

TOWN OF ROWLEY  
2023 JUL 11 AM 10:00

**Finance Committee  
Town of Rowley  
July 11, 2023  
6:30 p.m.  
Town Hall, 139 Main Street, Rowley, MA  
AGENDA**

1. Call Meeting to Order
2. FY 23 Reserve Fund Transfers
  - Police Department Expenses
  - Snow and Ice
3. FY 23 Budget Transfers - GL c. 44 Section 33B
  - Election Department Expenses to Town Clerk Expenses
  - Firefighter Wages to Fire Department Expenses
4. Re-organization
  - Chairman
  - Vice Chairman
  - Clerk
5. Personnel Advisory Committee Representative
6. Minutes
7. Discuss upcoming meetings
8. Adjourn

## **Reserve Fund Charges - July 11, 2023 Meeting**

|                          |                    |
|--------------------------|--------------------|
| Reserve Fund Balance     |                    |
| Balance 6/30/2023        | <b>\$44,074.00</b> |
| Police Dept Expenses     | \$5,500.00         |
| <b>Subtotal</b>          | <b>\$38,574.00</b> |
| Snow & Ice deficit       | \$8,655.82         |
| <b>Subtotal</b>          | <b>\$29,918.18</b> |
| <br>                     |                    |
| <b>Balance Remaining</b> | <b>\$29,918.18</b> |

| Tran. Type                 | Block/Batch | Voucher | Posted     | Payee | By      | Tran. Name   | JE Seq | Comment                               | Payment Type | Payment Number | Beginning | Debit     | Credit     | Ending     |
|----------------------------|-------------|---------|------------|-------|---------|--------------|--------|---------------------------------------|--------------|----------------|-----------|-----------|------------|------------|
| Account: 010-131-5781-0000 |             |         |            |       |         |              |        |                                       |              |                |           |           |            |            |
| Budget                     |             |         | 07/01/2022 |       | sbailey | Reserve Fund |        |                                       |              |                | 0.00      | 55,926.00 | 100,000.00 | 44,074.00  |
| Journal Entry              |             |         | 02/07/2023 |       | sbailey |              | Res    | Reserved Fund to Fire Expenses: to    |              |                | 0.00      | 0.00      | 100,000.00 | 100,000.00 |
| Journal Entry              |             |         | 03/21/2023 |       | sbailey |              | 2      | 2 Res Fund Trans to Election Exp: 2nd |              |                | 12,163.24 | 0.00      | 0.00       | 87,836.76  |
| Journal Entry              |             |         | 03/28/2023 |       | sbailey |              | 3 Res  | LULA repairs oil costs                |              |                | 2,369.44  | 0.00      | 0.00       | 85,467.32  |
| Journal Entry              |             |         | 06/06/2023 |       | sbailey |              | 7 Res  |                                       |              |                | 4,000.00  | 0.00      | 0.00       | 81,467.32  |
| Journal Entry              |             |         | 06/06/2023 |       | sbailey |              | 6 Res  |                                       |              |                | 4,000.00  | 0.00      | 0.00       | 77,467.32  |
| Journal Entry              |             |         | 06/06/2023 |       | sbailey |              | 5 Res  |                                       |              |                | 1,044.26  | 0.00      | 0.00       | 76,423.06  |
| Journal Entry              |             |         | 06/06/2023 |       | sbailey |              | 4 Res  |                                       |              |                | 1,262.30  | 0.00      | 0.00       | 75,160.76  |
| Journal Entry              |             |         | 06/06/2023 |       | sbailey |              | 1      | Account(s) totaling:                  |              |                | 0.00      | 55,926.00 | 100,000.00 | 44,074.00  |

Summary:

**Town of Rowley**  
**Rowley Finance Committee**  
**Request for Transfer from the Reserve Fund**  
(TO BE SUBMITTED IN TRIPLICATE)

Date July 6, 2023

Request in hereby made for the following transfer from the Reserve Fund in accordance with Chapter 40, Section 6 of Massachusetts General Laws:

- 1. Amount requested \$ 5,500
- 2. To be transferred to: Account number: 010-211-5420-0000  
Account Name: Expenses - Police
- 3. Present balance in appropriation: \$-1,912.77
- 4. Amount requested will be used for (give specific purpose):  
Anticipated incoming expenses based upon past monthly invoices.

- 5. This expenditure is extraordinary and/or unforeseen for the following reasons:  
Unexpected cost increases throughout the fiscal year including repercussions of nation-wide inflation.

