

**TOWN OF ROWLEY
FINANCE COMMITTEE**

**Minutes of Meeting March 12, 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; Karen Summit, Treasurer; Patrick Snow, Highway Surveyor; Brent Baeslack, Conservation Agent; Frank Marchegiani, Coordinator of Health Services and Regulatory Compliance; and Henry F. Rolfe

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. Appointment Treasurer/Collector – Karen Summit

- Debt FY 20 Budget – Karen Summit provided an overview of the status of borrowing for Police and Fire Stations and Pine Grove School. She reviewed projects that will complete payment in FY 20 and FY 21. Discussion continued on interest payments and future borrowing. *Emery moved to accept the Debt FY 20 budget. Jalbert seconded and the vote was unanimous in favor.*
- Treasurer/Collector FY 20 Budget – Summit noted that expenses are all level funded. She discussed her findings from a salary survey of Treasurer/Collector positions in comparable towns and stated this budget includes a proposed salary increase for the Treasurer/Collector position. *Corben moved to accept the Treasurer/Collector FY 20 budget. Jalbert seconded and the vote was unanimous in favor.*
- Information Services FY 20 Budget – Summit stated that this budget is level funded and is for contracted services and equipment that is not large enough for inclusion in capital projects. This budget covers Information Services for the Town Hall, Annex and Police and Fire stations. *Roy moved to accept the Information Services FY 20 budget. Emery seconded and the vote was unanimous in favor.*

3. Appointment Highway Surveyor/Tree Warden – Patrick Snow

- Highway Department FY 20 Budget – Snow provided an overview of the Highway Department budget and explained the increase in expenses due to adding Town Land Maintenance into Highway General Maintenance. Snow noted that the wage increase is for added staff including a truck driver and a laborer. Roy commended the Highway Department for their work stating that the town has grown and has added more responsibility to the Highway Department. Petersen agreed and stated that the department had an unfilled vacancy so were already understaffed. Discussion continued on the subject of creating a Department of Public Works. *Zizza moved to accept the Highway Department FY 20 budget. Roy seconded and the vote was unanimous in favor.*
- Snow and Ice Removal Budget – Jalbert noted a formula error on the budget worksheets, Snow replied that it will be corrected. *Emery moved to accept the Snow and Ice Removal FY 20 budget. Roy seconded and the vote was unanimous in favor.*
- Tree Warden – Snow explained that the Warden salary was increased at the recommendation of the Personnel Advisory Board. Petersen noted that there is funding in the budget for tree trimming and they will look to a Free Cash appropriation for more funding to continue trimming work. Henry Rolfe, 30 Plantation Drive, addressed the Finance Committee to discuss his concerns about tree limbs creating a dangerous situation. *Roy moved to accept the Tree Warden FY 20 budget. Corben seconded and the vote was unanimous in favor.*

4. Appointment Conservation Agent – Brent Baeslack – Baeslack presented the Conservation Committee FY 20 budget and noted that salary increases are at the recommendation of the Personnel Advisory Board. He provided an overview of the range of responsibilities and duties of the Conservation staff including stewardship for open space. Jalbert commended Baeslack's work keeping the trails maintained and open for public use. *Jalbert moved to accept the Conservation Commission FY 20 budget. Censullo seconded and the vote was unanimous in favor.*

Baeslack announced an event at the Dodge Property to do trail work and a community trail walk. He will forward information to FinCom members.

5. Appointment Coordinator of Health Services and Regulatory Compliance - Frank Marchegiani – Marchegiani presented the Health Department FY 20 Budget and noted that expenses are level funded. He explained that money has been moved to a new line labeled Tobacco Control for expenses related to the increase in the age limit to purchase tobacco products and the expanding use of vaping products. Marchegiani discussed the Health Department's work with other towns to get grants for community outreach and to stay current with updated regulations. Discussion continued on Title V loans. Marchegiani reviewed the history of this program and stated that a revolving account is used to fund the loans, the town

does not borrow money from the state for this program. *Roy moved to accept the Health Department FY 20 budget. Jalbert seconded and the vote was unanimous in favor.*

6. FY 20 Budgets

- Agricultural Commission – *Roy moved to accept the Agricultural Commission FY 20 budget. Jalbert seconded and the vote was unanimous in favor.*
- Animal Inspector – *Emery moved to accept the Animal Inspector FY 20 budget. Zizza seconded and the vote was unanimous in favor.*
- Animal Control – *Emery moved to accept the Animal Control FY 20 budget. Zizza seconded and the vote was unanimous in favor.*
- Parks and Recreation – *Emery moved to accept the Parks and Recreation FY 20 budget. Zizza seconded and the vote was unanimous in favor.*
- ADA Compliancy – *Corben moved to accept the ADA Compliancy FY 20 budget. Roy seconded and the vote was unanimous in favor.*
- Historic Commission/Historic District Commission – *Emery moved to accept the Historic Commission/Historic District Commission FY 20 budget. Jalbert seconded and the vote was unanimous in favor.*
- Streetlights – *Petersen explained that the decrease in this budget was due to the efficiency of LED lights. Jalbert moved to accept the Streetlights FY 20 budget. Corben seconded and the vote was unanimous in favor.*
- Hydrants – *Jalbert moved to accept the Hydrants FY 20 budget. Censullo seconded and the vote was unanimous in favor.*

5. Review March 5, 2019 Minutes – *Jalbert moved to accept the minutes of the meeting held on March 5, 2019. Emery seconded and the vote was 4 in favor and 2 abstain (Roy and Zizza).*

6. Set Dates for Future Meetings – Meetings will be held on March 19 and 26, 2019.

7. Adjournment – *Emery moved to adjourn. Jalbert seconded and the vote was unanimous in favor. The meeting adjourned at 8:32 pm.*

Respectfully submitted,

Theresa Coffey
Finance Committee Secretary

Documents used at or for the meeting:

Agenda of March 12, 2019

FY 20 Budgets filed in order of presentation:

- Debt
- Treasurer/Collector
- Information Services
- Highway Department
- Snow & Ice Removal
- Tree Department
- Conservation Commission
- Health Department
- Agricultural Commission
- Animal Inspector
- Animal Control
- Parks and Recreation
- ADA Compliancy
- Historic Commission / Historic District Commission
- Streetlights
- Hydrants

Draft Minutes of Meetings held March 5, 2019