

**TOWN OF ROWLEY
FINANCE COMMITTEE**

**Minutes of Meeting June 4, 2019
Rowley Town Hall**

Finance Committee Attendance: Present were Larry White – Chairman, Sharon Emery - Vice Chair, Peter Censullo, Tom Corben, Paul Jalbert, and David Zizza. Dennis Roy was not present.

Other Attendance: Deborah Eagan - Town Administrator

1. Call to Order – Larry White, Chairman, called the meeting of the Finance Committee to order at 7:17 pm with a quorum present.

2. Review Minutes

- March 19, 2019 – *Emery moved to accept the minutes of the meeting held on March 19, 2019, as amended. Corben seconded and the vote was unanimous in favor.*
- March 26, 2019 – *Emery moved to accept the minutes of the meeting held on March 26, 2019, as amended. Jalbert seconded and the vote was unanimous in favor.*
- April 2, 2019 – *Jalbert moved to accept the minutes of the meeting held on April 2, 2019. Zizza seconded and the vote was 5 in favor and 1 abstain (White).*
- April 9, 2019 – *Jalbert moved to accept the minutes of the meeting held on April 9, 2019. Zizza seconded the vote was 5 in favor and 1 abstain (White).*

3. FY 19 MGL Ch. 44 § 33B(b) Budget Transfers

- Request from Town Administrator to transfer funds from Litigation to Annex Expense – *Emery moved to approve the transfer of funds in the amount of \$1,926.00 from Litigation to Annex Expense. Corben seconded and the vote was unanimous in favor.*
- Request from Town Administrator to transfer funds from Litigation to Town Hall Expense - *Jalbert moved to approve the transfer of funds in the amount of \$1,247.00 from Litigation to Town Hall Expense. Censullo seconded and the vote was unanimous in favor.*

- Request from Treasurer/Collector to transfer funds from Treasurer's Expense to Assistant Collector/Administrative Assistant Wages – *Emery moved to approve the transfer of funds in the amount of \$725.00 from Treasurer's Expense to Assistant Collector/Administrative Assistant wages. Jalbert seconded and the vote was unanimous in favor.*
 - Request from Town Administrator to transfer funds from Veterans Benefits to Eastern Essex Veterans District Assessment – *Jalbert moved to approve the transfer of funds in the amount of \$329.86 from Veterans Benefits to Eastern Essex Veterans District Assessment. Zizza seconded and the vote was unanimous in favor.*
 - Request from Town Administrator to transfer funds from Unemployment to Town Hall Annex Expenses for Council on Aging Department air conditioners – *Emery moved to approve the transfer of funds in the amount of \$1,000.00 from Unemployment to Town Hall Annex Expenses for Council on Aging Department air conditioners. Censullo seconded and the vote was unanimous in favor.*
 - Request from Town Administrator to transfer funds from Administrative Assistant line to Assistant Town Administrator line – *Zizza moved to approve the transfer of funds in the amount of \$675.00 from Administrative Assistant line to Assistant Town Administrator line. Jalbert seconded and the vote was unanimous in favor.*
 - Request from Town Administrator to transfer funds from Litigation to Selectmen's Expense to pay for Merrimack Valley Planning Commission Pictometry program - *Emery moved to approve the transfer of funds in the amount of \$5,268.00 from Litigation to Selectmen's Expense to pay for Merrimack Valley Planning Commission Pictometry program and Town Meeting expenses. Jalbert seconded and the vote was unanimous in favor.*
4. Review Accounting Report for April/May 2019 – The Accounting Report will be updated with May information and budget transfers. The updated report will be distributed to the Finance Committee members before the next meeting for review and discussion.
5. Next Meeting – July 9, 2019 at 7:00 pm, Town Hall.
5. Adjournment – *Emery moved to adjourn. Jalbert seconded and the vote was unanimous in favor. The meeting adjourned at 7:43 pm.*

Respectfully submitted,

Theresa Coffey

Documents used at or for the meeting:

Agenda – June 4, 2019

Draft Minutes of Meetings held:

March 19, 2019

March 26, 2019

April 2, 2019

April 9, 2019

Budget Transfer Request Forms:

- Litigation to Annex Expense
- Litigation to Town Hall Expense
- Treasurer's Expense to Assistant Collector/Administrative Assistant wages
- Veterans Benefits to Eastern Essex Veterans District Assessment
- Unemployment to Town Hall Annex Expenses for Council on Aging Department air conditioners
- Administrative Assistant line to Assistant Town Administrator line

Accounting Report for April 2019