Rowe Finance Committee
March 26, 2020
1:00 P.M. via Remote Participation

Present: Chair Wayne Zavotka, Vice-Chair Loretta Dionne, Christopher "Selmi" Hyytinen, Paul McLatchy III, Laurie Pike (Late Entry at 1:42 due to technical issues)

Audience of Citizens: Executive Secretary Janice Boudreau, Joanne Semanie, Selectboard Chair Charles Sokol (joined at 2:07), Assessors Chair Frederick Williams

Note: Due to the national COVID-19 pandemic, this meeting was held via remote participation as authorized by executive order of the governor. All votes are taken via roll-call vote.

Call to Order: Chair Zavotka called the meeting to order at 1:26 P.M., with a quorum of the committee present. The late start was due to some technical issues.

Budget Process: As of now, the Annual Town Meeting is scheduled for May 11th. This would have to be posted by April 27th, and therefore, would realistically need to be finalized by the 20th for Counsel to review. While there is legislation being considered that would allow for the delay of town meeting, members seemed to be in agreement that the Finance Committee should move forward with the budget process regardless and will aim for a deadline of April 17th. Per Assessor Williams, the town is not close to hitting its levy limit, so at this time revenue projections are not vital to the process.

General Administration Budget: Mr. McLatchy recused himself from discussion as he worked in general administration. Executive Secretary Boudreau walked the committee through the changes in the budget she is proposing. Some of the highlights included:

- Moving money out of the general administration copier to the goal post operations line due to their large amount of use.
- Town officer expenses have increased due to increased training as well as additional meetings that staff members are attending on behalf of the Board of Selectmen.
- As the town approved a bylaw to remove the requirement to mail the town report to everyone in town, the line was reduced for FY2021.
- The IT consultant line has increased considerably. This is due to a shift in software licensing that is going to be subscription-based, rather than a one-time purchase. In addition, there are more machines than in the past, as well as an increase in needed service from the IT consulting company. This will now allow for unlimited support as opposed to the existing monthly five-hour cap.
- The new phone system will increase the overall cost by about $1,000 a year, but this includes the physical equipment (previously purchased separately for around $8,000) and a better system that can be serviced by our IT consultants rather than a third party.
- Goal Post Operations are down due to a shift towards in-house printing and a difference in mailing methods.

Town Administrator: Mr. McLatchy recused himself as he works for general administration. Chair Sokol explained that the Board of Selectmen will be looking to transition to a town administrator position. The Board has said that they are not interested in playing an active role in the day-to-day operations of the town, which would be handled by an administrator. A word that the Board has used frequently has been a "quarterback".

The Board is still reviewing a job description and plan to incorporate this person into town hall. The Department of Revenue conducted a financial review of the town last year and did not report in favor of a town administrator position.

Chair Zavotka opined that it's not within the purview of the Finance Committee to figure out staffing requirements, but merely to weigh in on the financial implications it may carry with it. Ms. Pike felt it was premature to figure anything out until this position is fleshed out by the Board. Before this happens, Chair Zavotka said he wished to see a job description for the position.

Next Meeting: The committee will meet on Tuesday March 31st, April 7th, and April 14th at 6:30 to continue the budgeting process. Until further notice, these meetings will be held remotely.

Adjourn: A motion was made by Ms. Pike and seconded by Mr. McLatchy to adjourn the meeting at 2:47 P.M. The vote was 5-0-0 in favor:

Wayne Zavotka	Aye
Loretta Dionne	Aye
Christopher Hyytinen	Aye
Laurie Pike	Aye
Paul McLatchy III	Aye

Respectfully Submitted,
Paul McLatchy III, Secretary

Approved: March 31, 2020

Paul McLatchy III, Secretary

Unable to be signed by entire committee due to COVID-19 pandemic.

Attachments:

- General Administration Budget (Account #01-5-123-400)

Account #	Sub	Description	VOTED FY2018	VOTED FY2019	VOTED FY2020	REQUESTED FY2021
01-5-123-400						
	52	**General Admin**	**$ 20,000**	**$ 17,000**	**$ 15,000**	**$ 14,000**
see note		*Copy Machine Maint & Supplies*	$ 2,592	$ 3,469	$ 3,724	$ 2,224
		Office Supplies	$ 1,485	$ 1,174	$ 1,500	$ 1,500
		Phone	$ 5,412	$ 5,023	$ 4,612	$ -
		Postage	$ 715	$ 212	$ 245	$ 250
		Postage Box Rental	$ 92	$ 92	$ 92	$ 92
		Mass Municipal Association dues	$ 1,157	$ 1,186	$ 1,186	$ 1,186
		Misc. Unanticipated expenses	$ 1,947	$ 2,074	$ 2,827	$ 2,903
		Employment Ads		$ 407	$ 814	$ 400
		Selectman Assn. Dinners	$ 105	$ -	$ -	
		Actual Spent	$ 13,505	$ 13,637		
	53	**Town Officer Expense**	$ 1,000	$ 1,000	$ 1,000	**$ 3,500**
		mileage/etc.- Conferences for Boards	$ 1,542	$ 969	$ 1,000	
		Actual Spent	$ 1,542	$ 969	$ 952	
	54	**Print Town Reports**	$ 3,000	$ 3,000	$ 3,000	**$ 1,000**
		Printing	$ 2,406	$ 1,530		$ 500
		Mileage	$ 23	$ 36		$ -
		Postage	$ 571	$ 712		$ 500
		Actual Spent	$ 3,000	$ 2,278		
	55	**IT Consultant**	$ 8,000	$ 8,000	$ 8,000	**$ 18,792**
		Monthly charge+ work over 5 hrs.	$ 7,658	$ 8,182	$ 13,603	$ 18,792
		Actual Spent	$ 7,658	$ 8,182	$ (5,603)	
	56	**IT Hardware/Software**	$ 8,000	$ 8,000	$ 8,000	**$ 6,000**
		replace/add computers/misc.	$ 4,911	$ 4,270	$ 2,500	
		Actual Spent	$ 4,911	$ 4,270	$ 3,321	
	57	**Town Wide Notification System**	$ 1,000	$ 1,000	$ 1,000	**$ 1,000**
		Actual Spent	$ 900	$ 900	$ 900	

