Rowe Finance Committee
July 23, 2019
5:30 P.M. at Rowe Town Hall – Meeting Room 1

Present: Chair Wayne Zavotka, Vice-Chair Loretta Dionne, Christopher "Selmi" Hyytinen (arrived 5:40), Paul McLatchy III, Laurie Pike (left 6:00)

Other Attendees: None

Call to Order: Chair Zavotka called the meeting to order at 5:35 P.M., with a quorum of the committee present.

Minutes: The minutes of July 9th were presented. With no changes, a motion was made by Vice-Chair Dionne and seconded by Chair Zavotka to approve them as written. The vote was 4-0-0 in favor.

Arrival: Mr. Hyytinen arrived at 5:40 and signed the minutes.

Capital Improvement Plan (CIP): Mr. McLatchy has been working on updating/recreating the CIP. Unfortunately, the one received from FRCOG was not complete or useful, and therefore, has to be completely redone. Mr. McLatchy plans to speak with the various departments about their capital needs, but before he does this, he would like the committee to finalize a definition of what constitutes a capital improvement. A definition was read from Investopedia, which differs greatly from what the project was initially set up for. Members will think about wording and bring their ideas to the next meeting.

Stipends: Chair Zavotka has taken the lead on stipend research for other boards and committees. He believes that the most important step in determining who should get a stipend and how much of a stipend they should receive is to determine a definition for a stipend. Is it being done to cover expenses, pay the officials for their time, as a thank-you gesture, etc. Chair Zavotka presented a table from earlier this year as a way of determining a stipend for any board/committee by answering a set of questions. Members will review this sheet and come up with some ideas of different questions and answers.

Regional Association: Less than half of the Finance Committees in the county responded to a letter asking them if they would be interested in forming a regional association. Of those responses, most were lukewarm at best. Therefore, due to a lack of interest, it was agreed that this would not be pursued at this time.

Highway Plan: Mr. McLatchy will work on the highway plan with Lance Larned in August or September and hopefully have a draft document before budget season.

Departure: Ms. Pike left the meeting at 6:00.

Timekeeping: Members briefly talked about timekeeping processes, and who oversees this. Currently, employees fill out their own time sheets, which are then signed by a supervisor (in most cases). A question was raised about whether or not a time clock might be appropriate.

Employee Pay: Members discussed concerns about how new employees were being hired on at rates either identical or close to that of employees who had been working for the town for several years. Discussion ensued about seniority versus responsibilities- if two people are doing the same work, but one has been in the position longer, should they be paid the same? Mr. Hyytinen repeated his desire to have job descriptions submitted with annual budget requests, so that the Finance Committee can have something to refer to when reviewing salaries.

Next Meeting: The Committee will meet on Tuesday, August 13th at 5:30 to continue working on the above ongoing projects.

Adjourn: A motion was made and seconded to adjourn the meeting at 6:30 P.M. The vote was 4-0-0 in favor.

Respectfully Submitted,
Paul McLatchy III, Secretary

Approved: 8/26/19

Wayne Zavotka
Wayne Zavotka, Chairman

Loretta Dionne
Loretta Dionne, Vice-Chair

Christopher "Selmi" Hyytinen, Member

Paul McLatchy III, Secretary

Laurie Pike
Laurie Pike, Member

Attachments:

- Agenda
- Investopedia Definition of Capital Improvement
- Draft CIP Plan ("Bare Bones")
- Stipend Chart

Notice of Meeting
Rowe Finance Committee
Tuesday, July 23, 2019
5:30 P.M.
Rowe Town Hall – Meeting Room 1 (if unoccupied)

Agenda:

1. Call to order
2. Minutes
3. Old Business
    a. Capital Improvement Plan
    b. Stipend Review
    c. Regional Association
    d. Highway Plan
4. Other/New Business
5. Audience of Citizens
6. Set next meeting
7. Adjourn

Paul McLatchy III, Secretary

Posted and filed with the town clerk at 7:15 PM on Tuesday, July 9, 2019 by Paul McLatchy III.

A **capital improvement** is the addition of a permanent structural change or the restoration of some aspect of a property that will either enhance the property's overall value, prolongs its useful life, or adapt it to new uses.

