Rowe Finance Committee
February 9, 2021
6:30 P.M. via Remote Participation

Present: Chair Wayne Zavotka, Christopher "Selmi" Hyytinen, Paul McLatchy III, Laurie Pike
Absent: Vice-Chair Loretta Dionne
Other Attendees: Joanne Semanie, Board of Selectmen Vice-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 6:33 P.M., a quorum of the committee present.

Minutes: The minutes of January 21st, 25th, and 28th were presented. A motion was made by Mr. Hyytinen to accept them as written, which was seconded by Ms. Pike. The roll-call vote was unanimous in favor:

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

Benefits Discussion: This meeting was called to come to a decision on the request of the Board of Selectmen to distribute benefit costs into departmental budgets. Ms. Pike questioned what other towns do. The answer is that some towns do it similar to Rowe (lump-sum line) and other distribute it into departments, meaning there is no right or wrong way to budget it. A question was raised about why this was being proposed. Per the documentation provided by the Board of Selectmen, they are seeking to promote transparency and to encourage departments to consider the costs of benefits when making employment decisions.

Concerns were raised about single-member departments, as that employee's benefits would be spelled out in the budget. It was suggested that this information can already be obtained without putting it in the budget.

Members reviewed the mock-up documents showing what departmental budgets could look like if benefit data was added for informational purposes only, and if it was added in the actual budget. A white paper could be presented to the voters at town meeting to clarify this information.

Chair Zavotka questioned the level of control departments would have over their benefits lines, with the school in particular as they are not bound by line item. If moved to departments' budgets, this would be under their control versus the administration's control.

An argument was made, however, that this could be a benefit as the school could then utilize unexpended funds elsewhere in their budget.

Chair Zavotka suggested that moving forward, the costs of projects and shared services should be broken up by department to the extent reasonably possible, including any depreciation costs on capital projects. Other members agreed with this line of thinking.

Ms. Pike suggested that before any decision is made, a meeting should be held with department heads so that they are not blindsided by this.

A motion was made by Mr. McLatchy to distribute the benefits into individual departments for FY22. The motion was seconded by Mr. Hyytinen, and the motion was defeated with the votes as follows:

Wayne Zavotka	Nay	Christopher Hyytinen	Nay
Paul McLatchy III	Aye	Laurie Pike	Nay

A motion was then made by Chair Zavotka that a white paper be included with the warrant, with a breakdown of costs by department. The motion was seconded by Mr. Hyytinen, and the votes were unanimous in favor:

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

Town Meeting Report: Mr. McLatchy noted that in reviewing old town reports, the Finance Committee used to include a detailed report for the Annual Town Meeting. This report included information such as tax increases, reasons for large changes, general financial matters, etc. He would like to see such a report make a return. Other members agreed.

Next Meeting: The Committee will meet jointly with the Board of Selectmen on Thursday, February 11th to continue the budget hearings. A meeting with department heads to discuss benefits will be held on February 23rd at 6:00 PM.

Adjourn: A motion was made by Chair Zavotka and seconded by Mr. Hyytinen to adjourn the meeting at 7:42 P.M. The roll-call vote was unanimous in favor:

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

Respectfully Submitted,
Paul McLatchy III, Secretary

Approved: March 23, 2021

Paul McLatchy III, Secretary

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

Attachments:

- Agenda
- Budget Mockup (Informational Only)
- Budget Mockup (Part of Budget)
- White Paper Example
- Draft Warrant Article with Benefits

Town of Rowe, MA
Rowe Finance Committee
February 9, 2021 at 6:30 PM
Virtual Meeting

REMOTE PARTICIPATION INFORMATION:

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

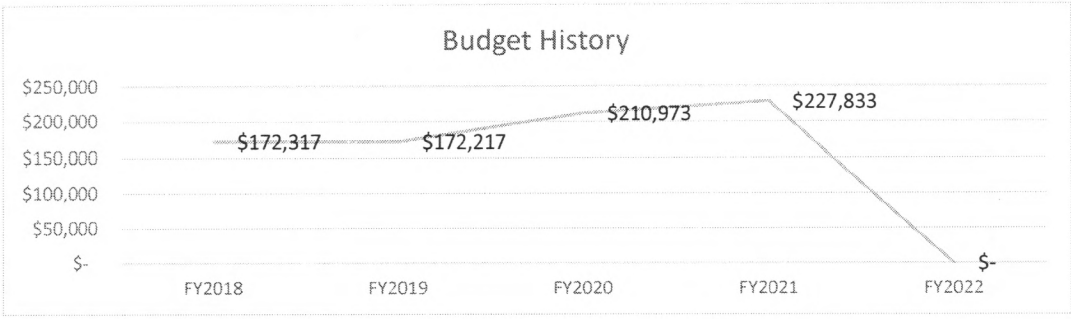
Agenda:

