

**TOWN OF ROWLEY  
FINANCE COMMITTEE**

**Minutes of Meeting March 20, 2018  
Rowley Town Hall**

**Members Present:** Lawrence White, Chairman, Sharon Emery, Vice Chairman, Peter Censullo (arrived at 6:56 pm), Paul Jalbert, and Dennis Roy

**Members Absent:** Jami Snow

**Others Present:**

Deborah Eagan, Town Administrator  
Dave Petersen, Selectman  
Joe Perry, Selectman  
Brienne Walsh, Council on Aging Director  
Patrick Snow, Highway Surveyor  
James Broderick, Fire Chief

Tim Southall, Parks & Recreation Comm.  
Larry Kendall, Parks & Recreation Comm.  
Kirk Baker, Town Planner  
Chris Thornton, Chair, Planning Board

1. Call to Order - Larry White, Chairman, called the meeting to order at 6:31 pm with a quorum present.
2. Approve Minutes of Meeting Held March 6, 2018 – Tabled to the next meeting.
3. Council on Aging – Brienne Walsh, Council on Aging Director presented the COA FY19 Budget. Walsh reviewed the request to increase the Outreach Coordinator for an additional 6 hours per week. She outlined the duties of this position and stated that increase in hours would increase the continuity of services and would greatly increase the ability to deliver services for seniors in the community. This position is included in Version B of the budget and has been approved by the Board of Selectmen (BOS). Emery stated her support of this increase but reminded Walsh that given the financial strain with the school budget, there is a possibility these additional hours may be cut.

Walsh and Eagan reviewed the number of seniors served by the COA and the broad range of services provided that go far beyond social activities.

*Jalbert moved to accept the Council on Aging FY19 Budget, Version B. Emery seconded. The vote was unanimous in favor.*

4. Highway, Tree, Town Land Maintenance, Snow and Ice Removal – Patrick Snow, Highway Surveyor, presented four budgets.

Highway – Snow stated that the Highway budget is level funded. He discussed his request for a new full time position of either a heavy equipment operator or laborer, estimated at \$45,000. Roy expressed his support of this new position, stating that the Highway Department is presently understaffed and they have Chapter 90 projects on the schedule.

*Emery moved to accept the Highway Department FY19 Budget. Roy seconded. The vote was unanimous in favor.*

Snow & Ice Removal – Snow stated this budget was increased by \$20,000 at the request of the BOS. Discussion took place about the process to get funds from MEMA or FEMA.

*Roy moved to accept the Snow & Ice Removal FY19 Budget. Jalbert seconded. The vote was unanimous in favor.*

Trees – Snow stated that the tree budget is increased substantially. This budget has been very low for many years but with the amount of damage from winter storms, clean up and disposal will be very costly. Petersen stated that there will be an article presented at STM for \$50,000 to help pay for the excessive amount of dead trees. The Light Department will also need extra money to clear trees hanging over wires and will also need money for police details. Petersen stated that this is a public safety issue. Jalbert questioned if any money would be allocated for the planting of new trees. Snow replied that at this time, there is none as the amount of money they have available will be enough only for clean up and disposal.

*Emery moved to accept the Tree FY19 Budget. Roy seconded. The vote was unanimous in favor*

Town Land Maintenance – Snow stated that the numbers have gone down because the town has been doing the work as well as saving on mowing due to the drought. He requested that the money be kept in the budget as it allows funding for the Dodge Reservation maintenance, if needed.

*Roy moved to accept the Town Land Maintenance FY19 Budget. Emery seconded. The vote was unanimous in favor*

Censullo arrived at this time (6:56 pm).

5. Fire Department - Emery recused herself from the discussion and vote.

Chief Broderick was present to discuss the budget. He discussed the increased funding for energy costs associated with the new station. Broderick stated that while he has tried to estimate

energy costs by comparing to neighboring towns with similar facilities, it is difficult to estimate. Broderick felt it would be a full year to understand what energy costs will be. It was noted that the fire and police departments will have separate utilities but will share a dispatcher.

