

**TOWN OF ROWLEY
FINANCE COMMITTEE**

**Minutes of Meeting June 14, 2016
Rowley Town Hall**

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

Absent: Janet Bridges

Others Present: Libby Tucker, Joseph Perry

1. Call to Order: Larry White, Chairman, called the meeting to order at 7:19 pm.
2. Minutes of May 2, 2016 – Snow moved to accept the minutes of May 2, 2016. Emery seconded and the motion was approved 6-0.
3. Minutes of April 25, 2016 – Snow motioned to accept the minutes of April 25, 2016 as corrected. Jalbert seconded and the motion was approved 6-0.
4. Minutes of April 5, 2016 – Emery motioned to accept the minutes of April 5, 2016 as corrected. Roy seconded and the motion was approved 6-0.
5. Minutes of March 29, 2016 – Correction on motion was noted in Item 9. Jalbert motioned to accept the minutes of March 29, 2016 as corrected. Roy seconded and the motion was approved 6-0.
6. Minutes of March 22, 2016 – Roy motioned to accept the minutes of March 22, 2016 as corrected. Snow seconded and the motion was approved 6-0.
7. Appointment with Libby Tucker, Agricultural Commissioner – Libby Tucker, Chair of Agricultural Commission, reviewed the history of the community garden water line project and the plan for a permanent water line. There is a donation of \$2,000 in the revolving fund from a girl scout troop that was designated for the community garden. The Agricultural Commission revolving fund has a spending cap of \$1,000 and Tucker is requesting an increase in this cap from \$1,000 to \$4,000 to use the donated funds to complete the water line connection.

Roy motioned to approve the Agricultural Commission revolving fund spending cap increase in FY16. Emery seconded and the motion was approved 6-0.
8. Reserve Fund Transfer Request – Tucker reviewed a series of miscommunications between the Agricultural Commission and the Water Department about the work to be done to complete the permanent water line connection for the community garden, specifically the term “tap the main” and all that encompasses (securing permits, arranging and paying police detail, digging

and repairing the road, etc.) The final result is that the Water Department will do the digging and repair work and complete the permanent water line connection.

Tucker is requesting Reserve Fund Transfer in the amount of \$891.39 to cover additional, unforeseen costs.

Roy motioned to approve the Reserve Fund Transfer Request in the amount of \$891.39. Jalbert seconded and the motion was approved 6-0.

Budget Transfer Requests:

9. Town Accountant – transfer from wages to expenses for office supplies and continuing education.

Emery motioned to approve the budget transfer in the amount of \$800.00. Snow seconded and the motion was approved 6-0.

10. Library – transfer from expenses to wages. Emery motioned to approve the budget transfer in the amount of \$1,300.00. Snow seconded and the motion was approved 6-0.

11. Treasurer – transfer from Tax Titles and Taking to Admin. Assistant Wages. Jalbert motioned to approve the budget transfer in the amount of \$2,000. Censullo seconded and the motion was approved 6-0.

12. Fire Department – transfer from expenses to wages to cover projected overtime. Emery recused herself from the discussion. Roy motioned to approve the transfer in the amount of \$1,250.00. Jalbert seconded and the motion was approved 5-0, with Emery recused.

13. Town Administrator – transfer from Blanket Insurance to Police Chief Salary to cover salary shortage due to Chief Barker retirement. Emery motioned to approve the transfer in the amount of \$5,000. Roy seconded and the motion was approved 6-0.

14. FY17 Re-appointments – Emery motioned to postpone this item to the next meeting. Roy seconded and the motion was approved 6-0.

15. Next Meeting Date – Tuesday, July 12, 2016.

16. Adjournment – Jalbert motioned to adjourn. Emery seconded and the motion was approved 6-0 at 8:11 pm.

Respectfully submitted,

Theresa Coffey
Finance Committee Secretary

Documents Attached:

- Agenda June 14, 2016
- Draft Minutes of March 29, 2016, April 5, 2016; April 25, 2016; May 2, 2016
- Communication from Libby Tucker, Agricultural Commission Chairperson, dated May 18, 2016
- Reserve Fund Transfer Request: Agriculture Commission
- FY16 Budget Transfer Requests
 - Town Accountant
 - Library
 - Treasurer
 - Fire Department
 - Town Administrator