1. Call to Order
2. Audience of Citizens
3. Review and Deliberate Options for Presenting Benefits at the ATM
4. Minutes
5. Adjourn

Wayne Zavotka, Chairman

Posted and filed at 8:30 AM on Friday, February 5, 2021 by Paul McLatchy III

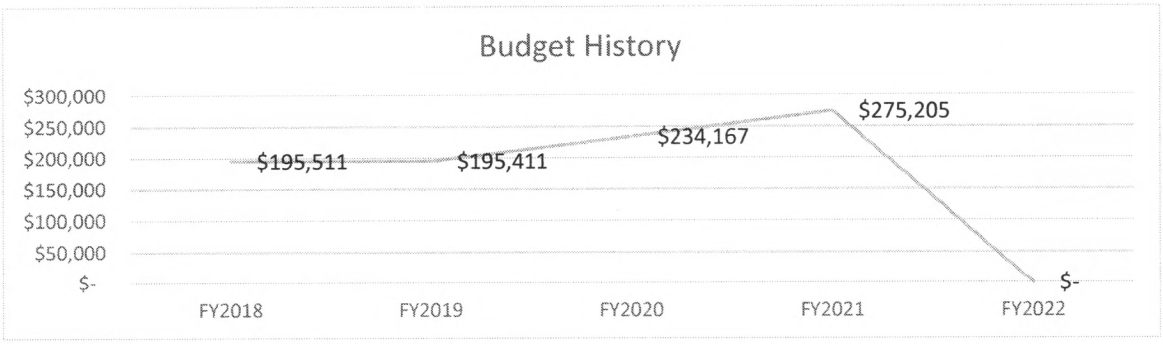
GENERAL GOVERNMENT BUDGET



Account #	Description	VOTED FY2018	VOTED FY2019	VOTED FY2020	VOTED FY2021	REQ. FY2022
01-124-5400	General Administration	$ 20,000	$ 17,000	$ 15,000	$ 14,000	
01-124-5701	Town Officer Expenses	$ 1,000	$ 1,000	$ 1,000	$ 3,500	
01-124-5380	Print Town Reports	$ 3,000	$ 3,000	$ 3,000	$ 1,000	
01-150-5200	IT Consultant	$ 8,000	$ 8,000	$ 8,000	$ 18,792	
01-150-5701	IT Hardware/Software	$ 8,000	$ 8,000	$ 8,000	$ 6,000	
01-124-5702	Town Wide Notification	$ 1,000	$ 1,000	$ 1,000	$ 1,000	
01-124-5706	Operations and Maintenance	$ 14,000	$ 15,000	$ 14,000	$ 20,052	
01-124-5210	Fuel	$ 4,500	$ 4,500	$ 4,500	$ 4,300	
01-124-5211	Electricity	$ 6,000	$ 6,000	$ 5,100	$ 4,200	
01-124-5430	Elevator Maintenance	$ 1,600	$ 2,000	$ 3,000	$ 3,500	
03-135-5410-03140	Municipal Audit	$ 8,000	$ 8,000	$ 8,000	$ 8,000	
01-124-5100	Executive Secretary	$ 45,946	$ 46,865	$ 48,037	$ 49,238	
01-123-5100	Administrative Assistant to the Boards	$ -	$ -	$ 41,600	$ 42,640	
01-114-5100	Moderator Stipend	$ 439	$ 439	$ 439	$ 439	
01-122-5100	Selectboard Stipend	$ 5,928	$ 5,928	$ 5,928	$ 5,928	
01-151-5100	Legal Expenses	$ 6,000	$ 6,000	$ 6,000	$ 8,000	
01-125-5100	Goal Post Editor Wages	$ 6,000	$ 6,000	$ 6,000	$ 6,150	
01-125-5701	Goal Post Operations	$ 6,000	$ 6,000	$ 6,000	$ 4,500	
01-543-5701	Veterans Administrative Ops	$ 2,600	$ 2,600	$ 2,695	$ 2,546	
01-543-5770	Veterans Services - Benefits	$ 100	$ 100	$ 100	$ 100	
01-830-5370	FRCOG Regional Services	$ 15,627	$ 16,320	$ 15,235	$ 15,469	
01-830-5371	FRCOG Statutory Assessment	$ 1,240	$ 1,105	$ 908	$ 847	
01-830-5372	FC Emergency Communications	$ 1,296	$ 1,319	$ 1,390	$ 1,491	
01-830-5376	FRCOG Purchasing	$ 1,391	$ 1,391	$ 1,391	$ 1,391	
01-830-5374	FRCOG REPC	$ 150	$ 150	$ 150	$ 150	
01-830-5375	FCCIP Program	$ 4,500	$ 4,500	$ 4,500	$ 4,600	
	Sub-Total: (Raise & Appropriate)	$172,317	$172,217	$210,973	$227,833	$ -
	Dollar Change		$ (100)	$ 38,756	$ 16,860	
	Percentage Change:		-0.06%	18.37%	7.40%	
	Employee Benefits	$ 23,194	$ 23,194	$ 23,194	$ 47,372	
	Total Departmental Costs	**$195,511**	**$195,311**	**$272,923**	**$292,065**	**$ -**
	Actual Increase (decrease):		**$ (200)**	**$ 77,612**	**$ 19,142**	**$ (292,065)**
	Percentage Change:		**-0.10%**	**28.44%**	**6.55%**	**#DIV/0!**