Eagan clarified that the budget being discussed is Version B. This Version B budget was approved by the BOS on March 19, 2018 and includes the addition of two full-time firefighters.

*Jalbert moved to accept the Fire Department FY19 budget, Version B, in the amount of \$672,902. Roy seconded.*

Discussion took place regarding overtime costs. Roy asked if the overtime item took into consideration the two additional firefighters. Broderick replied that it was an estimate and with the increased demands on staff, the two adds will not reduce the overtime. He discussed succession planning and the need to have staff trained and ready to replace those that are near retirement. The timing of the hiring is unknown but for efficiency purposes, the budget provides for the full year salary and overtime.

Petersen noted that the new firefighters are not being added for the new fire station. He stated that these additional positions have been discussed for a number of years and with the increased demands on staffing, the time has come to add the positions. If it is approved at town meeting, the hope is to have the firefighters in place for the summer, the busiest time of the year for the Fire Department.

*Vote: The vote was 4 in favor, 1 abstain (Emery).*

Emergency Management: Broderick reviewed the request for an increase in expenses related to computer costs.

*Jalbert moved to accept the Emergency Management FY19 Budget. Roy seconded. The vote was unanimous in favor.*

6. Parks and Recreation – Tim Southall, Vice Chair, Parks and Recreation Comm., presented a request for an increase of \$10,000 for field maintenance expenses. He explained that Parks and Recreation typically spends \$40,000 annually of which the town funds \$24,000 and the remainder raised through user fees. Southall summarized maintenance issues that need to be addressed this year and the costs associated with the Gwinn Property that will be coming online soon. With disruption to some of the fields due to ongoing projects, they will expect to receive less user fees.

*Emery moved to accept the revised Parks and Recreation FY19 Budget. Roy seconded. The vote was unanimous in favor.*

7. Town Planner – Chris Thornton, Chairman of the Planning Board and Kirk Baker, Town Planner presented the request to increase the town planner position by an additional 13 hours per week. They summarized the responsibilities of the town planner, stating that with the administrative demands on his time, many important functions are not attended to, i.e., long term planning. They would like to be able to respond to applications/developers more efficiently and Thornton stated that the Planning Board is considering adding a second meeting a month for this effort. Petersen added that the planning office does not have secretarial help so Baker is tasked with all administrative duties. He confirmed that the BOS supports this additional time and encouraged the Finance Committee to do the same.

*Roy moved to accept the revised Town Planner FY19 Budget. Jalbert seconded. The vote was unanimous in favor.*

The Triton Budget discussion (#9 on the agenda) was taken out of order.

8. Triton – Joe Perry, Chairman of the Board of Selectmen, lead a discussion on the Rowley assessment of the Triton Regional School District FY19 Budget.. Perry outlined events that have taken place related to the Rowley assessment, stating that the TRSD School Committee approved the budget on March 14, 2018 and the Rowley assessment has increased by \$732,000. Under Proposition 2 ½, the town is in a position to fund approximately \$200,000. Perry stated that based on his discussion with the selectmen from Salisbury and Newbury, all three towns will put in for an override for the school assessments, however, none of them expect it to pass. The School Committee has set a meeting date of May 16, 2018 to vote on a new budget which could be an adjustment to the assessments or could remain the same. Referring to a newspaper article, Petersen stated that the school superintendent has a Plan B for a decreased budget that would result in layoffs.

A lengthy discussion continued on this subject with all agreeing that any assessment above the 2 ½ will lead to a fiscal crisis and that they are depending on an override to help balance the budget.

Petersen stated that the BOS is asking that the town appropriate level funding plus \$200,000.

