Town of Rowe
Finance Committee
Minutes
Friday, June 14, 2013
10:00 am
Rowe Town Hall

Call to Order: The meeting was called to order by FC chair Dennis May at 10:00 am.

Present: Dennis May, Maggie Parent, Wayne Zavotka, constituting a quorum.

Audience: none at beginning. BOS chair, Marilyn Wilson, arrived later as a resource to clarify the budget report.

Minutes from last meeting: minutes were unavailable. Dennis will acquire them for approval at the next meeting.

Discussion:

1. Dennis announced the purpose of our meeting would be to act on five requests for line item transfers. He presented a copy of Massachusetts Legislature General Laws, Part I, Title VII, Chapter 34, Section 33B regarding the "Transfer of Appropriations, Restrictions" to each person on the committee, reviewing the legal timeline for appropriations.
2. He also noted that the budget report in his possession seemed to have errors. However, it was clear that monies were available for each transfer requested.

Request for Transfer MRT FY13-03

Previously approved by the BOS, Dennis moved approval for a transfer request
from Account #192 5400 (Municipal Center Operations)
to Account #192 5410 (Town Hall Fuel Oil), $415.59.
Maggie seconded.
Unanimous approval.

Request for Transfer MRT FY13-01

Previously approved by the BOS, Wayne moved approval for a transfer request
From Account # 422 5110 (Heavy Equip Ope)
To Account # 422 5120 (Summer Youth Employment), $6500
Dennis seconded
Discussion: DPW needed to employ grasshoppers earlier than originally planned
Unanimous approval

Request for Transfer MRT FY13-02

Previously approved by the BOS, Dennis moved approval for a transfer request
From Account #422 5400 (DPW Operations & Maintenance

To Account #422 5420 (DPW Electricity), $500
Maggie seconded
Unanimous approval

Request for Transfer MRT FY13-04

Previously approved by the BOS, Dennis moved approval for a transfer request
From Account #422 5400 (DPW Operations & Maintenance)
To Account #422-5829 (Mack Dump Truck and Sander), $50.
Maggie seconded
Unanimous approval

Request for Transfer #RFT FY13-05

Dennis moved approval for a transfer request
From Account #132 5400 (Reserve Fund)
To Account #123-5110 (Administrative Asst), $2000
Maggie seconded
Discussion: Dennis explained that this was for extra hours worked by the Administrative Assistant, Sandy Daviau, as a consequence of the town's transition in accounting from in-house work to contracted work through FRCOG. This was the second request for a similar transfer because of extra work that could not be foreseen in the transition.
Unanimous approval.

Discussion:

1. Marilyn Wilson, BOS chair visited at the request of Dennis May to explain discrepancies in the budget report dated 6/11/2013. Marilyn reported that this was a preliminary report. She presented the corrected version received from accountant Jackie Cashin this morning. The revised budget had the discrepancies corrected.
2. At the request of new board member Wayne Zavotka, Marilyn answered various general budget questions in the spirit of orientation.
3. Maggie Parent noted that the FC must review the capital stabilization fund in the near future.

Adjournment: Seeing no further business, Dennis moved to adjourn at 11:24 am. Wayne seconded. The motion was received unanimously.

Approved Dennis May