

**TOWN OF ROWLEY  
FINANCE COMMITTEE**

**Minutes of Meeting March 19, 2019  
Rowley Town Hall**

**Finance Committee Attendance:** Present were Lawrence White - Chairman, Sharon Emery - Vice Chair, Peter Censullo, Tom Corben, Paul Jalbert, Dennis Roy, David Zizza and Theresa Coffey, Recording Secretary.

**Other Attendance:** Deborah Eagan - Town Administrator; David Petersen - Board of Selectmen; Diane D'Angeli - Board of Assessors Chair; Kirk Baker - Town Planner; Ken Ward - Building Inspector; Police Chief Scott Dumas; Pamela Jacobson - Library Director; and Maggie Lemelin - Library Trustee

1. Call to Order - Larry White, Chairman, called the meeting of the Finance Committee to order at 7:20 pm with a quorum present.

2. FY 20 Budgets

- Town Clerk – Tabled to the next meeting on March 26, 2019.
- Finance Committee – White noted that the budget is level funded and the Reserve Fund will not change. Discussion was held on membership in the ATFC and it was agreed that the Finance Committee will rejoin. *Roy moved to recommend the Finance Committee FY 20 budget. Emery seconded and the vote was unanimous in favor.*
- Board of Selectmen – White provided an overview of the Board of Selectmen budget. Salaries have increased 2.5% and the Collective Bargaining Reserve is at \$80,000 because negotiations are ongoing. Emery asked for a description of the line item for alarm monitoring. Eagan explained that this expense is for the monitoring of a new fire alarm system and a security system. She reviewed the buildings that are covered by the alarms. *Emery moved to recommend the Selectmen FY 20 budget. Jalbert seconded and the vote was unanimous in favor.*

*Break for Agenda Items 3, 4, 5, 6 and 7.*

- Zoning Board of Appeals – *Corben moved to recommend the Zoning Board of Appeals FY 20 budget. Roy seconded and the vote was unanimous in favor.*

- Shellfish Commissioners – Emery moved to recommend the Shellfish Commissioners FY 20 budget. Corben seconded and the vote was unanimous in favor.
- Shellfish Constable – Emery moved to recommend the Shellfish Constable FY 20 budget. Jalbert seconded and the vote was unanimous in favor.
- Veterans – Roy reviewed last year's actual expense and the amount left in the account at the end of the year. David Petersen, Selectman, stated that the number of veterans requesting benefits is unpredictable. Roy stated his concern that the budget is overfunded considering the pattern of the actual amount expended over the past years. He suggested the budget amount be brought back to FY 15 level. Roy moved to decrease the Veterans FY20 budget from \$68,000 to \$52,000. Censullo seconded. The vote was 5 in favor and 2 against (Emery and Zizza).
- Unemployment – Emery moved to recommend the Unemployment FY 20 budget. Roy seconded and the vote was unanimous in favor.
- Retirement – Roy moved to recommend the Retirement FY 20 budget. Emery seconded and the vote was unanimous in favor.

3. Appointment - Board of Assessors – Diane D'Angeli, Chair of the Board of Assessors, presented the Assessor FY 20 budget. She noted that the Assessor salary increased due to an increase in weekly hours from 35 to 37.5. This increase in hours will allow the Assessor's Office to open for business at the same time as the Treasurer making it more convenient for the public to conduct their business at both offices. Emery moved to recommend the Assessor FY 20 budget. Jalbert seconded and the vote was unanimous in favor.

4. Appointment - Building Inspector – Ken Ward presented the Inspection Department FY 20 budget. Ward noted that the budget is level funded and that they are waiting for union negotiations to be completed to finalize administrative salary increases. Ward stated that the number of permits have increased and he reviewed how many building permits were issued this year compared to the last year. Discussion was held on future building and developments in Rowley. Jalbert moved to recommend the Inspection Department FY 20 budget. Corben seconded and the vote was unanimous in favor.

5. Appointment - Town Planner – Kirk Baker – Baker presented the Planning Board budget for FY 20. Discussion was held on Consultant expenses. Baker explained that consultant expenses are varied depending on the need for technical reviews and storm water reviews for applications. Roy noted the consultant actual spending trend over the past years and asked if the FY 20 appropriation was too high.

Roy moved to reduce the Planner Consultant line to \$1,501.

Discussion continued on consultant expenses that have been spent to date in the current fiscal year and the unpredictability of what may be needed for new developments and other activity.

There was no second to the motion.

*Emery moved to recommend the Planning Board FY 20 budget as amended. Jalbert seconded. The vote was 6 in favor, 1 no (Roy).*

6. Appointment - Police Department – Police Chief Scott Dumas presented the Police Department FY 20 budget. He provided an overview of the changes to the budget. Overall wages and benefits decreased due to overfunding of a position last year. Expenses increase include the Records Management System expense that increases incrementally each year and a data plan increase for data access that is needed for the use of Mobile Data Terminals in police cruisers. Utilities cost is a best estimate based on the last two billing cycles and the consideration that the building is still being shared until construction is complete. Chief Dumas discussed the purchase of a new cruiser and the plan to take equipment from an old cruiser to outfit the new cruiser. Additional hours are requested for janitorial services for maintenance in the new building.

*Jalbert moved to recommend the Police Department budget for FY 20. Corben seconded and the vote was unanimous in favor.*

7. Appointment - Library - Pamela Jacobson, Library Director presented the Library FY 20 budget. She discussed wages and staffing issues noting that the wage level and lack of full time hours has led to a high staff turnover. Jacobson reviewed two goals for the Library: 1) making positions more competitive, and 2) offering more patron hours. Jacobson discussed money left from the sprinkler and door opener projects. An article will be included at Special Town Meeting to use these funds for heating and cooling system improvements.

*Emery moved to recommend the Library FY 20 budget. Jalbert seconded and the vote was unanimous in favor.*

8. Review March 12, 2019 Minutes – Roy moved to recommend the minutes of the meeting held on March 12, 2019 as written. Jalbert seconded and the vote was unanimous in favor.

9. Discuss Open Meeting Law Complaint filed by Henry Rolfe – White reviewed the process to respond to the complaint.

*Roy moved to have Larry White, Chairman of the Finance Committee, sign the response letter to Henry Rolfe on behalf of the Finance Committee. Jalbert seconded and the vote was unanimous in favor.*

10. Set Dates for Future Meetings – The next meeting will be held on March 26, 2019.

7. Adjournment – *Jalbert moved to adjourn. Zizza seconded and the vote was unanimous in favor. The meeting adjourned at 8:45 pm.*

Respectfully submitted,

Theresa Coffey  
Finance Committee Secretary

Documents used at or for the meeting:

Agenda of March 19, 2019

FY 20 Budgets:

Assessor  
Board of Selectmen  
Finance Committee  
Inspections  
Library  
Planning Board  
Police Department  
Retirement  
Shellfish Commissioners  
Shellfish  
Constable  
Unemployment  
Veterans  
Zoning Board of Appeals

Draft Minutes of Meetings held March 12, 2019

Open Meeting Law Complaint Filed by Henry Rolfe, dated March 12, 2019

Proposed Response Letter to Open Meeting Law Complaint, dated March 19, 2019