – Vice Chair, Pamela Bowen, Peter Censullo (arrived at 6:28 pm), Dennis Roy and Chip Sheerin. Tom Corben was not present.

Other Attendees: Fire Captain Mark Emery, Fire Chief James Broderick, Police Chief Scott Dumas

1. Call to Order – Chair Larry White called the meeting of the Finance Committee to order at 6:00 PM.
2. FY22 Budget Transfers
 - A. Police Department Expenses to Police Department Wages - Chief Dumas discussed the FY22 wages budget and explained that the budget was tight this year due to Covid, retirement, costs for the police academy and a lack of reserve police officers that resulted in unpredictable overtime costs. A discussion was held on the difference of the “Balance Before Transfer Line” and the June accounting report actual. Chief Dumas commented that he could not provide information about the accounting report, but it was likely due to the timing of accounting reconciliation.

Emery made a motion to approve the FY22 Budget Transfer in the amount of \$6,000.00 from Police Department Expenses to Police Department Wages. Bowen seconded the motion and the vote was unanimous in favor.

- B. Fire Department Call Wages to Firefighter Department Wages – Vice Chair Emery recused herself from the discussion and vote.

Captain Mark Emery presented the request to budget transfer request of \$20,000. He discussed the staffing issues the Fire Department has faced this year. He commented that the Fire Department may still have a shortfall, but it will be less than expected because they have worked hard to reduce a shortfall.

A discussion was held about a discrepancy between the “Balance Before Transfer Line” and a number provided to Roy by the Town Accountant. Captain Emery commented that he filed the request according to information he received from the Town Accountant and the difference may be due to the timing of completing the request form. He said he would leave the number as filed on the request form and the numbers will be reconciled with the Town Accountant at the end of the month.

Roy made a motion to approve the FY22 Budget Transfer in the amount of \$20,000.00 from Fire Department Call Wages to Fire Department Wages. Sheerin seconded the motion and the vote was unanimous in favor.

3. Reserve Fund Transfer Request to Wages Firefighters – Captain Emery presented the Reserve Fund Transfer request for \$35,456.57. He explained that there are many variables with staffing and how they will be filled with full-time and call firefighters. Overtime is needed to cover shifts due to cover staff out with injuries and a resignation.

Bowen made a motion to approve the FY22 Reserve Fund Transfer in the amount of \$35,456.57 to Wages Firefighters. Sheerin seconded the motion and the vote was unanimous in favor.

4. Reserve Fund Transfer Request to Salary Fire Chief – Captain Emery discussed the transfer request to be used for Chief Broderick's vacation cash out. He explained that the Chief was not able to take vacation due to his injuries.

Roy made a motion to approve the FY22 Reserve Fund Transfer in the amount of \$10,689.97 to Salary Fire Chief. Sheerin seconded the motion and the vote was unanimous in favor.

5. Reserve Fund Transfer Request to Fire Department Expenses – Chief Broderick discussed the transfer request to Fire Department Expenses. He provided information on unforeseen expenses for firefighter physicals utilities, information technology, and repairs to vehicles and Engine 1, as outlined on the request form. Roy noted the discrepancies of the request form and the total on the bills payable schedule. He recommended that the request be tabled until the July 12, 2022 meeting to have more clarity on expense details.

Roy made a motion to table the Reserve Fund Transfer Request to Fire Department Expenses to July 12, 2022. Bowen seconded the motion and the vote was unanimous in favor.

6. Minutes – Bowen made a motion to approve the meeting minutes of March 8, 2022. Roy seconded the motion and the motion carried by a vote of 5 in favor and 1 abstain (Sheerin).

Emery made a motion to approve the meeting minutes of March 15, 2022. Sheerin seconded the motion and the motion carried by a vote of 5 in favor and 1 abstain (Bowen).

Roy made a motion to approve the meeting minutes of March 22, 2022. Bowen seconded the motion and the vote was unanimous in favor.

Emery made a motion to approve the meeting minutes of March 29, 2022. Bowen seconded the motion and the vote was unanimous in favor.

7. Discuss Upcoming Meetings – The next meeting will be held on July 12, 2022 at 6:00 pm.
8. Adjourn – At 6:40 pm Bowen made a motion to adjourn. Emery 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 June 21, 2022

FY22 Budget Transfer Requests:

- Police Expenses to Police Payroll
- Call Firefighter Wages to Wages Firefighters

Reserve Fund Transfer Requests:

- Fire Department Expenses
- Wages Firefighters
- Salary Fire Chief

Draft Meeting Minutes of March 8, 2022; March 15, 2022; March 22, 2022; and March 29, 2022