

**TOWN OF ROWLEY  
FINANCE COMMITTEE**

**Minutes of Meeting March 28, 2017  
Rowley Town Hall**

**Members Present:** Lawrence White, Chairman, Sharon Emery, Vice Chairman, Peter Censullo, Paul Jalbert, Dennis Roy, Jami Snow (arrived at 7:19 pm), Theresa Coffey, Recording Secretary

**Members Absent:** Janet Bridges

**Others Present:** Susan Hazen, Karen Summit, Joseph Perry

1. Call to Order: Larry White, Chairman, called the meeting to order at 7:17 pm.

Review Proposed FY18 Budgets:

2. Debt - Karen Summit, Treasurer was present and provided a detailed overview of the payments included in the FY18 Debt Budget.

Jalbert moved to accept the FY18 Debt budget. Roy seconded and the vote was unanimous in favor.

Snow arrived at 7:19 pm.

3. Records Officer Stipend - Town Clerk Susan Hazen was present to discuss the FY 18 Records Access Officer Stipend. Hazen explained that the Comm. of MA had made changes to public records access guidelines and standardized the amounts to be charged for public records. In addition, towns were directed to appoint a Records Access Officer (RAO). Hazen was appointed RAO for Rowley in December 2016, and this is an entirely new function for the Town Clerk's office. Hazen described records request she has received and the amount of work involved for tracking, record keeping and responding. A stipend has been requested for this new function and the BOS approved \$1,500. Eagan commented this would be under the Town Clerk's budget as a stipend, not salary. Perry added that an adjustment can be made next spring based on the year's activity.

Roy moved to accept the FY18 Records Access Officer stipend. Snow seconded and the vote was unanimous in favor.

4. Emergency Management - Jalbert moved to accept the FY18 Emergency Management budget. Snow seconded and the vote was unanimous in favor.

5. Essex Technical School – Jalbert questioned the increase in the assessment. Eagan stated that this is based on an estimated number of 6 students attending next school year as well as separate transportation costs. The actual number is not known until the start of the school year.

Emery moved to accept the FY18 Essex Technical School budget. Roy seconded and the vote was unanimous in favor.

6. Shellfish Constable – In follow up to questions at the March 21, 2017 meeting, White explained that the increase in wages is for a new deputy and the increase in expenses is for repairs to the boat. Emery moved to accept the FY18 Shellfish Constable budget. Snow seconded and the vote was unanimous in favor.

7. Group Insurance – Emery moved to accept the FY18 Group Insurance budget. Snow seconded and the vote was unanimous in favor.

8. Veterans – Jalbert moved to accept the FY18 Veterans budget. Snow seconded and the vote was unanimous in favor.

9. Selectmen – Snow recused herself from discussion and vote on the Selectmen budget.

Perry explained that they were not able to complete negotiations with the Police union. Eagan will work with Chief Dumas to identify a number to include for the Collective Bargaining Reserve line item.

Roy moved to accept the FY18 Selectman budget less the Collective Bargaining Reserve. Jalbert seconded and the vote was unanimous in favor.

#### 10. Review Annual Town Meeting Articles

Perry requested discussion of Article 20 related to Pine Grove School. Eagan stated the language for Article 20 is still being drafted. Perry explained that a figure is needed for the budget. The Renovation Committee is meeting next week Hearing to get the final budget figure to present to the BOS and the FinCom.

- Article 3 – Snow recused herself from the vote. Emery moved to recommend Article 3. Roy seconded and the vote was unanimous in favor.
- Article 4 – tabled.
- Article 5 – tabled.
- Article 6 – tabled.
- Article 7 – Roy moved to recommend Article 7. Jalbert seconded and the vote was unanimous in favor.
- Article 8 – Emery moved to recommend Article 8. Snow seconded and the vote was unanimous in favor.
- Article 9 – Jalbert moved to recommend Article 9. Emery seconded and the vote was unanimous in favor.

- Article 10 – Roy moved to recommend Article 10. Snow seconded and the vote was unanimous in favor.
- Article 11 – Emery moved to recommend Article 11. Roy seconded and the vote was unanimous in favor.
- Article 12 – Emery moved to recommend Article 12. Snow seconded and the vote was unanimous in favor.
- Article 13 – Jalbert moved to recommend Article 13. Emery seconded and the vote was unanimous in favor.
- Article 14 – Emery moved to recommend Article 14. Roy seconded and the vote was unanimous in favor.
- Article 17 – Eagan noted the purpose of this article is to establish a fund only, there will be an Article following to appropriate funds. Discussion continued on cable access fees. Jalbert moved to recommend Article 17. Censullo seconded and the vote was unanimous in favor.
- Article 19 – Emery moved to recommend Article 19. Snow seconded and the vote was unanimous in favor.
- Article 21 – Roy moved to recommend Article 21. Jalbert seconded and the vote was unanimous in favor.
- Article 22 – Snow moved to recommend Article 22. Emery seconded and the vote was unanimous in favor.
- Article 23 – Snow moved to recommend Article 23. Emery seconded and the vote was unanimous in favor.
- Article 24 – Eagan provided detail related to the Explanatory Note on this Article. Emery moved to recommend Article 24. Snow seconded and the vote was unanimous in favor.
- Article 25 – no recommendation required.
- Article 26 – Emery moved to recommend Article 26. Roy seconded and the vote was unanimous in favor.
- Article 27 – Roy moved to recommend Article 27. Jalbert seconded and the vote was unanimous in favor.
- Article 28 – Emery moved to recommend Article 28. Snow seconded and the vote was unanimous in favor.
- Article 29 – No recommendation required.

11. Next Meeting – Tuesday April 4, 2017 and if needed, Wednesday, April 5, 2017.if needed.

12. Adjourn – Jalbert moved to adjourn. Emery seconded and the motion was approved unanimously at 8:11 pm.

Respectfully submitted,

Theresa Coffey

Finance Committee Secretary

Documents Attached:

Agenda for March 28, 2017

FY18 Proposed Budgets (attached in alphabetical order):

Debt  
Emergency Management  
Essex Technical - Schools  
Group Insurance  
Records Access Officer  
Selectmen  
Shellfish Constable  
Veterans

Annual Town Meeting Warrant