Rowe Finance Committee
November 15, 2017
6:00 P.M.
Rowe Town Hall

Finance Committee: Chair Wayne Zavotka, Loretta Dionne, Paul McLatchy III
Audience of Citizens: Selectman Jennifer Morse

Call to Order: The meeting was called to order by Chair Zavotka at 6:16 P.M., a quorum of the committee present.

Budget Submissions: Chair Zavotka has received budget submissions from the Board of Health, the Tax Collector, the Council on Aging, and the Library. He read out an email he received from school superintendent John Lev, in which Superintendent Lev asked for guidance on the budget as it is still "early". Selectman Morse and Chair Zavotka reported that some committees and departments are a bit concerned about submitting budgets as they may be held to them and might not be able to produce the most accurate submission at this time. All three members of the Finance Committee agreed that these submissions are preliminary, and that they will have flexibility. Departments are simply being asked to used their "best educated estimate" when sending in a budget.

Other Members: Chair Zavotka said that he has a possible candidate, and that that individual is speaking with his/her significant other on the subject. The individual has asked to remain anonymous at this point, but Chair Zavotka did note that the individual has been brought up in prior conversations when discussing possible candidates. Mr. McLatchy spoke with Abi Phelps, who will be moving out of town in the near future, and is thus ineligible.

Agenda: The agenda was reviewed and approved with no changes.

Minutes: The minutes of November 1st were approved and signed. The minutes from September 20th were signed.

Eligibility: Mr. McLatchy presented research he had prepared for a town meeting in 2014 when a bylaw proposal went before voters asking them to broaden the eligibility for finance committee membership. He made it very clear that the information had not been updated in the last three years, and may potentially be out-of-date if some towns changed their bylaws. After reviewing his spreadsheet (attached), Ms. Dionne commented that she doesn't see much of an issue with elected officials also serving on the Finance Committee. Chair Zavotka noted that Huntington had a rather open policy- only Selectboard and School Committee members could not serve. Mr. McLatchy has been an open advocate for expanding membership eligibility, but did not want to move forward with proposing a change without the support of the Finance Committee. Chair Zavotka asked Mr. McLatchy to come back to the next meeting with a motion to recommend changes to the Bylaw Review Committee.

Budgets: The committee began reviewing the budgets that have been submitted. Some comments were made, but no substantial discussion took place, as these are all still preliminary and may require more information.

Next Meeting: The Finance Committee will meet on November 29th at 6:30 P.M. Meetings will take place at 6:30 rather than 6:00.

Adjourn: A motion was made by Ms. Dionne and seconded by Mr. McLatchy to adjourn. The vote was unanimous in favor, and the meeting was closed at 7:20 P.M.

Respectfully Submitted,
Paul McLatchy III, Secretary

Approved on: 11/29/2017

Wayne Zavotka

Wayne Zavotka, Chairman

Paul McLatchy

Paul McLatchy III, Secretary

Loretta Dionne

Loretta Dionne, Member

Attachments:

1. Agenda
2. Current Finance Committee Bylaw (Article III, Section 11)
3. Other Town Finance Committee Spreadsheet

Rowe Finance Committee
Agenda for November 15, 2017; 6:00 pm
Rowe Town Hall

1. Call to Order
2. Additions/Corrections to Agenda
3. Secretary's Minutes
4. Old Business
5. Discussion and any necessary action regarding additional finance committee members
6. Discussioin of Eligibility Requirements
7. Review of Budget submissions and any process corrections
8. New Business
9. Audience of Citizens
10. Call for Adjournment

*The listing of matters are those reasonably anticipated by the Chair which **may** be discussed at the meeting. Not all items listed **may** in fact be discussed, and other items not listed **may** also be brought up for discussion to the extent permitted by law.*

Section 11: In accordance with Section 16 of Chapter 39 of the General Laws there shall be a Finance Committee consisting of five members which shall consider all municipal questions relating to appropriations and may consider any municipal question for the purpose of making reports and recommendations to the Town. This committee shall submit its recommendations and report to each town meeting, annual or special. Two members of said committee shall be elected on each of two consecutive years and one on the third year by ballot at each annual town election. No person holding any other elective town office and no employee of the Town earning more than $2,500 per year shall be eligible to serve on said committee. The Finance Committee shall have the powers and duties delegated to it by said Section 16 and other applicable laws including the duty of submitting a budget for the Omnibus article at the annual Town Meeting and such recommendations shall be printed on the annual Town Meeting warrant. [Underlined text adopted 5-10-2010 ATM; approved by AGO 10-18-2010.]

Towns with less than 2,500 people in the counties of Berkshire, Franklin, and Hampshire are listed, except for those whose bylaws were not attainable. Missing towns are on the back.

