

**TOWN OF ROWLEY
FINANCE COMMITTEE**

**Minutes of Meeting March 21, 2017
Rowley Town Hall**

Members Present: Lawrence White, Chairman, Sharon Emery, Vice Chairman, Janet Bridges, Peter Censullo, Paul Jalbert, Dennis Roy, Jami Snow

Others Present: David Petersen, Karen Summit, Scott Dumas, Nerissa Wallen, Joe Perry, Patrick Snow, Fire Chief James Broderick, Pam Jacobsen, Theresa Coffey, Recording Secretary

1. Call to Order: Larry White, Chairman, called the meeting to order at 7:00 pm.

Review Proposed FY18 Budgets:

2. Finance Committee – Emery moved to approve the FY18 Finance Committee budget. Snow seconded and the vote was unanimous in favor.

3. Accounting – Jalbert moved to accept the FY18 Account budget. Bridges seconded and the vote was unanimous in favor.

4. Animal Control – Snow moved to accept the FY18 Animal Control budget. Jalbert seconded and the vote was unanimous in favor.

5. Animal Inspector - Snow moved to accept the FY18 Animal Inspector budget. Emery seconded and the vote was unanimous in favor.

6. Treasurer / Collector – Karen Summit, Treasurer, was present and provided an overview of the proposed FY18 budget. Summit explained that the increase in the Admin Asst/Asst Collector line is for hours needed for office coverage. Emery moved to accept the FY18 Treasurer/Collector budget. Jalbert seconded and the vote was unanimous in favor.

7. Board of Registrars - Snow moved to accept the FY18 Board of Registrars budget. Bridges seconded and the vote was unanimous in favor.

8. Cemetery – Roy stated that after the first year of the new Cemetery/Highway Supervisor position has been completed, they will assess the salary split between the Highway and Cemetery budgets and make adjustments, if necessary. Emery moved to accept the FY18 Cemetery budget. Roy seconded and the vote was unanimous in favor.

9. Conservation Commission - Roy moved to accept the FY18 Conservation Commission budget. Bridges seconded and the vote was unanimous in favor.
10. Constable - Snow moved to accept the FY18 Constable budget. Roy seconded and the vote was unanimous in favor.
11. Council on Aging - Emery moved to accept the FY18 Council on Aging budget. Snow seconded and the vote was unanimous in favor.
12. Elections – Jalbert moved to accept the FY18 Elections budget. Bridges seconded and the vote was unanimous in favor.
13. Highway – Patrick Snow was present and confirmed that the paving program has been put out to bid and that the wage line 8% increase is due a new full year on-call system. Emery moved to accept the FY18 Highway budget. Censullo seconded and the vote was unanimous in favor.
14. Snow and Ice - Roy moved to accept the FY18 Snow and Ice budget. Bridges seconded and the vote was unanimous in favor.
15. Tree Warden - Snow moved to accept the FY18 Tree Warden budget. Jalbert seconded and the vote was unanimous in favor.
16. Town Land - Bridges moved to accept the FY18 Town Land budget. Roy seconded and the vote was unanimous in favor.
17. Library – Pamela Jacobson, Librarian, was present and commented on the planned staffing change. A vacant position will be used for the addition of an assistant in the children’s library. Emery moved to accept the FY18 Library budget. Bridges seconded and the vote was unanimous in favor.
18. Harbormaster - Snow moved to accept the FY18 Harbormaster budget. Bridges seconded and the vote was unanimous in favor.
19. Fire – Emery recused herself from this discussion and vote. Chief James Broderick was present and reviewed the proposed FY18 Fire Department budget. Broderick commented on wages, unexpected expenses related to equipment maintenance and purchases of new and replacement gear for fire fighters. A computer software upgrade has been delayed until construction of the new Fire Station is complete. Roy moved to accept the FY18 Fire Department budget. Jalbert seconded and the vote was unanimous in favor.

20. Inspection Department - Snow moved to accept the FY18 Inspection Department budget. Bridges seconded and the vote was unanimous in favor.

21. Police – Chief Scott Dumas was present and reviewed the proposed FY18 Police Department budget. Dumas explained increases in the budget as outlined in his Summary Memo dated February 24, 2017. Dumas also outlined items that he categorized as “Wants” at this time, including expanding a current position to a supervisory level (Sargeant), an increase in overtime and new software for time and attendance. White thanked Dumas for his efforts keeping the FinCom informed and explained that the Triton budget has taken a financial toll on the Town and there are no funds available for these requests. Jalbert moved to accept the FY18 Police Department budget. Snow seconded and the vote was unanimous in favor.

