

TOWN OF ROCKLAND  
FINANCE COMMITTEE  
February 9, 2022

Signing in for the remote Finance Committee meeting of February 9, 2022 were Chairman John Pumphrey, Bill Principe, Bill Stuart, Lori Childs, Cara O'Neill and Linda Sternfelt. Vice Chairman Bob MacDonald, Secretary Julie Shaffer, Joe Gambon and Meghan Rooney were absent. Susan Gaines also signed in, but was not able to vote as she has not yet been sworn in as a member of the Finance Committee. The meeting was called to order at 7:04 PM. Chairman Pumphrey read aloud a statement that the meeting was being recorded by WRPS and would be broadcast on YouTube.

Also signing in to the remote meeting were Assistant Town Accountant Sirena Amaral, Town Administrator Doug Lapp, Town Clerk Liza Landy and Acting Town Treasurer Allison Sullivan.

Mr. Lapp began the meeting by stating that Union contracts expire on 6/30, and he is just starting to schedule meetings with the Unions. A wage classification study was performed for Union positions, which has resulted in preliminary increases in the applicable budgets.

Town Clerk Liza Landy presented her Clerk's Office budget. There are two employees who are due step increases. Bookbinding costs are required for the Town Report and List of Residents. The budget includes a placeholder for software licensing, as Ms. Landy is not sure if expenses for the new online permitting program will come out of her budget or if it will be combined. Accounting made sure that she allocated Postage costs for her office's mailings, and Dues & Meetings expense was increased now that in person trainings are being conducted. All other expenses are similar to last year.

Ms. Landy then presented the Town Meeting/Elections budget. FY '23 budgeted for 3 elections as compared to 1 in FY '22. Other expenses were similar to last year.

Ms. Landy presented the Registrar of Voters budget. She is budgeting funds for mandatory early voting in FY '23, and expects a significant amount of mail in ballots in FY '23, as these are typically heavy in years with congressional and presidential elections. Other expenses were similar to last year.

Ms. Landy does not have any Town Meeting articles for FY '23.

Acting Town Treasurer Allison Sullivan presented the Treasurer's budget. The Assistant Treasurer is subject to the wage reclassification study, and the clerical position is due for a step increase. Ms. Sullivan reported that the tax title line item is being increased as the amount of properties in tax title have increased, and she is trying to clean up this category this year. Office supplies expense will increase as Munis is being upgraded, and new check stock will have to be purchased. Dues & Meetings expense is budgeted to increase in preparation for training of the new Treasurer after the Town election. Retirement Contributions are based on an actuarial report provided to the Town. Group insurance is being scaled back, as the projected large increase in FY '22 did not materialize. This line

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item is based on the number of actual participants in the plan and the negotiated increases in health and dental insurance costs. Other expenses are similar to the prior fiscal year.

Ms. Sullivan does not have any Town Meeting articles for FY '23.

Assistant Town Accountant Sirena Amaral presented the Accounting budget. The Town Accountant's salary line item is based on Ms. Zaleski's current contract. The Assistant Town Accountant and Clerical salary line items are based on contractual amounts. Other expenses are similar to the prior fiscal year.

Ms. Amaral reported that Eric Kinsherb will be in next week to provide support to the department for 4-6 hours next week.

Ms. Amaral does not have any Town Meeting articles for FY '23.

Mr. Lapp reported that he would be presenting a proposed balanced budget to the Selectmen on Tuesday night, February 15th. He will share that with the Finance Committee at its next meeting.

Chairman Pumphrey asked for any updates on liaison meetings. Ms. Childs presented notes from her liaison meetings with the Library Director, Highway Department and Water Department, which outlined their future needs as well as the articles that are being put forth by the Highway and Water Departments for FY '23.

Chairman Pumphrey stated that the next meeting of the Finance Committee will take place remotely on February 16, 2022. Proposed departments to review will be the Collector, Assessor, Building Department, IT, Selectmen/Town Hall and Human Resources.

Motion made by Mr. Stuart to adjourn was seconded by Mr. Principe. Vote of approval was unanimous. The meeting was adjourned at 8:09 PM.

Respectfully submitted by Linda Sternfelt, Finance Committee Member