

**TOWN OF ROWLEY
FINANCE COMMITTEE**

**Minutes of Meeting May 22, 2018
Rowley Town Hall**

Members Present: Lawrence White, Chairman, Sharon Emery, Vice Chairman, Peter Censullo, Dennis Roy and Theresa Coffey, Recording Secretary

Members Absent: Paul Jalbert

Others Present: Deborah Eagan, Town Administrator

1. Call to Order - Larry White, Chairman, called the meeting to order at 7:18 pm with a quorum present.

2. Review and Approve Meeting Minutes

- Minutes of Meeting held March 20, 2018 – *Roy moved to accept the minutes of the meeting held March 20, 2018. Emery seconded. The vote was unanimous in favor.*
- Minutes of Meeting held March 21, 2018 – *Emery moved to accept the minutes of the meeting held March 21, 2018. Censullo seconded. The vote was 3 in favor (White, Censullo, Emery) and 1 abstain (Roy).*
- Minutes of Meeting held March 27, 2018 – *Emery moved to accept the minutes of the meeting held March 27, 2018. Roy seconded. The vote was unanimous in favor.*
Minutes of Meeting held April 3, 2018 – *Roy moved to accept the minutes of the meeting held April 3, 2018. Emery seconded. The vote was unanimous in favor.*

3. FY18 MGL Ch. 44 § 33B(b) Budget Transfers

- 1) Transfer funds from Unemployment to Town Hall Expenses – *Emery moved to approve the transfer of funds in the amount of \$2,500 from Unemployment to Town Hall. Censullo seconded. The vote was unanimous in favor.*
- 2) Transfer funds from Unemployment to Town Hall Annex Expenses – *Roy moved to approve the transfer of funds in the amount of \$2,000 from Unemployment to Town Hall Annex. Emery seconded. The vote was unanimous in favor.*
- 3) Transfer funds from Administrative Assistant to Assistant Town Administrator – *Emery moved to approve the transfer of funds in the amount of \$640 from Administrative Assistant Wages to Assistant Town Administrator Salaries. Censullo seconded. The vote was unanimous in favor.*

4. Discuss FY 19 Revised Triton Budget Assessment – A lengthy discussion was held regarding the status of the Triton budget and assessment. Eagan reviewed the time frame guidelines explaining that the Town of Rowley must have a town meeting to address this issue by June 30, 2018 or, by default, they will be approving the budget. If two towns continue to not approve the budget by June 30, the Department of Education will get involved and will set the budget. Eagan advised the FinCom on the importance of projecting and planning for FY20 immediately as there may be deep budget cuts needed to meet the Triton assessment in FY20.

White expressed his concern that even though the FY19 assessment is unattainable and a financial hardship for the Town of Rowley, the Triton School Committee will use this budget as a baseline for FY20 and build on this.

Eagan informed the FinCom that the warrant for the June 18, 2018 town meeting will be sent for printing the following week so there will not be time for a FinCom recommendation to be in the printed copy. However, the FinCom can make their recommendation at the meeting.

Eagan provided an overview of the scenarios that she and the fiscal department heads prepared and that were presented to the BOS on May 21, 2018. She informed the FinCom that the BOS approved scenario #1 and explained that the BOS did not want to take anything out of the FY19 budget that they have already approved to be added. Eagan reviewed the conclusions and free cash summary, stating that financial advisors recommend that they use no more than 50% of free cash for the operating budget.

Eagan informed the FinCom that the BOS has instructed her to include \$10,000 in the warrant article to cover the forecasted large price increase for recycling. A brief discussion was held on the cost of the town meeting with Eagan estimating \$3,000 for mailing. Emery asked Eagan to check with the Town Clerk for other costs.

5. Discuss request from Triton Regional School Committee to designate a Selectman and a Finance Committee member to serve as Town representatives to the District Communication Committee for discussion on the assessment formula – White informed the FinCom that this was a new subcommittee being formed to discuss the assessment formula.

Emery moved to appoint White. Roy seconded. The vote was 3 in favor (Emery, Roy, White), and 1 no response (Censullo.)

6. Next Meeting – The next meetings will be held on June 12, 2018 at 7:15 pm and (tentatively) Tuesday, July 10, 2018 at 7:15 pm.

11. Adjournment - *Emery moved to adjourn. Roy seconded and the vote was unanimous in favor. The meeting adjourned at 8:18 pm.*

Respectfully submitted,

Theresa Coffey
Finance Committee Secretary

Documents used at or for the meeting:

- Agenda, May 22, 2018
- Draft Meeting Minutes: March 20, 2018; March 21, 2018; March 27, 2018 and April 3, 2018
- FY18 Budget Transfer Forms dated May 21, 2018
 - Unemployment to Town Hall
 - Unemployment to Town Hall Annex
 - Administrative Asst. Wages to Asst. Town Administrator Salaries
- Memo dated May 21, 2018 to Board of Selectmen from Deborah Eagan re: FY19 Triton Assessment Funding Scenarios
- Email dated May 22, 2018 to Amy Hanrahan from Brian Forget, Triton Superintendent of Schools re: Budget Update May 21st Edition
- Triton FY19 Final Budget Version 2 Summary – dated May 16, 2018
- Monthly Appropriation Report July 2017 to April 2018