  
Department Head

**ACTION OF FINANCE COMMITTEE**

Date of Meeting: \_\_\_\_\_ Number present and voting \_\_\_\_\_

Transfer voted in the sum of \$ \_\_\_\_\_ Transfer disapproved \_\_\_\_\_

\_\_\_\_\_  
Chairman, Finance Committee

Member Signatures

|         |         |         |
|---------|---------|---------|
| 1 _____ | 2 _____ | 3 _____ |
| 4 _____ | 5 _____ | 6 _____ |
| 7 _____ | 8 _____ |         |

**REQUEST MUST BE MADE AND TRANSFER VOTED BEFORE ANY  
EXPENDITURE IN EXCESS OF APPROPRIATION IS INCURRED**

**Town of Rowley**  
**Rowley Finance Committee**  
**Request for Transfer from the Reserve Fund**  
 (TO BE SUBMITTED IN TRIPLICATE)

Date 6/2/23

Request in hereby made for the following transfer from the Reserve Fund in accordance with Chapter 40, Section 6 of Massachusetts General Laws:

- 1. Amount requested \$ 8,655.82
- 2. To be transferred to: Account number: 010-423-5291-0050  
Account Name: Snow & Ice
- 3. Present balance in appropriation: \$ -8,655.82
- 4. Amount requested will be used for (give specific purpose):

*These funds will be used to cover the  
 FY 23 snow & ice deficit*

- 5. This expenditure is extraordinary and/or unforeseen for the following reasons:

*snow and ice removal operational costs  
 exceeded FY 23 budget of \$185,000.00*

*Patrick Snow / Deb Eggen*  
 Department Head

**ACTION OF FINANCE COMMITTEE**

Date of Meeting: \_\_\_\_\_ Number present and voting \_\_\_\_\_

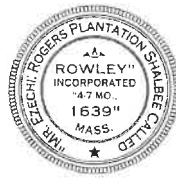
Transfer voted in the sum of \$ \_\_\_\_\_ Transfer disapproved \_\_\_\_\_

\_\_\_\_\_  
 Chairman, Finance Committee

Member Signatures

|         |         |         |
|---------|---------|---------|
| 1 _____ | 2 _____ | 3 _____ |
| 4 _____ | 5 _____ | 6 _____ |
| 7 _____ | 8 _____ |         |

**REQUEST MUST BE MADE AND TRANSFER VOTED BEFORE ANY  
 EXPENDITURE IN EXCESS OF APPROPRIATION IS INCURRED**



Town of Rowley  
Massachusetts 01969

FY 23 BUDGET TRANSFERS  
MGL CH. 44 S 33B(b)

Transfer Amount: \$110.00 Date: June 29, 2023

Transfer FROM

Account Name: Expenses Election Line Number: \_\_\_\_\_

Account Number: 010-162-5420-0030 Balance Before Transfer: \$ 1,082.11

Transfer TO

Account Name: Expenses – Town Clerk Line Number: \_\_\_\_\_

Account Number: 010-161-5420-0030 Balance Before Transfer: \$ -50.43

Comment/Reason/Explanation: Centrex – Telephone Expense

Requested by: Cathy McLaughlin

BOARD OF SELECTMEN APPROVAL

FINANCE COMMITTEE APPROVAL

Date: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
Cliff Pierce, Chairman

\_\_\_\_\_  
Larry White, Chairman

\_\_\_\_\_  
Christine Kneeland, Vice Chairman

\_\_\_\_\_  
Sharon Emery, Vice Chairman

\_\_\_\_\_  
Deana M. P. Ziev, Clerk

\_\_\_\_\_  
Peter Censullo

\_\_\_\_\_  
Robert Snow

\_\_\_\_\_  
Tom Corben

\_\_\_\_\_  
Sheri David

\_\_\_\_\_  
Dennis Roy

\_\_\_\_\_  
Pamela Bowen

\_\_\_\_\_  
Chip Sheerin

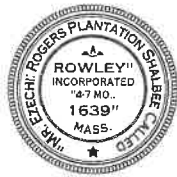
# Budget Warning - Summary

| Ledger | Budget Group Name | Description         | Available | Pending    | Over       |
|--------|-------------------|---------------------|-----------|------------|------------|
| Exp    | 010-161-5420-0030 | Expenses-Town Clerk | -27.80    | -22.54     | -50.34     |
| Exp    | 010-218-5420-0000 | Expenses-Fire       | 4,345.42  | -31,514.89 | -27,169.47 |

Catie - You're over budget<sup>\*</sup> 50.34  
 and there will be another  
 Centrex bill this fiscal year.  
 Sue

move to election expense  
 010-162-5420-0030

2023 JUN 26 AM 10:59  
 TOWN OF PORTLAND  
 TOWN CLERK



Town of Rowley  
Massachusetts 01969

FY 23 BUDGET TRANSFERS  
MGL CH. 44 S 33B(b)

Transfer Amount: \$34,000.00 Date: 6/30/2023

Transfer FROM

Account Name: Fire wages Line Number: 68  
Account Number: 010-218-5112-0000 Balance Before Transfer: \$ 73,799.78

Transfer TO

Account Name: Fire Expenses Line Number: 70  
Account Number: 010-218-5420-0000 Balance Before Transfer: \$ (28,403.84)

Comment/Reason/Explanation: To fund overages in fuel, Heating repairs, Heating costs, Equipment repairs, New employee Physicals, computer software increases, I am requesting extra to cover heating repairs not yet billed and any unexpected bills not received

Requested by: *Mark Emery Fire chief*

BOARD OF SELECTMEN APPROVAL FINANCE COMMITTEE APPROVAL

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Cliff Pierce, Chairman

Larry White, Chairman

Christine Kneeland, Vice Chairman

Sharon Emery, Vice Chairman

Deana M. P. Ziev, Clerk

Peter Censullo

Robert Snow

Tom Corben

Sheri David

Dennis Roy

Pamela Bowen

Chip Sheerin