Explanation:

GENERAL GOVERNMENT BUDGET



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01-124-5702	Town Wide Notification	$ 1,000	$ 1,000	$ 1,000	$ 1,000	
01-124-5706	Operations and Maintenance	$ 14,000	$ 15,000	$ 14,000	$ 20,052	
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01-124-5430	Elevator Maintenance	$ 1,600	$ 2,000	$ 3,000	$ 3,500	
03-135-5410-03140	Municipal Audit	$ 8,000	$ 8,000	$ 8,000	$ 8,000	
01-124-5100	Executive Secretary	$ 45,946	$ 46,865	$ 48,037	$ 49,238	
01-123-5100	Administrative Assistant to the Boards	$ -	$ -	$ 41,600	$ 42,640	
01-114-5100	Moderator Stipend	$ 439	$ 439	$ 439	$ 439	
01-122-5100	Selectboard Stipend	$ 5,928	$ 5,928	$ 5,928	$ 5,928	
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01-543-5770	Veterans Services - Benefits	$ 100	$ 100	$ 100	$ 100	
01-830-5370	FRCOG Regional Services	$ 15,627	$ 16,320	$ 15,235	$ 15,469	
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01-830-5374	FRCOG REPC	$ 150	$ 150	$ 150	$ 150	
01-830-5375	FCCIP Program	$ 4,500	$ 4,500	$ 4,500	$ 4,600	
	Department Total	$195,511	$195,411	$234,167	$275,205	$ -
	Actual Increase (decrease):		**$ (100)**	**$ 38,756**	**$ 41,038**	**$ (275,205)**
	Percentage Change:		**-0.05%**	**16.55%**	**14.91%**	**#DIV/0!**

Explanation:

Budget Numbers Including Benefit Costs

General Government/Administration

Operating Budget:	$414,845
Benefit Costs:	$47,372
True Costs:	$462,217

DPW/Highway

Operating Budget:	$579,675
Benefit Costs:	$53,357
True Costs:	$633,032

Police Department

Operating Budget:	$65,249
Benefit Costs:	$0
True Costs:	$65,249

Board of Health

Operating Budget:	$149,087
Benefit Costs:	$73
True Costs:	$149,160

Parks

Operating Budget:	$114,885
Benefit Costs:	$20,184
True Costs:	$135,069

Library

Operating Budget:	$71,225
Benefit Costs:	$20,184
True Costs:	$91,409

School

Operating Budget:	$1,577,501
Benefit Costs:	$280,993
True Costs:	$1,858,494

Retirement

Operating Budget:	$0
Benefit Costs:	$149,412
True Costs:	$149,412

ARTICLE 14: To see if the Town will vote to **RAISE and APPROPRIATE** the following sums for the operation and maintenance of **Public Works and Facilities** for the 2021 fiscal year, or take any action in relation thereto:

Highway Department		
DPW Salary and Wages	$285,885.00	
DPW Employee Benefits	53,357.00	
Roadside Mowing	15,000.00	
DPW Operations	210,178.00	
Winter Roads	68,612.00	
Subtotal Highway Department	$633,032.00	
Other Public Works & Facilities		
Street Lighting	$5,000.00	
Municipal Light Plant Operations	1,000.00	
Municipal Light Plant Manager Stipend	6,800.00	
Dam Maintenance/Repair	1,200.00	
Subtotal Other Public Works & Facilities	$14,000.00	
Cemetery	$15,000.00	
TOTAL PUBLIC WORKS & FACILITIES FROM TAXATION		**$662,032.00**