Rowe Finance Committee
January 21, 2021
6:00 P.M. via Remote Participation

Present:	Chair Wayne Zavotka, Vice-Chair Loretta Dionne, Christopher "Selmi" Hyytinen, Paul McLatchy III, Laurie Pike	
Other Attendees:	Janice Boudreau	Executive Secretary
	Molly Lane	Librarian (Left at 6:58)
	Lance Larned	DPW Superintendent (Left at 6:33)
	Joanne Semanie	Board of Selectmen Vice-Chair
	Charles Sokol	Board of Selectmen Chair
Audience of Citizens:	None	

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 Finance Committee meeting to order at 6:00 P.M., a quorum of the committee present.

DPW Budget: Superintendent Larned joined the meeting to present his budget. The salary/wages lines are up by 2.5%, per the COLA recommended by the Board of Selectmen. The road maintenance line is also up as costs continue to rise.

Members discussed whether the grasshopper program should be reinstated or continue with the generic "roadside mowing" line. Due to the pandemic, the grasshopper program couldn't be done last year. A suggestion was made that it could be left in place and then amended at town meeting since an answer may not be known until later. Transportation will be an issue as workers will have to be in close proximity inside a vehicle. Chair Sokol suggested assuming no program will be held this year, and it was offered to move this temporarily to the park wages so that summer youth could still be hired. Ms. Pike, also a park commissioner, said that the park would be interested in hiring more people in FY22 if funds were provided, but they are still working on the details. The Park would like to sit down at some point to try and bring the wages of the two programs into alignment.

Though not fully settled, there seemed to be a level of agreement that the grasshopper program would be delayed again. Though Superintendent Larned said that some people would complain, everyone was in agreement that it wasn't worth endangering youth to appease a few people, and that Superintendent Larned would be supported by both the Finance Committee and Board of Selectmen. The Park will explore what levels of staffing would be appropriate and manageable for the summer and come back with an estimate for cost. Superintendent Larned will refine his estimates for roadside mowing costs.

Mr. McLatchy stressed the need for the town to develop a road funding plan as costs are much higher than annual appropriations or state aid. Superintendent Larned was thanked for attending and for his hard work during the winter months. He left the meeting at 6:33.

Council on Aging: Council on Aging co-chair Sandy Daviau informed Executive Secretary Boudreau that she would not be presenting and was requesting a level-funded budget. Her hope is that if Covid restrictions are lifted/lessened, more events could be had in FY22 to make up for the lack of events in FY21. No members objected to this line of thinking.

Police: As the next appointment was not for a few moments, Mr. Hyytinen, also a police officer with the town, wanted to inform the members about the police reform bill that had recently been signed. Though the details are still being worked out, there may be a need for 300 hours of training for each officer, costing a great deal of money. It is unknown whether it will be a one-time requirement or an annual requirement. Town Counsel will be consulted to see if there is any prepared guidance on this.

Shoveling: While waiting for the next appointment, Mr. Hyytinen also inquired about the status of the shoveling program discussed last year. Executive Secretary Boudreau stated that there had been multiple people involved, but none had taken the lead and administrative staff had not been directed to take this project over from those people. The Council on Aging had agreed to pay for senior shoveling but had no interest in managing the program itself. The previous nurse was also involved but has now retired. A point person will be needed to move this project forward.

Library Budget: Library Director Molly Lane joined the meeting at 6:58. The library's budget is an unusual budget in that it must be funded by an increase of 2.5% over the average of the previous 3 years in order to maintain state accreditation. The FY22 budget proposal has an extra $200 in heat due to uncertainties, but it was pointed out that even with this extra, the library had still cut its heating/electric budgets by 20% over the last few years. No special projects are being planned at this time. Outdoor programs are being considered for the summer if it can be done safely, but with Covid there are a lot of unknowns. Ms. Lane was thanked for attending the meeting and left at 7:06.

Town Hall Windows: Mr. McLatchy recused himself as he works for the administration and remained only to take minutes. Executive Secretary Boudreau spoke with Pella, who manufactured the windows in town hall, and they are willing to come out and analyze the windows for security purposes. A number of them don't fully lock, and they are the original windows from the 1985 expansion. Based on her budget, she feels she might be able to do the preliminary analysis out of her existing maintenance budget rather than requesting additional funding. The Board of Selectmen gave her authorization to do so.

Minutes: The minutes of December 8th and January 12th were presented. Without any changes or corrections, the minutes were approved as presented.

Mohawk Meeting: Mr. McLatchy reported that he had attended the joint meeting of Finance Committees in the Mohawk District. Though it was made up of towns in the school district, it was not a meeting solely to discuss school matters, but to discuss topics that affect all towns. He

reported that it was a positive meeting and there were plans for additional meetings. The next meeting or two will involve inviting the superintendents of the Mohawk and Franklin Tech school districts to speak.