22. Schools / Whittier – Roy moved to accept the FY18 Whittier School budget. Bridges seconded and the vote was unanimous in favor.

23. Schools / Triton – Discussion was held regarding the Triton School budget and the detrimental affect the assessment has had, and continues to have, on the Town of Rowley. Members reviewed budget items they felt could be reduced, discussed assessment methodology and identified three areas that should be addressed, namely State funding, medical expenses and teacher contracts. Nerissa Wallen, School Committee member, was present and participated in the discussion

Emery moved to accept the FY18 Triton School District budget. Roy seconded. White requested a roll call vote:

Emery: yea
Roy: yea
Bridges: yea
White: nay
Jalbert: nay
Snow: nay
Censullo: yea

24. Water Department – MaryBeth Wiser, Water Superintendent and John Manning, Water Board Commissioner were present and Wiser distributed additional budget documents (attached). Emery suggested that this budget review be tabled until after the next Water Board meeting so the Water Board could review and prepare responses to issues already identified. Roy distributed a document that he prepared which calculated an estimated surplus for the FY17 budget. Roy stated that he felt the budget format as presented was inconsistent and hard to follow. Discussion followed on the format changes made based on feedback from last year with suggestions made for format going forward. Manning provided insight into progress over the past year, and stated they have focused on managing the bottom line. He agreed that the format

of the budget may need more work but assured the FinCom that the content was well thought out.

Merry, Board of Selectmen, reviewed the BOS recommendation on the Water Budget, which reflected a reduction of \$100,000 and a directive to develop a long range plan.

Roy moved to accept the FY18 Water Department budget, as is, minus \$100,000 in line 7 to bring it to \$832,200. Snow seconded. Emery suggested that the vote be taken next week, after the Water Board has met. White replied that given the budget deadlines and the fact that the FinCom is mostly in agreement, the vote should be taken and corrections could be made after the fact. The vote was 6 in favor and 1 opposed (Emery).

25. Insurance – Emery moved to accept the FY18 Insurance budget. Bridges seconded and the vote was unanimous in favor.

26. Parks and Recreation - Snow moved to accept the FY18 Parks and Recreation budget. Roy seconded and the vote was unanimous in favor.

27. Planning – Emery moved to accept the FY18 Planning budget. Jalbert seconded and the vote was unanimous in favor.

28. Recycling - Jalbert moved to accept the FY18 Recycling budget. Snow seconded and the vote was unanimous in favor.

29. Town Clerk - Jalbert moved to accept the FY18 Town Clerk budget. Roy seconded and the vote was unanimous in favor.

30. Zoning Board – Roy moved to accept the FY18 Zoning Board pending expense details on Form 3. Snow seconded and the vote was unanimous in favor.

31. Shellfish Commission – Snow moved to accept the FY18 Shellfish Commission budget. Jalbert seconded and the vote was unanimous in favor.

32. Shellfish Constable – The increase in wages from \$400 to \$650 was questioned. Eagan will follow up with the Constable for explanation.

Roy moved to table the Shellfish Constable budget until the next meeting because it increased from \$400 to \$650 without explanation. Jalbert seconded and the vote was unanimous in favor.

33. Adjourn – Snow moved to adjourn, Jalbert seconded and the motion was approved unanimously at 9:36 pm.

Respectfully submitted,

Theresa Coffey
Finance Committee Secretary

Documents Attached:

Agenda for March 21, 2017

FY18 Proposed Budgets (attached in alphabetical order):

Accounting
Animal Control
Animal Inspector
Board of Registrars
Cemetery Commission
Conservation Commission
Constable
Council on Aging
Elections
Finance Committee
Fire
Harbormaster
Highway, Snow & Ice, Tree, Town Land
Inspection
Insurance - Unemployment, Blanket Insurance and Retirement
Library
Parks and Recreation
Planning
Police
Recycling
Schools - Whittier and Triton
Shellfish Commission
Shellfish Constable
Town Clerk
Treasurer / Collector
Water (including documents submitted by MaryBeth Wiser)
Zoning Board of Appeals

Water Department Summary Calculations prepared by Denis Roy