

Rowe Finance Committee  
Meeting as Part of the Budget Advisory Group  
October 29, 2018  
6:30 P.M. at Rowe Town Hall – Meeting Room 1

**Present:** Chair Wayne Zavotka, Vice-Chair Loretta Dionne, Christopher “Selmi” Hyytinen (Entered at 7:10), Paul McLatchy III, Laurie Pike

**Other**

**Attendees:** None

**Call to Order:** Chair Zavotka called the meeting to order at 6:40 P.M., with a quorum of the committee present.

**Minutes:** The minutes of October 10<sup>th</sup> were presented. A brief discussion occurred over the wording regarding use of school choice funds. After a quick call to the School Committee Chair seeking clarification, it was agreed to leave the wording alone. A line about over-budgeting was removed as it was felt to be opinion, not fact. With this one change, the minutes were approved as amended. Mr. McLatchy will update the document and bring a copy to be signed at the next meeting.

**Reserve Fund Transfers:** The following transfers were acted on:

**FY19-RFT-01:** A request for \$6,300 from the Board of Health, submitted by Board of Health Chair Margaret Rice, to account 01-5-512-400 (Board of Health Operations). The current balance is \$51,607.02. The money is requested for the design portion of a project to repair water drainage around the dumpsters at the transfer station. In the winter, water can pool and freeze, requiring the ice to be chopped before dumpsters can be removed. A motion was made and seconded to approve the transfer, and the vote was 4-0-0 in favor.

**FY19-RFT-02:** A request for \$2,500 from Executive Secretary Janice Boudreau for the Gracy House Operations account (01-5-634-400). The building had a smoke detector battery fail, and a main fire alarm board had to be replaced, to the tune of \$1,622.76. This has left a balance of \$204.44 in the account to last the rest of the fiscal year. A motion was made and seconded to approve the transfer, and the vote was 4-0-0 in favor.

**Finance Committee Bylaw:** Chair Zavotka read out Article III, §11 of the town’s bylaws. He wants to read this out loud from time to time to serve as a reminder of the committee’s charge.

**All Boards Meeting:** The All Boards meeting will take place on November 5<sup>th</sup>. Chair Zavotka spoke with Selectboard Chair Jennifer Morse about what the Finance Committee should present. She suggested a timeline for the budget, and information on the Capital Improvement Plan (CIP). Chair Zavotka will cover the CIP, and Mr. McLatchy will address the schedule. A motion was made by Chair Zavotka and seconded by Mr. Hyytinen to change the budget due date to December 5<sup>th</sup>- one month after the All Boards meeting. The vote was 5-0-0. Mr. McLatchy will retype and submit it to Janice Boudreau.

**Entrance:** Mr. Hyytinen entered the meeting at 7:10.

**Liaisons:** The committee divvied up liaison assignments to the various departments with budgets. No vote was taken, but it was discussed about whether members serving in other positions might be appropriate to serve as a liaison to that department. In the end, the committee chose not to have people serving in other positions also serve as liaisons. The following assignments were made:

- General Government.....Chair Zavotka
- Park Department .....Vice-Chair Dionne
- Highway Department.....Mr. McLatchy
- Library.....Ms. Pike
- School .....Mr. Hyytinen
- Board of Assessors.....Ms. Pike
- Planning Board.....Chair Zavotka
- Public Safety .....Vice-Chair Dionne
- Council on Aging.....Mr. McLatchy
- Board of Health.....Ms. Pike
- Conservation Commission.....Mr. Hyytinen
- Cemetery Commission.....Mr. Hyytinen

**Workshop:** There will be a finance workshop at the Olver Transit Center in Greenfield on November 8<sup>th</sup>. Most members will try to attend.

**Capital Improvement Maintenance:** The letter drafted by Mr. McLatchy at the last meeting (attached) was reviewed again. Chair Zavotka asked whether it might be more effective to have small meetings with the various department heads to talk about possible strategies and go over their current maintenance plans/practices. This idea was well-received. He will take the draft letter to the Selectmen and try to set up meetings.

**CIP Committee Bylaw:** It has been recommended by Joe Markarian from FRCOG that the town should have a bylaw for a CIP Committee. Chair Zavotka provided a sample bylaw (attached) provided by the Division of Local Services at the Department of Revenue. This bylaw had a great level of detail. Mr. McLatchy submitted a simpler, shorter draft as well. The committee decided to proceed with using Mr. McLatchy’s version as a basis for a bylaw, and then use the DLS’s version as a guide for policy. Any bylaw that is proposed will make reference to MGL c.41, §106B.

After discussion, the members agreed that the Finance Committee was probably the best body to serve as this committee, as they are involved with the finances of the town but will have no projects on a plan as they don’t oversee any departments.

A conversation was had about whether it might be best to have the work added to the Finance Committee, or whether it should be its own committee (albeit with the same membership). If it was added, no large changes would need to be made. If it was its own committee, it would operate similar to the Board of Selectmen/Municipal Light Plant

Board, where the composition of the committees are the same, but would have different chairs/secretaries, and have separate missions.

Mr. Hyytinen suggested looking into developing a timeline for capital requests that would be based on the value of the project. For example, an item between \$5,000 and \$9,999 could be requested only 1-2 years out, whereas an item between \$10,000-\$25,000 would need to be asked at least 3-5 years in advance. Members liked this idea and will likely explore it once a committee is formed.

A motion was made by Chair Zavotka and seconded by Mr. Hyytinen to elect Mr. McLatchy as chair of a new CIP committee. The vote was 4-0-1 in favor, with Mr. McLatchy abstaining.

**County Road:** Under new business, Mr. McLatchy asked the members to consider making a recommendation to the town on County Road, or whether a recommendation should even be made. Mr. Hyytinen felt that the town should examine the properties it already owns before purchasing more. He will try and bring a map and list of properties the town owns to a future meeting.

**Next Meeting:** The Finance Committee will meet as part of the All Boards meeting on November 5<sup>th</sup>, will attend the training on November 8<sup>th</sup> at the transit center, and will meet with the Board of Selectmen and town attorney on November 14<sup>th</sup> to discuss insurance. As Ms. Pike is on town insurance and Mr. McLatchy has two relatives on town insurance, they will purposely not attend the meeting on November 14<sup>th</sup>.

**Adjourn:** A motion was made by Mr. McLatchy and seconded by Mr. Hyytinen to adjourn the meeting at 8:45 P.M. The vote was 5-0-0 in favor.

*Respectfully Submitted,  
Paul McLatchy III, Secretary*

Approved: December 17, 2018

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*Christopher "Selmi" Hyytinen, Member*

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*Wayne Zavotka, Chairman*

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*Laurie Pike, Member*

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*Loretta Dionne, Vice-Chair*

**Attachments:**

- Agenda
- FY19-RFT-01
- FY19-RFT-02
- Budget Calendar
- DOR/DLS Sample Bylaw
- Draft CIP Bylaw
- Draft Capital Projects Letter

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*Paul McLatchy III, Secretary*