Next Meeting: The two committees will meet jointly on Monday, January 25th to review a proposal by the Board of Selectmen to split the benefits line into departments' budgets. They will also meet jointly on Thursday, January 28th at 6:00 PM to continue the budget hearings. Hearings will be held each Thursday after that through February.

Adjourn: A motion was made by Ms. Pike and seconded by Mr. Hyytinen to adjourn the meeting at 7:18 P.M. The roll-call vote was unanimous in favor:

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

Respectfully Submitted,
Paul McLatchy III, Secretary

Approved: February 9, 2021

Paul McLatchy III, Secretary

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

Attachments:

- Agenda
- DPW Budget
- Council on Aging Budget
- Library Budget

Rowe Finance Committee
Proposed Agenda
January ,21,28 2021
Virtual Meeting @ 6:00pm
Jointly held with Board of Selectmen

REMOTE PARTICIPATION INFORMATION:

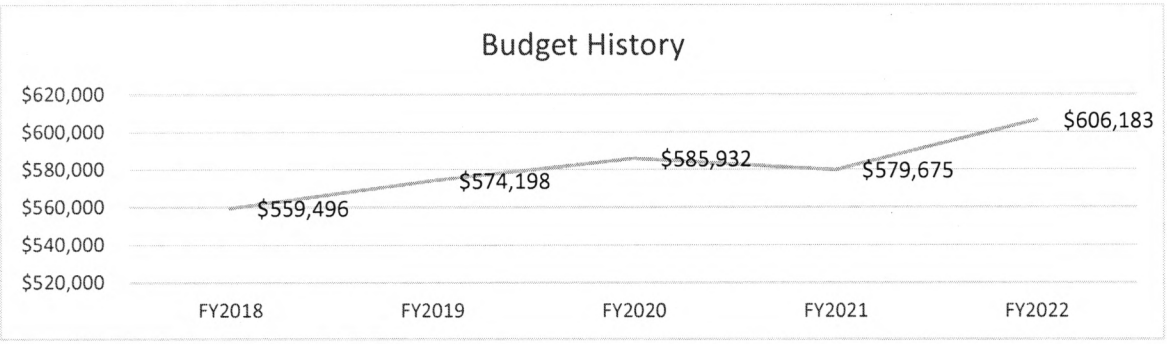
Meeting Host: zoom.us
Meeting ID: 288-065-7034
URL: https://zoom.us/j/2880657034
Telephone: 312-626-6799

1. Call to Order
2. Announcement of visitors online
3. Agenda Approval
4. Secretary's Report
5. Audience of Citizens Related to Budget Questions
6. Review of submitted budgets
   a. Jan 21: Highway Dept, Council on Aging, Library
   b. Jan 28: Cemetery Commission, Conservation Commission, Planning Board, Muni Light Plant, Board of Health, Board of Assessors

   (The presence and order of hearings may change according to the needs of the committees/boards)
7. Any unforeseen business from the last 48 hours.
8. Adjournment

Posted – Janice Boudreau – January 14, 2021 at 5:30 p.m.
Filed: Town Clerk – January 14, 2021

