

**TOWN OF ROWLEY
FINANCE COMMITTEE**

**Minutes of Meeting March 10, 2020
Rowley Town Hall**

Finance Committee Attendance: Present were Larry White – Chairman, Sharon Emery – Vice Chair, Peter Censullo, Tom Corben, Dennis Roy, David Zizza and Theresa Coffey - Recording Secretary.

Other Attendees: Town Administrator Debbie Eagan, Selectman Dave Petersen, Treasurer/Collector Karen Summit, Town Planner Kirk Baker, and Fire Chief James Broderick

1. Call to Order – Chairman Larry White called the meeting of the Finance Committee to order at 7:17 pm with a quorum present.
2. Appointment: Town Planner Kirk Baker to discuss FY 21 Planning Department Budget – Town Planner Kirk Baker reviewed the proposed FY21 Planning Department budget. Discussion was held on Planner Consultant expenses. Baker noted that consultant services are used for technical and site plan reviews and a consultant will be engaged to update the Master Plan. Discussion was held on the Expense line request and unspent money in FY20 expenses. White commented that the budget appropriation should reflect the actual funds needed and not include extra dollars. The Expense line was adjusted from \$3,670 to \$2,500 and the Merrimack Valley Planning line was increased by \$10.

The revised FY21 budget for the Planning Board totals \$65,739, an increase of \$790 over FY20.

Roy made a motion to accept the FY21 Planning Department budget as amended. Emery seconded and the vote was unanimous in favor.

3. Appointment: Treasurer/Collector Karen Summit

FY21 Treasurer/Collector Budget - The Treasurer/Collector proposed FY21 budget is level-funded. Summit explained the purpose of the Tax Title Expense that was taken out of the budget.

Emery made a motion to accept the FY21 Treasurer/Collector budget. Zizza seconded and the vote was unanimous in favor.

FY 21 Debt Budget - Summit provided an overview of the debt schedule.

Emery made a motion to accept the FY21 Debt budget. Corben seconded and the vote was unanimous in favor.

4. Appointment: Police Chief Scott Dumas to discuss FY 21 Police Department Budget – This item was postponed to March 24, 2020
5. Appointment: Fire Chief James Broderick to discuss FY21 Fire Department Budget and FY21 Rowley Emergency Management Agency Budget

FY 21 Fire Department Budget - Emery recused herself from the meeting.

Chief Broderick reviewed Fire Department salary and wages and expenses. He noted the increase in Computer Software is related to recurring costs for the policy and procedure manual. Discussion was held on utilities and Chief Broderick noted that a full year of utilities cost is not yet available so they cannot accurately predict costs. This line item is level funded for FY21.

Corben made a motion to accept the FY21 Fire Department budget. Zizza seconded the motion and it was approved with a vote of 5 in favor with Emery recused.

FY 21 Rowley Emergency Management Agency Budget - Chief Broderick reviewed the REMA budget and noted that the expenses are level funded.

Roy made a motion to accept the FY21 Rowley Emergency Management Agency budget. Zizza seconded the motion and it was approved by a vote of 5 in favor with Emery recused.

6. Review FY21 Budgets:

Town Hall - *Emery made a motion to accept the FY21 Town Hall budget. Corben seconded and the vote was unanimous in favor.*

Zoning Board of Appeals - *Roy made a motion to accept the FY21 Zoning Board of Appeals budget. Emery seconded and the vote was unanimous in favor.*

Historical Commission & Historic District Commission - *Emery made a motion to accept the FY21 Historical Commission and Historic District Commission budget. Zizza seconded and the vote was unanimous in favor.*

Bradstreet Property & Dodge Reservation - *Emery made a motion to accept the FY21 Bradstreet Property & Dodge Reservation budget. Corben seconded and the vote was unanimous in favor.*

7. Discuss FY 21 Triton Regional School District Tentative Budget - The tentative Triton Regional School District budget was reviewed. White referred to language in the budget narrative acknowledging the inability of member towns to support the spending plan.

Discussion was held on the development of the budget with no input from the towns and actions that could be taken to have more control and involvement in the budget process.

8. Minutes – No action.
9. Review Finance Committee Town Report - *Zizza made a motion to approve the Report of the Finance Committee. Corben seconded and the vote was unanimous in favor.*
10. Review Finance Committee FY21 Budget - *Emery made a motion to accept the FY21 Finance Committee budget. Roy seconded and the vote was unanimous in favor.*
11. Set Meeting Dates – The next meeting will be held on March 10, 2020.
12. Adjourn – *At 8:51 pm, Emery made a motion to adjourn. Zizza seconded the motion and the vote was unanimous in favor.*

Respectfully submitted,

Theresa Coffey
Finance Committee Secretary

Documents used at or for the meeting:

Agenda for March 10, 2020

FY21 Budgets:

Planning Department
Treasurer/Collector
Debt
Fire Department
Rowley Emergency Management Agency
Town Hall
Zoning Board of Appeals
Historical Commission & Historic District Commission
Bradstreet Property & Dodge Reservation
Finance Committee

Tentative Budget: Triton Regional School District, dated February 12, 2020

Finance Committee Town Report