*Jalbert moved to level fund the Triton Assessment FY19 at the FY18 rate which is currently \$9,622,873 and to include the additional \$200,000 for the amount of \$9,822,873. Roy seconded. The vote was unanimous in favor.*

9. Review FY19 Budgets:

Town Moderator - *Roy moved to accept the Town Moderator FY19 Budget. Emery seconded. The vote was unanimous in favor.*

Town Accountant - *Jalbert moved to accept the Town Accountant FY19 Budget. Emery seconded. The vote was unanimous in favor.*

Finance Committee – White pointed out that Version 2 included an increase to the reserve of \$25,000 for a total of \$100,000.

*Roy moved to accept the Finance Committee, Version 2 FY19 Budget. Emery seconded. The vote was unanimous in favor.*

Board of Selectman - *Jalbert moved to accept the Board of Selectmen FY19 Budget. Roy seconded. The vote was unanimous in favor.*

Personnel Advisory Committee - *Emery moved to accept the Personnel Advisory Committee FY19 Budget. Jalbert seconded. The vote was unanimous in favor.*

Agricultural - *Emery moved to accept the Agricultural FY19 Budget. Roy seconded. The vote was unanimous in favor.*

Cemetery – Concern was raised by the Committee that the budget was not completed or signed. White requested that the Cemetery Commission chairman attend the March 27 meeting to discuss the budget or submit a complete budget.

*Emery moved to table the Cemetery FY19 Budget until March 27. . Jalbert seconded. The vote was unanimous in favor.*

Historical Commission & Historic District Commission - *Emery moved to level fund the Historical Commission & Historic District Commission FY19 Budget at \$402.00. Jalbert seconded. The vote was unanimous in favor.*

Street Lighting - *Emery moved to accept the Street Lighting FY19 Budget. Censullo seconded. The vote was unanimous in favor.*

Harbormaster – Eagan stated that the job description for the Harbormaster and the pay grade was not set until last week. For those reasons, the harbormaster was late getting the budget packet and it was not completed correctly. White informed the Committee that the new deputy position works in conjunction with the harbormaster and has the same duties but not the responsibility.

*Roy moved to table the Harbormaster FY19 Budget until March 27. Jalbert seconded. The vote was unanimous in favor.*

Shellfish Commission - *Jalbert moved to accept the Shellfish Commission FY19 Budget. Emery seconded. The vote was unanimous in favor.*

Shellfish Constable - *Emery moved to accept the Shellfish Constable FY19 Budget. Roy seconded. The vote was unanimous in favor.*

Veterans - *Emery moved to accept the Veterans FY19 Budget. Jalbert seconded. The vote was unanimous in favor.*

Insurance / Pension / Unemployment - *Emery moved to accept the Insurance/Pension/Unemployment FY19 Budget. Roy seconded. The vote was unanimous in favor.*

Schools / Essex Agricultural Technical School - *Emery moved to accept the Essex Agricultural Technical School FY19 Budget. Jalbert seconded. The vote was unanimous in favor.*

Schools / Whittier – no information available at this time.

9. Next Meeting – The next meeting was set for March 21, 2018 at 7:15 pm, joint with the Water Board of Commissioners.

10. Adjournment - *Jalbert moved to adjourn. Emery seconded and the vote was unanimous in favor. The meeting adjourned at 8:58 pm.*

Respectfully submitted,

Theresa Coffey  
Finance Committee Secretary

Documents used at or for the meeting:

Agenda, March 20, 2018

Proposed FY19 Budgets (in order of presentation):

Council on Aging	Town Moderator
Highway	Town Accountant
Tree	Finance Committee
Town Land Maintenance	Board of Selectmen
Snow and Ice Removal	Personnel Advisory
Fire	Agricultural Commission
Emergency Management	Cemetery
Parks and Recreation	Historical Commission
Planning Board	Historic District Commission

Street Lighting  
Harbormaster  
Shellfish Commission  
Shellfish Constable

Veterans Affairs  
Insurance/Pension/Unemployment  
Schools – Essex Tech  
Triton