

Town of Rowe – FY2013
Board of Selectmen - Minutes
Tuesday, July 31, 2012 – 6:00pm
Rowe Town Hall

Call to Order: The meeting was called to order by Chairman Abbott at 6:04pm.

Present: Chairman Noel Abbott, Vice Chairman Paul McLatchy III, and Selectman Marilyn Wilson

Also Present: Joyce Muka, FRCOG; DPW Supt. Jim Taylor; Jim Barry – DOER; Fire Chief Paul McLatchy Jr.

Audience: Myra Carlow, Earl Carlow, Jim Davidson, Ron Gordon, Rosie Gordon, Cindy Laffond, Robin Reed, Betty Vernes

Joyce Muka: Joyce Muka, Program Manager for FRCOG's Town Accounting Program attended the meeting to discuss the status of the accounting program that Rowe joined as of July 1, 2012. Ms. Muka reported that Frank Dudek has begun performing some of the work for Rowe. Mr. Dudek has been with their accounting program for one year, working in the town of Conway. He will be performing work in Charlemont as well. Ms. Muka will perform the close for FY2012, which is to be completed by October 15th per DOR. Ellen Miller will have a login created for her to access the City & Town software to complete the close. Ms. Muka stated that cash reconciliation needs to be completed before the close can be done. She will take the initiative to contact Treasurer Heidi Cousineau to get the reconciliation work done. At the Selectmen's request she will get information on the systems/location used for backup of the Fundware accounting system. Ms. Muka will also provide a sample policy/procedure for cash turnovers. Chairman Abbott requested that she explore getting direct access to the Harpers payroll system. Ms. Muka was thanked for meeting with the Board.

DPW Truck Bid Opening: At 6:30pm the following bids for a new DPW truck and equipment were opened in the order received and were read aloud:

<u>Bidder</u>	<u>Item Bid</u>	<u>Bid Price</u>
Ballard Truck Center, Springfield MA	Truck	\$ 122,000
Albany Truck Sales, Albany NY	Truck	\$ 122,982
JC Madigan, Lancaster MA	Equipment	\$ 85,500
McDevitt Truck Inc, Tewksbury MA	Truck	\$ 126,742
McDevitt Truck Inc, Tewksbury MA	Truck (w/trade-in)	\$ 123,142

All bids were turned over to DPW Supt. Jim Taylor for review and recommendation. Mr. Taylor will make his recommendation to the Select Board at their meeting next week. Mr. Taylor noted that there is an appropriation of \$173,000 for the truck & equipment. In light of the bids received the truck & equipment will cost a minimum of \$207,500, so will need an appropriation of \$35,000 for the purchase to go forward.

Green Communities Grant: Jim Barry, DOER (Dept. of Energy Resources) Regional Coordinator for Western MA, attended the meeting to present a ceremonial check in the amount of \$135,725 to the Town of Rowe, along with a plaque and four road signs declaring that the Town of Rowe is a Green Community. He thanked town officials and townspeople for their commitment to reduce energy usage and energy costs, and for exploring alternatives to providing the communities' energy needs. He reported that Rowe is one of 103 communities with Green Community designation in Massachusetts, and that the Commonwealth now has ½ of its population living in Green Communities. Mr. Barry was thanked for his presentation. The road signs will be turned over to DPW Supt. Jim Taylor for erecting at road sides entering the town and the plaque will be displayed at the Town Hall.

Fire Dept. Review: Fire Chief Paul McLatchy Jr. attended the meeting for a review of the Fire Department. He reported the following accomplishments:

- **Communications Room:** Cleaned and organized. Unusable/outdated equipment and manuals removed. Ed May has a contractor looking at old communications equipment to see if it can be modified for usage. If not usable, equipment will be disposed.
- **Mezzanine:** This area has been cleaned to increase floor space.
- **Turnout Gear:** All spare turnout gear has been organized, inspected, and hung by size in the mezzanine. Some have Yankee Atomic logos that will be removed. Turnout gear for each firefighter costs approximately \$2,000 to \$2,500.
- **GPS:** GPS units have been installed in three fire trucks.
- **Officer positions available:** Has notified firefighters that there are two officer positions vacant, and is soliciting candidates to see what they have to offer.
- **Membership:** Have increased department with three new members. There are approximately 17 firefighters (Chief stated that Rowe actually has a larger volunteer firefighter membership than Charlemont FD). However, the Chief stated that there are some individuals that say they are members, but they do not participate. He is sorting that out.
- **Safety Focus:** Chief starts each monthly training session with a safety tip. Has been helpful for the department.

Work to be accomplished: Chief McLatchy reported that two major areas that need focus are **morale** and continued **clean-up** of the facility. Morale has improved, but there is still work to do. He would like to start with a social gathering to build camaraderie. Unfortunately he stated that interest and enthusiasm in most volunteer FDs increases when there are structure fires and wanes when there are none.

Goal Post: Chairman Abbott requested that Chief McLatchy put a short article in the *Goal Post* each month, including a safety tip for residents and the monthly Fire Department Log. The Chief agreed to prepare this on a monthly basis.

