

**TOWN OF ROWLEY
FINANCE COMMITTEE**

Minutes of Meeting March 16, 2021

Finance Committee Attendance: Present were Larry White – Chairman; Sharon Emery – Vice Chair, Pamela Bowen, Peter Censullo (arrived at 6:51 pm), Tom Corben, and Dennis Roy

Other Attendees:

Deborah Eagan, Town Administrator

Water Commissioners:

Mark Emery

Bernard Cullen

John Manning

Robert Gray, Water Superintendent

Katherine Bento, Water Dept. Administrator

1. Call to Order – Chairman Larry White called the meeting of the Finance Committee to order at 6:04 pm with attendance by roll call. Chairman White read the following announcement.

“Consistent with the Governor’s orders suspending certain provisions of the Open Meeting Law and banning gatherings of more than 10 people, this meeting will be conducted by remote participation to the greatest extent possible. The public may not physically attend this meeting, but every effort will be made to allow the public to view and listen to the meeting in real time. Persons who wish to do so are invited to watch the meeting on Rowley Community Media TV / listen live on the RCM page on the Town’s website at www.townofrowley.net or join the meeting from your computer, tablet or smartphone [using the link and telephone access information provided on the meeting agenda]. In the event that live transmission proves infeasible, an audio or video recording, transcript or other comprehensive record of the meeting will be made available on the Town’s website as soon as possible.”

2. Call to Order – Joint Meeting - At 6:07 pm, Roy moved to open the Joint Meeting of the Finance Committee and Board of Water Commissioners. Corben seconded the motion and it was approved by roll call vote:

Bowen – yes; Corben – yes; Emery – yes; Roy – yes; White – yes

*Notice was filed with State Ethics Commission (refer to April 7, 2020 approved meeting minutes) for Vice Chair Emery that will allow her to vote in consideration of a family relationship with a member of the Water Board.

3. Call to Order – Joint Meeting - At 6:09 pm, Commissioner Emery moved to open the Joint Meeting of Board of Water Commissioners and the Finance Committee. Manning seconded the motion and it was approved by roll call vote:

Cullen – yes; Emery – yes; Manning – yes

4. Water Budget – Cullen reviewed the proposed FY22 Water Department budget. Cullen explained that FY21 revenues exceeded projections largely due to the high number of people working from home due to COVID. FY22 projected revenues will be based on FY21 revenues, taking into consideration an expected reduction of use as people begin to return to work and an expected increase in sales due to the construction of new housing. Because these numbers are uncertain, projections are conservative. Cullen noted that they are not anticipating sales of water to any neighboring communities.

Cullen discussed the anticipated increase in Wages and Salaries due to the loss of a weekend operator. Existing employees using overtime will fill the weekend hours. He explained that the current market for water operators is extremely tight and it will be very difficult to fill the weekend position. Cullen described their recruitment efforts over the past few years and the timeframe to train and promote current employees into higher-level jobs.

Cullen explained that the health insurance costs projections are advised by Town Hall. The budget must have contingency funds available to cover costs for all current and future employees should they decide to opt into the health insurance plan.

A discussion was held on the stabilization fund. A significant portion will be used for the Dodge Road extension. With the increased revenues in FY21, there will be money going back into the stabilization fund when free cash is certified.

Major operating expenses that are increasing were reviewed including meter replacement, leak detection, PFAS monitoring, PAL system servicing contract, and maintenance of water services.

Roy commented that the \$100,000 reserve fund for unforeseen expenses has not been used this year. Cullen will get back to Roy to confirm that the money has not been used.

(Peter Censullo arrived at 6:51 pm)

Cullen reviewed expense line items that have decreased including Outside Services, Waste Solid Removal and heating costs.

Mark Emery reviewed warrant articles including Well 3 and 5 Control Panels, Dodge Road Water Main Tie-in, Distribution Utility Repair Truck with Crane, Water Treatment Utility Building and the transfer of free cash to the stabilization fund.

Vice Chair Sharon Emery moved to accept the FY22 Water Department budget and warrant articles as presented. Corben seconded the motion and it was approved by a vote of 5 in favor:

Censullo – yes; Corben – yes; Emery – yes; Roy – yes; White – yes; Bowen could not be heard due to Technical Difficulties (TD)

Censullo made a motion to accept the Water Department Warrant Articles. Corben seconded the motion and it was approved by a vote of 5 in favor:

Censullo – yes; Corben – yes; Emery – yes; Roy – yes; White – yes; Bowen - TD

At 7:22 pm, Vice Chair Sharon Emery moved to close the Joint Meeting of the Finance Committee and Board of Water Commissioners. Censullo seconded the motion and it was approved by a vote of 5 in favor:

