

**MINUTES OF THE FINANCE COMMITTEE MEETING**

July 11, 2023

Town Hall, 139 Main Street, Rowley, MA

**MEMBERS PRESENT:** Chairman Larry White, Vice Chairman Sharon Emery, Dennis Roy, Pamela Bowen, Tom Corben, and Peter Censullo (arrives at 6:32 p.m.)

**MEMBERS ABSENT:** Chip Sheerin

**ATTENDEES:** Town Administrator Deborah Eagan, Police Chief Scott Dumas, and Fire Chief Mark Emery

**1. CALL MEETING TO ORDER**

At 6:30 p.m. Chairman Larry White called the meeting to order. Town Administrator Deborah Eagan told the Finance Committee members that the meeting agenda was revised to add the three bulleted items under number 3 on the agenda - FY 23 Budget Transfers - GL c. 44 Section 33B. She said that because these are on a "revised" agenda, they will need to be ratified by the Committee at an upcoming meeting.

**2. FY 23 Reserve Fund Transfers**

1) **Police Department Expenses.** Chairman Larry White said the Police Chief is requesting a \$5,500 transfer for the Police expense line. Police Chief Scott Dumas told the Committee that he has overspent this line due to unexpected cost increases throughout the year due to inflation. He said there was also a costly sergeant promotion assessment this year. He said the costs of everything went up this year. He said that he has additional FY 23 invoices to pay. Vice Chairman Sharon Emery made a motion to approve the request, Pamela Bowen, seconded it, all in favor aye (5-0) The Committee members signed the transfer request form.

Peter Censullo arrives at 6:32 p.m.

2) **Snow and Ice.** Chairman Larry White said this item was tabled at the last meeting. He said the request is for \$8,655.82. Dennis Roy said that he spoke to Highway Surveyor Patrick Snow about the balance and that is the amount this line was overspent. He said that this is the only budget line that can be overspent in fiscal year. Dennis Roy made a motion to approve the transfer, Vice Chairman Sharon Emery, seconded, all in favor aye (6-0). The Committee members signed the transfer request form.

**3. FY 23 Budget Transfers - GL c. 44 Section 33B**

**Election Department Expenses to Town Clerk Expenses**

Chairman Larry White said Town Clerk Catie McClenaghan is requesting a \$110 transfer from the Election Expense line to the Town Clerk's line to pay for the office telephone line. He said the Town Clerk Expense line is short by \$50.43. He asked if there were any questions. Hearing none, Chairman Larry White called for a motion. Pamela Bowen made a motion to approve the expense, Vice Chairman Sharon Emery, seconded it, all in favor, aye (6-0). The Committee members signed the transfer form.

### **Firefighter Wages to Fire Department Expenses**

Chairman Larry White said Fire Chief Mark Emery is requesting to transfer \$34,000 from Fire Department Wages to Fire Department Expenses. Dennis Roy said that he met with the Fire Chief yesterday to discuss the transfer. He said that the Chief showed him the improvements has been making to the fire engine. Chairman Larry White called Fire Chief Mark Emery to the podium. Chief Emery said that he needs this transfer to cover increased costs for fuel, heating system repairs, heating costs, equipment repairs, new employee physicals, and computer software increases. Dennis Roy said that he feels that these new heating systems, such as the one in the Fire Station, cannot handle extreme cold temperatures and that a back-up system needs to be considered. Pamela Bowen said you need a back-up system and that she has this type of system. Thomas Corben asked Fire Chief Mark Emery if he had an estimate for the bills that he is expecting to come in. Fire Chief Mark Emery said yes. He said he is negative \$28,000 now in the expense budget, but that he is requesting \$34,000 because there are bills that will be coming soon to be paid. Dennis Roy made a motion to approve the request, Pamela Bowen, seconded it, all in favor, aye (5-0). Vice Chairman Sharon Emery abstained. The Committee members signed the request form.

### **Firefighter Wages to Fire Chief Salary\***

Chairman Larry White said that this transfer request is filed by the Board of Selectmen to transfer \$2,800 from Firefighter Wages to the Fire Chief Salary. Fire Chief Mark Emery said that this amount is to fulfill his employment contract. Dennis Roy asked if there were enough funds in the Wages line for this transfer. Fire Chief Mark Emery said that the amount of \$73,799.78 is an accurate number. Dennis Roy made a motion to approve the transfer, Thomas Corben seconded it, all in favor, aye, (5-0). Vice Chairman Sharon Emery abstained. The Committee members signed the request form.

### **Assessors Expenses to Assessors Professional Services\***

Chairman Larry White said that this transfer request is filed by the Board of Assessors to transfer \$300 from the Assessors Expense to the Assessors Professional Services line to cover a shortfall caused by the added costs of the Assessors map updates. Vice Chairman Sharon Emery made a motion to approve the request, Pamela Bowen, seconded, all in favor, aye (6-0). The Committee members signed the request form.

### **Treasurer/Collector Assistant Tax Collector/Administrative Assistant to Treasurer/Collector Expense\***

Chairman Larry White said that this transfer request is filed by the Treasurer/Collector to transfer \$5,000 from the Administrative Assistant Wages line to the Treasurer's Expense line. Dennis Roy said that he would like to comment that this has been addressed in the FY 24, as state on the transfer form. Chairman White said that it has, and called for a motion. Thomas Corben made a motion to approve the request, Dennis Roy seconded it, all in favor, aye (6-0). The Committee members signed the request form.

#### **4. Re-organization**

- Chairman
- Vice Chairman
- Clerk

Vice Chairman Sharon Emery made a motion to table the re-organization, Thomas Corben, seconded, it, all in favor, aye (6-0)

#### **5. Personnel Advisory Committee Representative**

Chairman Larry White said that the Personnel Advisory Committee representative is the Chairman of the Finance Committee. He said the re-organization has been tabled, so he is asking for a motion to table this agenda item as well. Dennis Roy made a motion to table the agenda item, Vice Chairman Sharon Emery seconded it, all in favor, aye (6-0)

#### **6. Minutes**

Chairman Larry White said there are no minutes to be approved for tonight's meeting.

#### **7. Discuss upcoming meetings**

Vice Chairman Sharon Emery suggested that we schedule a meeting as needed. Chairman Larry White asked if everyone agrees. There was no disagreement with that suggestion.

### **ADJOURN**

Chairman Larry White called for a motion to adjourn. Pamela Bowen made a motion to adjourn, Thomas Corben, seconded, all in favor aye (6-0).

The Finance Committee meeting adjourned at 6:56 p.m.

Respectfully Submitted:  
Deborah Eagan  
Town Administrator

**ATTACHMENTS:**

1. Revised July 11, 2023 Agenda
2. Reserve Fund Charges spreadsheet – July 11, 2023 Meeting
3. FY 2023 Ledger History – Reserve Fund
4. FY 23 Reserve Fund Transfer Request – Police Expenses
5. FY 23 Reserve Fund Transfer Request – Snow and Ice Budget
6. FY 23 GL c.44 §33B(b) – Election Expenses to Town Clerk Expenses
7. FY 23 GL c.44 §33B(b) – Firefighter Wages to Fire Expenses
8. FY 23 GL c.44 §33B(b) – Firefighter Wages to Fire Chief Salary
9. FY 23 GL c.44 §33B(b) – Assessors Expenses to Assessors Professional Services
10. FY 23 GL c.44 §33B(b) – Treas/Coll Admin Wages to Treas/Coll Expenses