Walk-Thru: The Select Board will schedule a walk-thru of the Fire Station with Chief McLatchy. The Chief hopes to have the facility cleaned and organized so an Open House can be held next year—perhaps on Old Home Day.

The Select Board thanked Chief McLatchy for everything that he has accomplished and for meeting with the Board.

RECESS/RECONVENE: The Select Board took a brief recess at 7:35pm and reconvened at 7:45pm.

Audience Comment Period: Chairman Abbott asked how anyone felt about changing the “Audience of Citizens” item on the agenda to “Citizens Comments and Questions.” It was agreed to stay with the terminology “Audience of Citizens.”

Audience of Citizens: Resident Cindy Laffond stated that she had reviewed Jo Sarnelli’s invoice for the Internal Control Review that she prepared for the town and found that most of the guest checks for meals indicate that there were two guests. The Select Board stated that they had not seen that when they approved her invoice for payment. Ms. Miller then got the original invoice out of the safe for their review. Ms. Laffond was thanked for picking this up. Selectman Wilson will review the invoice and follow up on the matter.

Dog/Police Matter: Chairman Abbott brought to the board’s attention concern he has about the public’s ability to contact Police Department in case of emergency. An individual had gotten bitten by a dog down near the Deerfield River on July 14th. They left a message on the Police Department answering machine but did not get a call back until that Monday. Chairman Abbott will discuss the matter with Chief Dandeneau and perhaps have Chief Dandeneau and Officers Hyytinen and Shippee attend a meeting to discuss the matter.

MV Excise Refund: The Selectboard voted unanimously (3/0/0) to approve a Motor Vehicle Excise Tax refund in the amount of \$5.85.

Meeting Schedule: The Selectboard agreed unanimously to continue holding their meetings on Tuesday evenings at 6:00pm until further notice.

Sen. Paul Mark: Chairman Abbott reported that Sen. Mark would like to hold office hours in Rowe twice a year, with his first visit this September. It was agreed that Chairman Abbott will contact him offering the following tentative dates: #1 - Sept 18, #2 - Sept 25 and #3 - Sept 11.

IG Letter Concerning BJ's Memberships: Ms. Miller provided the Selectboard with a spreadsheet showing all payments and reimbursements for BJ's memberships for the period FY2002 through FY2012. From FY2002 to FY2005 all memberships were paid by the town and individuals reimbursed the town. After that time the town paid solely for the town membership and all individuals under the membership paid their membership fees directly to BJ's. Ms. Miller also emailed backup information from the City & Town software to the Selectboard. The matter was deferred to August 14th meeting.

DOR Meeting: Joe Boudreau, DOR Representative, will be here Wednesday, August 15th, at 8:30am to meet with Ms. Miller, Sandy Daviau, Joyce Muka, Frank Dudek, Heidi Cousineau and Marilyn Wilson.

Sarnelli Invoice: Selectman Wilson stated that she has been reviewing Ms. Sarnelli's invoice and will contact the B&B she stayed at in Shelburne Falls to determine if the town was invoiced for double or single occupancy.

Lock Boxes: Selectman Wilson reported that she has ordered lock boxes for both the Accountant and Treasurer for all correspondence and payments, etc. They will be mounted in the town hall.

Newspaper Subscription: The Selectboard voted unanimously to continue the BOS' subscription to The Greenfield Recorder.

Veterans' Graves Officer: Chairman Abbott reported that David Scrivens has declined his appointment as the Veterans' Graves Officer this year. Chairman Abbott sent him a letter of appreciation. Mr. Scrivens provided the service of lowering the U.S. flag on the town common when ordered to be at half staff. A notice will be put in the Goal Post asking if there is a citizen interested in providing this service.

Minutes:

- **June 26, 2012:** HOLD
- **July 3, 2012:** HOLD
- **July 9, 2012:** Approved in the majority (2/0/1) as amended. Selectman McLatchy abstained as he only partially attended that meeting via Skype.
- **July 25, 2012 – 2:15pm:** Unanimously (3/0/0) approved.
- **July 25, 2012 – 4:30pm:** Unanimously (3/0/0) approved.

Ms. Miller will print the approved minutes on archival paper for signing at the next meeting.

Missing Invoices: Selectman Wilson reported that two invoices from Scott Sawyer are missing from the safe (\$285 for W2 preparation and \$3465 for Schedule A preparation and year end activity. Ms. Miller will see if she can find them.

Warrants: The following warrants were unanimously (3/0/0) approved for payment: W02, W03 and P03.

Adjournment: The Selectboard voted unanimously (3/0/0) to adjourn the meeting at 10:57pm.

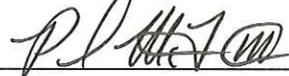
Respectfully submitted,

Ellen B. Miller
Town Coordinator

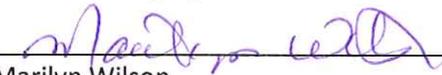
Approved:



Noel R. Abbott, Chairman



Paul McLatchy III, Vice Chairman



Marilyn Wilson

8/28/12

Date Approved

Attachment:

- Agenda
- BJ's membership spreadsheet (FY2002-FY2012)