

TOWN OF ROWLEY
FINANCE COMMITTEE

Minutes of Meeting November 10, 2015
Rowley Town Hall

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

1. Call to Order: Chairman White called the meeting to order at 7:21 p.m.
2. Review Minutes of July 14, 2015 – Mr. Roy questioned the lack of attachments noted on the minutes as “attached”. Mr. White explained that the attachments would be filed with the final minutes in the Finance Committee binder.

Ms. Emery motioned for approval of the July 14 2015 minutes, Mr. Roy seconded, motion was approved 7-0.

3. Minutes of October 6, 2015 – Mr. Roy pointed out that on Item 6 Review Minutes of March 10, 2015, the vote should be corrected to reflect “5-0” approval because Sharon Emery had recused herself from that particular vote and Janet Bridges was absent from the meeting.

Mr. Jalbert motioned for approval of the October 6, 2015 Meeting Minutes with correction noted to Item 6, Ms. Snow seconded, motion was approved 6-0, with Ms. Bridges abstaining.

4. Review Appropriation Report July – September 2015 – Mr. White suggested the Committee go through each page of the Appropriation Report (attached) to identify any issues for concern and discussion, and then decide on action to be taken. Upon review of the budget line items, discussion ensued about causes of variances (i.e., timing of payments and seasonal items). Items identified for follow-up include:
 - Ms. Snow will follow up with Police Chief about Police Department expenses.
 - Ms. Snow will find out what the content is of “Post-employment Benefits” in the Water Department budget.
 - Mr. White will follow up with Debbie Eagan about the billing cycle for the Essex County Retirement Fund.

Committee members commented that reviewing the appropriation report was very helpful. Chairman White will try to get the reports on a monthly basis to distribute to the Committee.

5. Next Meeting – The next meeting date was set and confirmed for Tuesday, December 8, 2015 at 7:15 pm.
6. Adjournment – Ms. Emery motioned to adjourn, Mr. Jalbert second, motion approved 7-0 at 8:23 pm.

Respectfully submitted,

Theresa Coffey
Finance Committee Secretary

Documents Attached:

- Agenda November 10, 2015
- Draft Minutes of Meeting held July 14, 2015
- Draft Minutes of Meeting held October 6, 2015
- Appropriation Report July to September 2015