NOTE: A "No" in the restriction sections means that there are no restrictions on Finance Committee members holding other positions in that category
NOTE: In all cases, "appointed" refers to appointment by the town's moderator
NOTE: Population numbers are from Wikipedia based on the 2010 Census

Prepared by Paul McLatchy III for the May 12, 2014 Special Town Meeting

					Any restrictions on serving in another role that is...			
Town	County	Population	Number of Members	Elected or Appointed	Appointed	Elected	Employee	Notes
Rowe	Franklin	393	5	Elected	No	Yes	Some	Only employees making $2,500 or less per year can serve.
Ashfield	Franklin	1,737	5	Elected	Some	Yes	Yes	Cannot serve if the appointed position is compensated
Becket	Berkshire	1,779	5	Elected	No	No	No	
Buckland	Franklin	1,902	6	Elected	Yes	Yes	Yes	Cannot serve in any other position.
Charlemont	Franklin	1,266	3	Appointed	No	Yes	No	
Colrain	Franklin	1,671	7	Appointed	Yes	Yes	Yes	Cannot serve in any other position.
Conway	Franklin	1,897	6	Appointed	Some	Yes	Some	Cannot serve as an elected official, be in an appointed position that has control over a budget, or be more than a half-time employee.
Cummington	Hampshire	978	9	Both	No	No	No	6 Elected members are joined by the moderator, treasurer- an ex-officio member.
Egremont	Berkshire	1,225	6	Appointed	Yes	Yes	Yes	Cannot serve in any other position.
Gill	Franklin	1,500	7	Appointed	No	No	No	
Hawley	Franklin	337	5	Appointed	No	No	No	FinCom member currently serves as Moderator and on three other committees.
Heath	Franklin	706	5	Elected	No	Some	No	Only Selectmen cannot serve- all other elected positions okay.
Huntington	Hampshire	2,174	7	Appointed	No	Some	No	Cannot serve on the Board of Selectmen or School Committee, all other elected offices are permitted
Leverett	Franklin	1,876	5	Elected	Some	Some	Yes	Cannot serve on another board except for "the Personnel Board, the Capital Planning Committee, the Financial Advisory Committee and any other unpaid, temporary, ad hoc committee that has no budget"
Middlefield	Hampshire	542	5	Elected	No	No	No	
Monterey	Berkshire	961	3	Elected	No	No	No	
Mount Washington	Berkshire	167	5	Appointed	No	No	No	
New Marlborough	Berkshire	1,509	7	Elected*	No	No	No	The appointed treasurer serves as the seventh member
Pelham	Hampshire	1,321	5	Appointed	No	No	No	
Richmond	Berkshire	1,475	5	Elected	No	No	No	
Sandisfield	Berkshire	915	5	Appointed	No	No	No	One can even be a non-voter/non-resident
Shelburne	Franklin	1,893	5	Appointed	No	No	No	

Shutesbury	Franklin	1,800	7	Appointed	Some	Some	Some	Finance Committee members cannot serve on the Board of Selectmen, School Committee, or as Fire Chief, Police Chief, Superintendent of Schools, Moderator, or Superintendent of Streets. All other boards/positions are allowed.
Stockbridge	Berkshire	1,947	7*	Appointed	No	No	No	Two alternates are also appointed.
Warwick	Franklin	780	5	Appointed	No	No	No	
Westhampton	Hampshire	1,607	10	Elected	No	No	No	
Williamsburg	Hampshire	2,482	9	Elected	No	No	No	
Worthington	Hampshire	1,270	5	Elected	No	No	No	

Restrictions?	**Appointed**	**Elected**	**Employee**
Yes	3	7	5
No	21	17	20
Some	4	4	3

Towns with no restrictions <u>at all</u>- 17
Towns with restrictions on <u>all</u> other offices- 3

Missing Towns:

Alford	Document is available on the website, but cannot be opened when downloaded (possibly corrupted)
Bernardston	Sent e-mail to clerk. He said he would have the bylaw to me in a week, not yet received.
Chesterfield	No bylaws on website, no e-mail info for Town Clerk
Clarksburg	Unable to find website
Erving	Bylaws not on website, contacted Town Clerk, no response.
Florida	Unable to find website
Goshen	Sent e-mail to town, no response.
Hancock	Unable to find website
Hinsdale	Website is down due to lack of a webmaster.
Leyden	Website says that there are five members appointed by the Moderator, but nothing else (other offices listed have little to no detail, either). An e-mail to the Selectmen came back with a reply
Monroe	Made two requests to clerk- one verbal and one written, have not yet received a copy of the bylaw.
New Ashford	Unable to find website
New Salem	Sent e-mail to clerk, no response.
Otis	Bylaws on town website seem extraordinarily incomplete (makes no mention of any town boards, and only a few references to town business)
Plainfield	Unable to find website
Savoy	Unable to find website
Tyringham	There is no mention of a Finance Committee in the bylaws (nor many other officers, for that matter)
Washington	Bylaws on website are zoning only, town clerk never responded to request.
Wendell	Town Clerk did not have digital version and doesn't "really have time for random requests". She sent my request on to FinCom members, but no one contacted me.
West Stockbridge	Sent e-mail to clerk, no response.
Whately	Sent e-mail to clerk, no response.
Windsor	Unable to find website

Out of the 22 towns listed, 8 did not have a website, and 9 have not yet responded.