

**TOWN OF ROWLEY
FINANCE COMMITTEE**

**Minutes of Meeting March 6, 2018
Rowley Town Hall**

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

Members Absent: Jami Snow

Others Present:

Deborah Eagan, Town Administrator
Dave Petersen, Selectman
Karen Summit, Treasurer
Joe Perry, Selectman
Michelle Faulkner
Michael Salatin

Reed Wilson, Animal Control Officer
Pamela Jacobson, Library Director
Janet Peabody
Susan Hazen, Town Clerk
Brent Baeslack, Conservation Agent

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

2. Approve Minutes of Meeting Held February 27, 2017 - *Jalbert moved to approve the minutes of the meeting held on February 27, 2017. Emery seconded. The vote was unanimous in favor.*

FY19 Budgets

3. Conservation Commission - Brent Baeslack, Conservation Agent, was present and provided an overview of the Conservation Commission FY19 Budget. Baeslack distributed for information an article from a Mass. Assoc. of Conservation Commissions handbook related to the use of funds collected for Wetlands Protection Act applications. He explained that fees for bylaw applications go into the general fund and that, per DOR accounting guidelines, fees collected for Wetlands Protection Act applications are encumbered and can only be used for duties for the Conservation Commission for administering and enforcing the WPA. Baeslack provided information on the amount of money generated by applications to the Conservation Office in the past year.

Emery moved to accept the Conservation Commission FY19 Budget. Roy seconded. The vote was unanimous in favor.

4. Town Clerk, Board of Registrars, Elections, and Constable FY19 Budget – Susan Hazen, Town Clerk was present and provided an overview of the budgets under Town Clerk, all level funded with the exception of postage. This item increased due to costs associated with early voting which is mandated by the federal government.

Roy moved to accept the Town Clerk FY19 Budget in the amount of \$96,598. Jalbert seconded. The vote was unanimous in favor.

5. Treasurer/Collector, Information Services, and Debt FY19 Budgets – Karen Summit, Treasurer/Collector, was present and provided an overview of these budgets.

Treasurer/Collector – Summit explained office coverage needs and the resulting increase in the wage / salary line, which is offset by a decrease in other expenses. Roy noted a typo on wages / salaries on form 1.

Emery moved to accept the adjusted Treasurer/Collector FY19 Budget in the amount of \$194,814. Roy seconded. The vote was unanimous in favor.

Information Services – Summit explained that IS needs are unpredictable, most expenses are for outside consultants as they do not have an IS staff. Discussion took place regarding social media archiving that will be undertaken across town departments.

Jalbert moved to accept the Information Services FY19 Budget. Roy seconded. The vote was unanimous in favor.

Debt – Summit reviewed the schedule of debt payments, detailing the projects that are new and those that will be coming off of the schedule. Summit stated that the town borrowed a portion of the money for the Pine Grove School and police and fire station projects in the amount of \$10 million. This is 20 year debt and FY19 will be the first year these projects will impact the tax bills in the amount of \$.56. The plan is to not borrow anything for the next year but this is dependent on cash flow needs of the project.

Emery moved to accept the Deb FY19 Budget. Jalbert seconded. The vote was unanimous in favor.

6. Library – Pam Jacobson, Library Director was present and provided an overview of the Library FY19 Budget. She reviewed the Municipal Appropriation Requirement (MAR), and explained that the calculation that must be met to participate in the state aid program. If the budget is approved they will meet the MAR. Jacobson explained two increases in the Library budget: 1) the network assessment that increased 2% and which is based on previous year's usage and 2) the materials expenditure amount, due to the state requirement that the library must spend 16% of the overall budget on materials.

Roy moved to accept the Library FY19 Budget. Jalbert seconded. The vote was unanimous in favor.

7. Reserve Fund Transfer Request, Animal Control Officer and Animal Inspector FY19 Budgets – Reed Wilson, Animal Control Officer and Dave Petersen, Selectman presented the reserve fund transfer request to purchase a new vehicle for the Animal Control Officer (ACO). Petersen stated that Wilson has been using his own vehicle for many years but that vehicle is no longer in service. He described the vehicle and equipment that they plan to purchase.

Emery moved to approve the Reserve Fund Transfer Request in the amount of \$21,000. Censullo seconded. The vote was unanimous in favor.

Discussion continued on the various job duties of the Animal Control Officer, noting that the ACO also conducts animal inspections.

Roy moved to accept the Animal Control Officer FY19 Budget. Emery seconded. The vote was unanimous in favor.

Emery moved to accept the Animal Inspector FY19 Budget. Roy seconded. The vote was unanimous in favor.

8. Zoning Board of Appeals, Bradstreet Property and Dodge Reservation, and Hydrants FY19 Budgets

Jalbert moved to accept the Zoning Board of Appeals FY19 Budget. Emery seconded. The vote was unanimous in favor.

Discussion took place regarding revolving funds. Eagan explained that a fund was created last year for technical assistance, i.e., peer review. ZBA filing fees include the peer review fees. Roy asked if this fund could be used to reduce the operating budget but Eagan stated the funds could only be used for peer review, newspaper ads, etc.

Bradstreet Property and Dodge Reservation – *Emery moved to accept the Bradstreet Property and Dodge Reservation FY19 Budget. Jalbert seconded. The vote was unanimous in favor.*

Hydrants – Discussion took place regarding the decrease in the budget with Eagan explaining that the formula used to determine the charge to the town has changed, resulting in a decrease.

Roy moved to accept the Hydrant FY19 Budget. Jalbert seconded. The vote was unanimous in favor.

9. Next Meeting – The next meeting was set for March 13, 2018 at 7:15 pm.

10. Adjournment - Emery moved to adjourn. Jalbert seconded and the vote was unanimous in favor. The meeting adjourned at 8:31 pm.

Respectfully submitted,

Theresa Coffey
Finance Committee Secretary

Documents used at or for the meeting:

Agenda, March 6, 2018
Draft Meeting Minutes, February 27, 2018
Reserve Fund Transfer Request, dated March 6, 2018
MACC Handbook Article re: use of WPA filing fee funds

Proposed FY19 Budgets (in order of presentation):

Conservation Commission	Debt
Town Clerk	Library
Board of Registrars	Animal Control Officer
Elections	Animal Inspector
Constable	Zoning Board of Appeals
Treasurer/Collector	Bradstreet Property and Dodge Reservation
Information Services	Hydrants