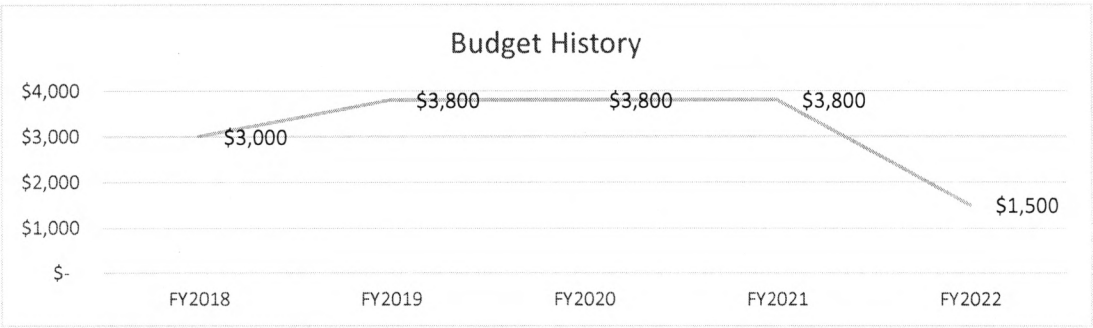
DPW BUDGET



Account #	Description	VOTED FY2018	VOTED FY2019	VOTED FY2020	VOTED FY2021	REQ. FY2022
01-421-5118	DPW Superintendent	$ 73,703	$ 75,177	$ 77,056	$ 78,983	$ 80,958
01-421-5119	DPW Workers	$ 193,072	$ 196,933	$ 201,856	$ 206,902	$ 212,075
01-421-5120	Summer Youth Workers	$ 22,500	$ 28,000	$ 28,000	$ -	$ 28,000
01-422-5701	DPW Operations	$ 30,379	$ 30,986	$ 31,761	$ 31,761	$ 31,761
01-422-5210	Heat	$ 6,500	$ 6,500	$ 6,500	$ 6,500	$ 6,500
01-422-5211	Electricity	$ 230	$ 230	$ 230	$ -	$ -
01-422-5469	Fuel for Vehicles	$ 43,000	$ 43,860	$ 44,957	$ 44,957	$ 44,957
01-422-5470	Road Surface Maint./Reclamation	$ 80,000	$ 81,600	$ 83,640	$ 83,640	$ 90,000
01-422-5421	Annual DPW Projects	$ 40,000	$ 40,800	$ 41,820	$ 41,820	$ 41,820
01-422-5422	Summer Youth Expenses	$ 1,500	$ 1,500	$ 1,500	$ 1,500	$ 1,500
01-422-5841	Roadside Mowing	$ -	$ -	$ -	$ 15,000	$ -
01-423-5530	Winter Roads	$ 68,612	$ 68,612	$ 68,612	$ 68,612	$ 68,612
	Totals:	**$559,496**	**$574,198**	**$585,932**	**$579,675**	**$ 606,183**
	Actual Increase (decrease):		**$ 14,702**	**$ 11,734**	**$ (6,257)**	**$ 26,508**
	Percentage Change:		**2.63%**	**2.04%**	**-1.07%**	**4.57%**

Explanation: Budget was decreased last year due to no summer youth program. Budget represents 3.5% increase over FY20 budget (less than 2.5%/year).

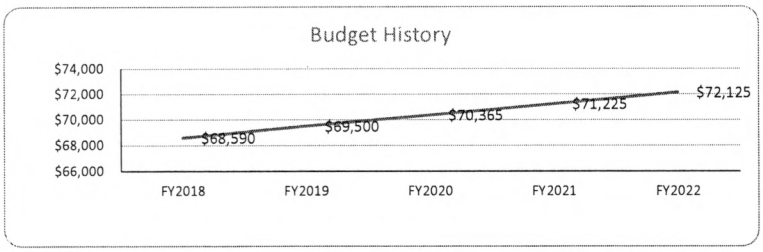
COUNCIL ON AGING BUDGET



Account #	Description	VOTED FY2018	VOTED FY2019	VOTED FY2020	VOTED FY2021	REQ. FY2022
01-541-5400	Council on Aging Expenses	$ 3,000	$ 3,800	$ 3,800	$ 3,800	$ 1,500
	Totals:	$ 3,000	$ 3,800	$ 3,800	$ 3,800	$ 1,500
	Actual Increase (decrease):		$ 800	$ -	$ -	$ (2,300)
	Percentage Change:		26.67%	0.00%	0.00%	-60.53%

Explanation:

LIBRARY BUDGET



Cola=2.5%

Account #	Description	VOTED FY2018	VOTED FY2019	VOTED FY2020	VOTED FY2021	REQ. FY2022
01-610-5146	Library Director Wages	$ 21,384	$ 21,812	$ 23,411	$ 23,997	$ 24,597
01-610-5147	Library Staff Wages	$ 17,671	$ 18,024	$ 18,476	$ 18,905	$ 19,378
01-610-5701	Library Operations/Maintenance	$ 21,430	$ 21,458	$ 21,378	$ 23,535	$ 23,201
01-610-5210	Library Heat	$ 1,550	$ 1,550	$ 1,300	$ 1,000	$ 1,200
01-610-5211	Library Electricity	$ 3,500	$ 3,500	$ 2,800	$ 2,800	$ 2,800
01-610-5730	CWMARS Membership	$ 3,055	$ 3,156	$ 3,000	$ 988	$ 949
	Totals:	**$ 68,590**	**$ 69,500**	**$ 70,365**	**$ 71,225**	**$ 72,125**
	Actual Increase (decrease):		**$ 910**	**$ 865**	**$ 860**	**$ 900**
	Percentage Change:		**1.33%**	**1.24%**	**1.22%**	**1.26%**

* Library Director wage- built in a 7 hour cushion

$ 211,090
70363.33333
72122.41667

Explanation: *Library budget must have a certain increase to stay certified by the state.

FY2022	Fy21				
	Position	**Wage**	**Hrs/Wk**	**# of Wks**	**Total**
	director	23.4900	20.0000	52.0000	24429.6000
	library assistant A	16.0500	10.0000	52.0000	8346.0000
	special coverage	16.0500	34.0000	0.0000	545.7000
	library assistant B	16.0500	8.0000	52.0000	6676.8000
	special coverage	16.0500	34.0000	0.0000	545.7000
	custodian	18.5300	3.0000	52.0000	2890.6800
	custodian snow re	18.5300	20.0000	0.0000	370.6000
	TOTAL				**43805.0800**