

**TOWN OF ROWLEY
FINANCE COMMITTEE**

**Minutes of Meeting March 29, 2022
6:00 PM**

Finance Committee Attendance: Present were Larry White – Chairman, Sharon Emery – Vice Chair, Pamela Bowen, Peter Censullo, Tom Corben Dennis Roy and Chip Sheerin.

Other Attendees: Deborah Eagan, Town Administrator; Town Clerk Catherine McClenaghan; David Petersen, Select Board; Fire Department – Mark Emery; Eleanor Davis, Council on Aging; Bob Brick, Town Veterans Committee

1. Call to Order – Chair Larry White called the meeting of the Finance Committee to order at 6:01 PM.
2. FY23 Budgets

Town Clerk – Town Clerk Catherine McClenaghan reviewed the FY23 Town Clerk budget. A discussion was held on the request for additional hours for the Assistant Town Clerk to keep the office open more hours during the week. Town Administrator Debbie Eagan responded to questions about personnel steps and explained they are related to hiring date.

Corben made a motion to accept the Town Clerk FY23 Budget. Emery seconded the motion and the vote was unanimous in favor.

Board of Registrars – The budget worksheet column titled “FY23 Request” had two “Totals” listed in the amounts of \$4,525 and \$5,498.

Corben made a motion to table the FY23 Board of Registrars budget until the total request is clarified. Bowen seconded the motion.

McClenaghan confirmed that the correct total is \$4,525.00. The other number was left on the worksheet in error.

Corben withdrew the motion on the table.

Emery made a motion to accept the Board of Registrars FY23 Budget. Bowen seconded the motion and the vote was unanimous in favor.

Election – Town Clerk Catie McClenaghan explained the increase in the budget due to three elections this year.

Emery made a motion to accept Election FY23 Budget. Corben seconded the motion and the vote was unanimous in favor.

Constables – Corben made a motion to accept the Constables FY23 Budget. Sheerin seconded the motion and the vote was unanimous in favor.

Fire Department – Vice-Chair Emery recused herself from the discussion and vote.

Fire Captain Mark Emery reviewed the Fire Department FY23 budget. He discussed the issues with staffing levels and the resulting lack of flexibility and overtime. Two new firefighters are being funded by the SAFER Grant and with approval from the Board of Selectman, a change was made to the number of firefighters on each shift. Emery commented on the increase in Uniform Allowance and training, taking into consideration the two extra firefighters. He also discussed associated increases in holiday pay and vacation days.

White asked about the Fire Chief's salary line, and Emery explained it is a placeholder until a new chief is hired and salary negotiated. Emery discussed repairs that are needed for one of the fire engines. Emery noted that the Call Firefighter wages are included in the Full-time Firefighter wages to avoid transfer money from one line to other

Roy made a motion to accept the Fire Department FY23 Budget in the amount of \$924,478. [Bowen] seconded the motion and the vote was unanimous in favor.

Rowley Emergency Management Agency – Roy made a motion to accept the Rowley Emergency Management Agency FY23 Budget. Sheerin seconded the motion and the vote was unanimous in favor.

Council on Aging – Corben recused himself from the discussion and vote.

Council on Aging (COA) Director Eleanor Davis reviewed the COA FY23 budget. She discussed the increased needs of the community and the impact on COA staffing. During the pandemic, meal offerings were expanded for “wrap and go” meals, which increased dramatically. The COA is now offering both meals to go and served in person. She explained that the extra meals do not cost anything, but it takes more staff time to accommodate the increase and she is requesting additional hours for this purpose.

Davis also discussed the increase in demand for transportation services to medical appointments. Additional funding for transportation services is also requested.

Emery made a motion to accept the Council on Aging FY23 Budget. Sheerin seconded the motion and the vote was unanimous in favor.

Town Veterans Committee – Bob Brick, Town Veterans Committee, presented the FY23 budget requesting an increase for costs of flags. He noted that the Veterans Committee will assume responsible for another flagpole at Cross and Central Streets that will be painted. The Committee also maintains all flags on Main Street.

Corben made a motion to accept the Town Veterans Committee FY23 Budget. Emery seconded the motion and the vote was unanimous in favor.

3. Minutes - No action.
4. Discuss Finance Commission Liaisons to Town Departments and Boards/Commissions – White will prepare and distribute a list of departments to assign FinCom liaisons. He asked that FinCom members indicate their first and second choice of departments for discussion at the April 5, 2022 meeting.
5. Discuss Upcoming Meetings – The next meeting will be held on April 5, 2022 at 7:00 pm.
6. Adjourn - *At 7:13 pm, Bowen made a motion to adjourn. Corben 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 29, 2022

FY23 Proposed Budgets for:

- Town Clerk
- Board of Registrars
- Election
- Constables
- Fire Department
- Rowley Emergency Management Agency
- Council on Aging
- Town Veterans Committee
- Finance Committee Meeting