

TOWN OF ROWLEY
FINANCE COMMITTEE

Minutes of Meeting March 15, 2016
Rowley Town Hall

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

Members Absent: Jami Snow

Attendance: Karen Summit, Treasurer; Police Chief James Mulligan; Police Lt. Stephen May; Patrick Snow, Highway Surveyor and Tree Warden

1. Call to Order: Larry White, Chairman, called the meeting to order at 7:17 p.m.
2. Appointment with Karen Summit re Debt FY17 Budget - The addition of Capital Equipment Principal V in FY16 with the first payment starting in FY17. Ms. Summit pointed out the “final payment year” column added for reference to the budget worksheet.

Mr. Jalbert motioned to accept the Debt budget, Ms. Bridges seconded and the motion was approved 6-0.

3. Town Moderator FY17 Budget - Ms. Emery motioned to accept the Town Moderator budget, Mr. Censullo seconded and the motion was approved 6-0.

4. Town Counsel FY17 Budget – Ms. Emery motioned to accept the Town Counsel budget, Mr. Roy seconded and the motion was approved 6-0.

5. Planning Board FY17 Budget – Mr. Roy questioned the increase in expenses. Ms. Eagan explained they had less utilization of the planner consultant so they moved the funds to the expense line. Overall the budget is level funded.

Mr. Roy motioned to accept the Planning Board budget, Mr. Jalbert seconded and the motion was approved 6-0.

6. Handicap Commission FY17 Budget – Ms. Eagan explained that the small budget was for signage. Ms. Emery motioned to accept the Handicap Commission budget, Mr. Roy seconded and the motion was approved 6-0.

7. Animal Inspector FY17 Budget – Ms. Emery motioned to accept the Animal Inspector budget, Mr. Roy seconded and the motion was approved 6-0.

8. Animal Control FY17 Budget – Mr. Jalbert motioned to accept the Animal Control budget, Ms. Bridges seconded and the motion was approved 6-0.

9. Appointment with Police Chief Mulligan and Lt. Stephen May re Police Department FY17 Budget – Mr. White thanked Chief Mulligan for his hard work and leadership pending the appointment of the new police chief. Lt. May passed on the acknowledgement to his officers who serve the town day and night.

Lt. May read aloud the Police Department letter to the Board of Selectman. The FY17 budget is level funded, with savings in some areas to offset increases in others. Savings will be taken in monies allocated last year for the army reserve, the leap year allocation, education costs, and money saved on shift differential pay due to staffing changes.

Training areas that will receive increased funding include cybercrime training in which one officer will receive training and will in turn, train other officers. Firearms training will be increased from once a year to twice a year which Lt. May explained is the best practice standard.

The department has heavily relied on on-line training, meeting the bare minimum standard for Massachusetts. Chief Mulligan has designed a training model which will provide two full days of realistic, practical training for stressful situations and use-of-force tools.

Mr. Jalbert motioned to accept the Police Department budget, Ms. Bridges seconded and the motion was approved 6-0.

10. Appointment with Highway Surveyor / Tree Warden Patrick Snow – Mr. Snow presented the Highway FY17 budget which is level funded with wages to be adjusted when union negotiations are complete. Mr. White asked if a three or five year plan is being developed for capital expenses. Mr. Snow replied that he has been working with Dennis Roy on a pavement plan to put the Chapter 90 funds to good use. Mr. Roy added that they will be talking to three engineering outfits that do this type of pavement management. This will give Patrick a tool to manage the pavement program. Over the next year or two there will be significant improvement in roads.

Mr. Jalbert pointed to a typo on the budget worksheets under the total line FY16 to FY17, it should read a negative .048%.

Mr. White requested Mr. Snow present the paving program at a future meeting. It is expected the plan would be ready for an August meeting.

Ms. Emery motioned to accept the Highway Department FY17 Budget, Mr. Roy seconded and the motion was approved 6-0.

11. Snow and Ice FY17 Budget – The budget was increased 16% at the request of the Board of Selectmen. Mr. Roy explained that by state law, once approved, the amount of the budget cannot be decreased so the snow and ice budget is typically kept low to avoid a large free cash leftover at the end of the year.

