

**TOWN OF ROWLEY  
FINANCE COMMITTEE**

**Minutes of Meeting March 21, 2023  
6:00 PM**

**Finance Committee Attendance:** Present were Larry White – Chairman, Sharon Emery – Vice Chair, Dennis Roy and Chip Sheerin. Pamela Bowen, Peter Censullo and Tom Corben were not present.

**Other Attendees:** Town Administrator Debbie Eagan, Fire Chief Mark Emery, Library Director Pamela Jacobson, Principal Assessor Sean McFadden, Treasurer/Collector Karen Summit, and Cemetery Commissioner David Petersen

1. Call to Order – Chair Larry White called the meeting of the Finance Committee to order at 6:00 PM.
2. FY23 Budget Transfer – Election Department – The transfer request was made to cover expenses related to a ballot recount.

*Emery made a motion to approve the FY23 Reserve Fund Transfer Request in the amount of \$2,369.44 to Election Expenses. Sheerin seconded the motion and the vote was unanimous in favor.*

3. FY24 Budgets

Library – Library Director Pamela Jacobson reviewed the proposed FY24 Library budget. Roy noted corrections to the budget worksheets related to employee steps and grades. The corrections do not affect the total dollar amount of the proposed FY24 budget.

*Roy made a motion to accept the Library Department FY23 Budget with corrections as discussed. Emery seconded the motion and the vote was unanimous in favor.*

Fire Department – (taken out of order) Vice Chair Emery recused herself from the discussion and vote. Fire Chief Mark Emery reviewed the proposed Fire Department FY24 “B” budget. He discussed the request to add an administrative position. Presently, Chief Emery handles payroll and general administrative paperwork. The two firefighters reporting up to Chief Emery work fire fighter shifts which limits their ability to handle administrative tasks. Chief Emery discussed equipment repairs, and the increasing cost of fuel.

*Roy made a motion to accept the Fire Department FY24 Budget. Sheerin seconded the motion and the motion carried with a vote of 3 in favor and 1 abstain (Emery).*

Emergency Management – Vice Chair Emery recused herself from the discussion and vote. *Roy made a motion to accept the Emergency Management FY24 Budget. Sheerin seconded the motion and the motion carried with a vote of 3 in favor and 1 abstain (Emery).*

Board of Assessors – Principal Assessor Sean McFadden presented the proposed FY24 budget. Roy commented on corrections needed on the payroll calculation sheet and budget worksheet Wages/Salaries section.

*Sheerin made a motion to accept the Board of Assessors FY24 Budget with corrections as discussed. Emery seconded the motion and the vote was unanimous in favor.*

Treasurer/Collector – Treasurer/Collector Karen Summit reviewed the proposed Treasurer/Collector budget. She discussed the additional hours requested for the assistant considering each year they need to request a budget transfer. Summit also provided an explanation of the stipend provided for professional certifications.

*Emery made a motion to accept the Treasurer/Collector FY23 Budget. Sheerin seconded the motion and the vote was unanimous in favor.*

Information Services – Roy asked that expenses for PRS Group services and equipment be broken out instead of bundled in one number.

*Emery made a motion to accept the Information Services FY24 Budget. Roy seconded the motion and the vote was unanimous in favor.*

Debt – Roy made a motion to accept the Debt FY24 Budget. Sheerin seconded the motion and the vote was unanimous in favor.

Town Counsel - Roy made a motion to accept the Town Counsel FY24 Budget. Sheerin seconded the motion and the vote was unanimous in favor.

Personnel – Chair White recused himself from discussion. Vice Chair Emery presented the Personnel FY24 budget.

*Roy made a motion to accept the Personnel FY24 Budget. Sheerin seconded the motion and the motion carried by a vote of 3 in favor and 1 abstain (White).*

Planning – Roy noted new items and increased postage expense. *Emery made a motion to accept the Planning Department FY24 Budget. Roy seconded the motion and the vote was unanimous in favor.*

Essex North Shore Agricultural & Technical School District – *Emery made a motion to accept the Essex North Shore Agricultural & Technical School District FY24 Budget. Sheerin seconded the motion and the vote was unanimous in favor.*

Fire Hydrants - *Sheerin made a motion to accept the Fire Hydrants FY24 Budget. Roy seconded the motion and the vote was unanimous in favor.*

Street Lighting – A discussion was held on RMLP payment for streetlights in lieu of taxes. Further discussion will be held after budget process is completed. *Emery made a motion to accept the Street Lighting FY24 Budget. Roy seconded the motion and the vote was unanimous in favor.*

Cemetery – Cemetery Commissioner David Petersen presented the proposal level-funded FY24 budget. He discussed the costs of weekend burial and summer help and noted that the Cemetery Revolving Fund can be used for extra costs, if needed. Roy commented on corrections needed on the budget worksheets, increasing the total budget from \$6,368 to \$6,473.

*Roy made a motion to accept the Cemetery FY24 Budget as amended. Emery seconded the motion and the vote was unanimous in favor.*

ADA Compliancy - *Emery made a motion to accept the ADA Compliancy FY24 Budget. Sheerin seconded the motion and the vote was unanimous in favor.*

Bradstreet Dodge Properties – *Emery made a motion to accept the Bradstreet Dodge Properties FY24 Budget. Roy seconded the motion and the vote was unanimous in favor.*

4. Discuss FY24 Triton Budget – Chairman White referred to the email from Supt. Brian Forget dated February 2, 2023 and commented on the effect the Triton assessment would have on the Town. He tabled the discussion to the next meeting when all committee members are present.

5. Report by Liaison Members on their Departments – No action.
6. Minutes – No action.
7. Discuss Upcoming Meetings – The next meeting was scheduled for March 28, 2023. Committee members will be polled for a start time of 6:30 pm.
8. Adjourn – *At 7:11 pm Roy made a motion to adjourn. Sheerin 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 March 21, 2023

FY23 Reserve Transfer Requests:

- Election Department

FY24 Proposed Budgets for:

- Library
- Assessors w/Budget Worksheet and Payroll calculations noted by Dennis Roy
- Treasurer/Collector
- Town Counsel
- Personnel
- Information Services
- Planning
- Fire Department
- Emergency Management
- Essex North Shore Agr. and Tech School District
- Fire Hydrants
- Street Lighting
- Cemetery, w/Budget Worksheet noted by Dennis Roy
- ADA Compliancy
- Bradstreet & Dodge Properties
- Debt