Account #	Sub	Description	FY2018	FY2019	FY2020	FY2021
01-5-123-400						
	58	**Operations & Maintenance**	**$ 14,000**	**$ 15,000**	**$ 14,000**	**$ 20,052**
		Annual Web Hosting	$ 1,600	$ 1,600	$ 480	$ 480
		Annual Domain Name	$ 228	$ 400	$ 400	$ 400
		email Hosting	$ 140	$ 140	$ 140	$ -
		WiredWest Broadband - FD,TH, DPW	$ 1,345	$ 1,319	$ 1,300	$ 1,080
		Inspections Boiler	$ 150	$ 150	$ 150	$ 150
		Maintenance - Boiler - Annual	$ 220	$ 174		$ 225
		Maintenance - Fire Extinguishers Annual	$ 335	$ 200	$ 135	$ 275
		Maintenance - Smoke Detectors Annual	$ 200	$ 275	$ 208	$ 208
See note ***		Maintenance - Generator Annual	$ -	$ 474	***	***
		Generator Propane Tank Rental Annual	$ 180	$ 180	$ 180	$ 180
		Repairs - Electricity	$ 204	$ 454		$ 500
		Repairs/Replacement - Town Hall misc	$ 3,594	$ 5,953		$ 5,000
		Repairs/Heating-Cooling	$ 1,739	$ 976		$ 1,700
see note ****		Maint Contract Phones & Repair****	$ 1,133	$ 1,041	$ 1,320	$ 8,784
		Rug Cleaning	$ 635	$ -	$ -	$ 700
		Water - for all town water coolers	$ 271	$ 204	$ 300	$ 300
		DEP - Water Inspection	$ 70	$ 70	$ 70	$ 70
		Custodian Supplies	$ 1,750	$ 1,407	*	*
		Custodian mileage		$ 246	*	*
		Actual Spent	$ 13,794	$ 14,788		
	59	**Town Hall Fuel**	**$ 4,500**	**$ 4,500**	**$ 4,500**	**$ 4,300**
		Heating oil	$ 4,412	$ 3,182		$ 4,300
		propane for generator tanks	N/A	$ 180	$ 479	$ 500
		Actual Spent	$ 4,412	$ 3,362		$ 4,800
	60	**Town Hall Electricity**	$ 6,000	$ 6,000	$ 5,100	**$ 4,200**
			$ 5,103	$ 5,327	**	
		Actual Spent	$ 5,103	$ 5,327	$ 2,700	**$ -**
	61	**TH Elevator Maintenance**	$ 1,600	$ 2,000	$ 3,000	**$ 3,500**
		Bi- Monthly Required Inspections		$ 624	$ 624	$ 624
		Repairs		$ 2,154		$ 2,476
		State Yearly Inspection		$ 400	$ 400	$ 400
		Actual Spent	$ 1,884	$ 3,178	$ 2,154	

Account #	Sub	Description	VOTED FY2018	VOTED FY2019	VOTED FY2020	REQUESTED FY2021
01-5-123-400						
	62	**Bonding and Insurance**	$ 49,100	$ 52,000	$ 54,209	**$ 60,152**
		Property, Casualty, & Professional	$ 28,052	$ 30,512	$ 29,959	
		Chubb- Special Risk Accident	$ 8,290	$ 8,054	$ 10,085	
		Workers Comp	$ 14,518	$ 15,391	$ 19,755	
		Bonding for Employees	$ 1,109	$ 608	$ 665	
		early pay discount 3% & refunds	$ (1,668)	$ (2,125)	$ (1,491)	
		Actual Spent	$ 50,301	$ 52,440	$ 58,973	**$ 60,152**

* Custodian Now has their own line

** Solar Credits allocated to TH From National Grid for Supply in FY20 to use up excess from DPW

*** Generator Maintenance now has its own line along

**** Phone Service was in sub acct 52 and Phone Main. In sub acct 58 - now all in sub acct 58

Reduced and added printing to Goal Post Ops.

IT EXPLANATION:

includes Office 365 + 3rd Party Spam & email archiving to meet legal requirements
Currently town is not using a business style email & archiving
Office 365 replaces need for software updates - spreads out cost yearly rather than every few years
Includes cloud backup to our system within 3 hours retrieval
Includes anti virus
Next big cost until 2025- (5 year) need server updates
No major issues this coming year
All server operating software up to date