Mr. Roy motioned to accept the Snow and Ice budget, Mr. Jalbert seconded and the motion was approved 6-0.

12. Town Land Maintenance FY17 Budget – Mr. Snow noted that this covers the cost of mowing traffic islands, town common, land fill, Dodge reservation, and covers the electricity bill for the gazebo.

Ms. Emery motioned to accept the Town Land Maintenance budget, Mr. Roy seconded and the motion was approved 6-0.

13. Tree Warden FY17 Budget – This budget is for tree removal. Ms. Bridges motioned to accept the Tree Warden budget, Mr. Roy seconded and the motion was approved 6-0.

14. Zoning Board FY17 Budget – Mr. Roy motioned to accept the Zoning Board budget, Mr. Jalbert seconded and the motion was approved 6-0.

15. Shellfish Constable FY17 Budget – Mr. Jalbert motioned to accept the Shellfish Constable budget, Ms. Emery seconded and the motion was approved 6-0.

16. Fire Department Update – Mr. White reported on the Fire Department budget. Chief Broderick, Sue Bailey and Karen Summit identified expenses that could be reallocated correctly to the ladder truck contract rather than the regular maintenance fund. The \$11,100 for the forestry truck has been put on hold by the selectmen to determine what will happen with it. Ms. Eagan added that Chief Broderick inadvertently charged \$7000 of expenses under the ladder truck contract to the expense line. Thus, there is \$7000 available to do urgent repairs. In addition, there is an article for STM for repairs that need to be done this year.

Mr. Roy expressed his concern that if any maintenance is being pushed into FY17, that the FY17 budget be adjusted accordingly. Discussion took place regarding the water line break at the fire station. Ms. Emery said the line that broke was not the main water line, for which the landlord would be responsible, rather it was the line that the department uses to fill the trucks. The Chief has provided a list of items that the landlord will pay for in lieu of paying for the water break damage.

17. Minutes of March 8, 2016 – This item was tabled until the March 22, 2016 meeting.

18. Next Meeting – The next meeting is March 22, 2016. Ms. Eagan informed the committee that on April 5 there is a conflict with a public meeting for the Pine Grove School and public service building. The committee agreed to meet on Wednesday, April 6 at 7:15 pm.

19. Joint Meeting with Cemetery Task Force – Ms. Emery moved to open the Joint Meeting with the Cemetery Task Force, Mr. Jalbert seconded and by roll call of members of the Finance Committee and by Karen Summit and Dennis Roy representing the Cemetery Task Force, the motion was approved.

Ms. Summit and Mr. Roy reported on their meeting today with the Cemetery Commissioners regarding the Town Counsel opinion letter on the Board of Cemetery Commissioners.

The opinion letter deals with three issues:

1. Do the daily operations of the Cemetery Department violate the Open Meeting Laws;

2. Conflict of interest with the cemetery commissioners setting their own salaries; and
3. Conflict of interest in the cemetery commissioners supervising themselves.

Ultimately, the cemetery commissioners need to decide how to deal with the opinion. Once they have had their meeting, they will have a joint meeting with BOS. Open meeting laws and conflict of interest laws have changed since the bylaws were written in the 1960s, and the bylaws need to be updated.

Mr. Roy added that the task force is trying to do this in a pro-active way. They understand that it may cost the town some money but it corrects an error in the way the cemetery is operated.

Mr. Jalbert moved to close the joint meeting, Ms. Emery seconded and by roll call of the members of the Finance Committee and the Cemetery Task Force, the motion was approved.

20. Adjourn - Ms. Bridges moved to adjourn, Mr. Censullo seconded and the motion was approved 6-0 at 8:39 pm.

Respectfully submitted,

Theresa Coffey
Finance Committee Secretary

Documents Attached:

- Agenda March 15, 2016
- Town Counsel Opinion Letter dated March 4, 2016

FY17 budget worksheets in order of presentation:

- Debt
- Town Moderator
- Town Counsel
- Planning Board
- Handicap Commission
- Animal Inspector
- Animal Control
- Police
- Highway
- Snow and Ice
- Town Land Maintenance
- Tree Warden
- Zoning Board
- Shellfish Constable