Town of Rowe Capital Improvement Plan
Last Updated: 8/1/19

3% Inflation 2019

	Expected Lifespan	Last Purchased/ Replaced	Purchase Price	Estimated Replacement	Estimated Cost	Fiscal Years 2020	2021	2022
Town Hall Building/Common								
Town Hall Roof	50	1985		2035	$50,000			
Town Hall Windows								
Fitness Center Mini-Split								
1st Floor Air Conditioning								
Boiler	25	1985		2020	$20,000	$20,000		
Septic System								
Parking Lot Paving	20							
Gazebo								
Elevator								
Attic Staircase	50	N/A	N/A	2022	$15,000			$15,000
Generator								
Painting	10	2018	$10,000	2028	$13,439			
Town Hall Steps								
Septic System								
Town Hall Equipment								
General Admin. Copier	8							
Main Server								
Security System								
Accounting Software	10							
Fire Station Building								
Roof	50							
Windows								
Boiler								
Overhead Doors								
Water Pump (for trucks)								
Generator								
Parking Lot Paving								
Radio Tower/Siren Equipment								
Painting								
Entryway Concrete Pad								
Septic System								

Fire Station Equipment

Fire Engine 1
Fire Engine 2
Brush Truck
Emergency Response Vehicle
Fire Hose
SCBAs
Turnout Gear

Police Department Equipment

Police Cruiser

DPW & Salt Shed Buildings

Roof
Windows
Overhead Doors
Pellet Boiler
Pellet Hopper
Painting
Fuel Tanks/Pumps
Septic System

DPW Equipment

Large Plow Truck 1
Large Plow Truck 2
Small Plow Truck 1
Small Plow Truck 2
Grader
Frontloader
Tractor

Soule Barn/Garage

Gracy House Building

Gracy House Equipment

Library Building
Mini Split
Boiler
Windows
Roof
Ramp
Painting
Stone Steps
Septic System

Library Equipment

Browning Bench

Park Headquarters Building
Heating System

Park Land & Facilities
Playground Structure
Beach Sand
Pavillion
Fire Pits
Tennis/Sports Court
Basketball Court (1/2 Court)
Composting Toilets & Building

Park Equipment
Kubota
Pontoon Boat

School Building			
Roof			
Windows			
Doors			
Siding			
Generator & Outbuilding			
Storage Tank			
Structure			
Paving			
Mini-Splits			
Propane Boiler			
Ground Solar Array			
Rooftop Solar Array			
Baseball Field			
Playground Foundation			
Kitchen Buffet			
Walk-In Refrigerator/Freezer			
Parking Lot Lights			
Septic System			
School Equipment			
Chairs (for town meeting)			
Transfer Station			
Compactor			
Compactor Building			
Compactor Pad			
Recycling Pad			
Swap Shed			
Recycling Shed			
Paving			
Previous Year's End	$667,329	$844,141	$1,045,873
Annual Appropriation	$196,812	$201,732	$206,776
Total Projects	$20,000	$0	$15,000
Year End	$844,141	$1,045,873	$1,237,649

How to use: establish a base rate by using the first table, then multiply that rate by the factors in subsequent tables

12?

In a typical year, how many times does your committee meet?

1-9	9-12	12-18	18-26	26+
0	250	500	750	1000

15

How many hours a month, on average, does **each** member of your committee do outside of meetings? (ex. If the chair of a 3-member board does 30 hours a month of work and the other two do nothing, each member does 10 hours) Do not include work done by staff employed by the board/committee.

17+

0-3 Hours	3-8 Hours	8-12 Hours	12-16 Hours	17+ Hours
x1.0	x1.05	x1.1	x1.2	x1.3

Does your board oversee staff? If so, how many do they oversee? (Employees working less than 10 hours a week count as .25 employees, 10-20 hours a week as .50, and over 20 as 1.0)

1

No Staff	0-1	1-3	3-5	5+
x1.0	x1.1	x1.15	x1.2	x1.25

Per year, how many regional meetings, events, and trainings would members of your board not only be invited to, but actually attend?

5

Less than 2	2-3	4-5	5-6	6+
x1.0	x1.1	x1.15	x1.2	x1.3

How large of a budget does your board/committee control?

no matter the budget - time may be the same.

$0-$25,000	$25,001-$50,000	$50,001-$100,000	$100,000-$250,000	$250,001+
x1.00	x1.05	x1.10	x1.15	x1.20

1.?

Is your committee/board elected?

1

Yes	No
x1.0	x0.66

Do members of your board/committee have to go through required training to be a member of your board/committee?

4

Yes	No
x1.05	x1.0

	2020				
Selectmen Stipend	5928	/ 3	=	1976	~~1900~~
Assessor's Stipend	5354	/ 3	=	1785	
School Com Stp	4564	/ 3	=	1521	(1,036)
BOH Stp	4938	/ 3	=	1646	