Censullo – yes; Corben – yes; Emery – yes; Roy – yes; White – yes; Bowen - TD

At 7:23 pm Manning moved to close the Joint Meeting of the Board of Water Commissioners and Finance Committee. Cullen seconded the motion and it was approved by roll call vote:

Cullen – yes; Emery – yes; Manning – yes

5. Review FY22 Budgets

Selectmen - Emery moved to accept the FY22 Selectmen budget. Censullo seconded the motion and it was approved by a vote of 5 in favor:

Censullo – yes; Corben – yes; Emery – yes; Roy – yes; White – yes; Bowen- TD

Town Clerk - Roy moved to accept the FY22 Town Clerk budget. Corben seconded the motion and it was approved by a vote of 5 in favor:

Censullo – yes; Corben – yes; Emery – yes; Roy – yes; White – yes; Bowen- TD

Board of Registrars - Emery moved to accept the FY22 Board of Registrars budget. Roy seconded the motion and it was approved by a vote of 5 in favor:

Censullo – yes; Corben – yes; Emery – yes; Roy – yes; White – yes; Bowen- TD

Elections - Roy moved to accept the FY22 Elections budget. Censullo seconded the motion and it was approved by a vote of 5 in favor:

Censullo – yes; Corben – yes; Emery – yes; Roy – yes; White – yes; Bowen- TD

Constable - Emery moved to accept the FY22 Constable budget. Corben seconded the motion and it was approved by a vote of 5 in favor:

Censullo – yes; Corben – yes; Emery – yes; Roy – yes; White – yes; Bowen- TD

Planning Board – Town Planner Kirk Baker presented the proposed FY22 Planning Board budget. Eagan explained that Option A shows the correct FY20 budget of \$2,500, not \$1,170 as was entered in error in FY20. She noted that the Planning Office has a very heavy workload with new developments and outlined the associated costs.

Roy moved to accept FY22 Option A Planning Board budget in the amount of \$68,300. Corben seconded the motion and it was approved by a vote of 5 in favor:

Censullo – yes; Corben – yes; Emery – yes; Roy – yes; White – yes; Bowen- TD

Fire Department – Emery recused herself from the discussion and vote due to a family relationship within the Fire Department. Chief James Broderick reviewed the proposed FY22 Fire Department budget. He explained the increase in fees to transport medical supplies and reviewed the use of overtime to provide coverage in the fire station 16 hours per day, 5 days a week. Chief Broderick discussed maintenance expenses for the new facility including maintenance of the fire and sprinkler systems, heating and cooling, utilities and landscaping.

Corben moved to accept the FY22 Fire Department budget. Roy seconded the motion and it was approved by a vote of 4 in favor:

Censullo – yes; Corben – yes; Emery – recused; Roy – yes; White – yes; Bowen- TD

Library Department – Library Director Pamela Jacobson presented the proposed FY22 Library budget.

Corben moved to accept the FY22 Library Department budget. Emery seconded the motion and it was approved by a vote of 5 in favor:

Censullo – yes; Corben – yes; Emery – yes; Roy – yes; White – yes; Bowen- TD

Health Department – Health Agent Frank Marchegiani presented the proposed FY22 Health Department budget.

Emery moved to accept the FY22 Health Department budget. Corben seconded the motion and it was approved by a vote of 5 in favor:

Censullo – yes; Corben – yes; Emery – yes; Roy – yes; White – yes; Bowen- TD

Retirement - Roy moved to accept the FY22 Retirement budget. Corben seconded the motion and it was approved by a vote of 5 in favor:

Censullo – yes; Corben – yes; Emery – yes; Roy – yes; White – yes; Bowen- TD

Health Insurance - *Emery moved to accept the FY22 Health Insurance budget. Corben seconded the motion and it was approved by a vote of 5 in favor:*

Censullo – yes; Corben – yes; Emery – yes; Roy – yes; White – yes; Bowen- TD

Blanket Insurance – *Emery moved to accept the FY22 Blanket Insurance budget. Roy seconded the motion and it was approved by a vote of 5 in favor:*

Censullo – yes; Corben – yes; Emery – yes; Roy – yes; White – yes; Bowen- TD

6. Next Meeting – The next meeting will be held on Tuesday, March 23, 2021 at 6:30 pm.
7. Adjourn – At 8:04 pm, Roy made a motion to adjourn. Corben seconded the motion and it was approved by a vote of 5 in favor:

Censullo – yes; Corben – yes; Emery – yes; Roy – yes; White – yes; Bowen- TD

Respectfully submitted,

Theresa Coffey
Finance Committee Secretary

Documents used at or for the meeting:

Agenda for March 16, 2021
Town Meeting Timeline and Finance Committee Schedule
FY22 Budgets:
 Water Department
 Selectmen
 Town Clerk
 Board of Registrars
 Elections
 Constable
 Planning Department
 Fire Department
 Library Department
 Health Department
 Retirement
 Health Insurance
 Blanket Insurance