

Town of Rowe - FY 2015
Board of Selectmen – Minutes
Wednesday, October 8, 2014 - 3:00 pm
Rowe Town Hall

Call to Order: The meeting was called to order by Chair Wilson at 3:00 pm.

Present: Chair Wilson and Vice-Chair Susan Gleason, Walt Quist and Administrative Clerk Janice Boudreau.

Audience: Jodi Brown, Rosie Gordon, Betty Lenth, Joel Mollison

Minutes

Old Business

1. Work on HR Policy: Benefits: Chair Wilson acknowledged that a prior Select Board had approved allowing 3 personal days to employees which should be corrected in the Personnel Policy Manual. Following discussion, it was agreed to devote an entire meeting to Personnel on Tuesday, October 14th at 3:00 pm.

 2. First Responders and Insurance: Chair Wilson reported that the Insurance Provider for the Town said that First Responders who were not members of either Fire or Police Departments would not be covered when responding to emergencies.

 3. Spoke w/ Code Compliance Enforcement Unit at State Fire Marshall's Office, and Town Counsel: Chair Wilson reported speaking with the State Fire Marshall's Office and Town Counsel and was informed that a chain of command is vital to responding to emergencies and that there would be no way to know if the necessary training was up to date if First Responders acted independently. Chair Wilson presented a letter to follow up to First Responders acting independently from a list Emergency Director. Following discussion, it was agreed to re-do the letter and review at the next meeting.

 4. Create Committee to Explore Bringing Broadband to Rowe (Fin Com, Broadband, BOS): To follow up on the issue of bringing broadband to Rowe, Chair Wilson discussed forming a committee to pursue the matter comprised of various board members.
- Motion to Form a Communications and Technology Committee:** Chair Wilson made a motion to form a Communications and Technology Committee to pursue ways to bring broadband and other technologies to Rowe. The motion, seconded by Vice-Chair Gleason was unanimously accepted. (3/0/0)
5. Correct information on Minutes of 9/5/14: No Voting to be Held at School as all Voting Equipment is at Town Hall: Chair Wilson reported that Town Clerk asked for the Select Board Meeting Minutes of September 5, 2014 be corrected to say that Town Elections will remain at Town Hall since all the voting equipment is stored there.

Motion to Create an Amendment to the Minutes of September 5, 2014: Chair Wilson made a motion to create an amendment to the Select Board Meeting Minutes of September 5, 2014 be corrected to say that Town Elections will remain at Town Hall since all the voting equipment is stored there.

New Business

1. Free Cash was certified last week \$305,277.00: Chair Wilson reported Free Cash was Certified on October 1, 2014 for the amount of \$ 305,277.00. which was \$114,00.00 more than the prior year.

2. Apply for CIC (Community Innovation Challenge) grant to develop a program to interest school kids in volunteering for fire dept. 1st responders, EMT's. : Chair Wilson reported that the Ambulance Task Force was addressing the problem of the state mandate requiring 2 EMTs respond to an emergency requiring hospital transport. In the interim, she had spoken to State Senator Ben Downing and about the matter and he responded by sponsoring a Bill called 'S.1007 An Act relative to volunteer ambulance service' to require that 1 certified at the EMT-Paramedic level be present rather than 2 which was too great to conform to in the small rural communities.

2. Highway Department Winter Hours and Policy Regarding Private Work: Chair Wilson reported that there were citizens asking for private work to be done on their property by the Highway Dept. She discussed the matter with Town Counsel and the Department of Revenue (DOR) and learned that it was in violation with the 'Conflict of Interest Law' to use town public funds for private purposes. Secondly, insurance would not cover the employee should any accident occur on private property while working on a not-town related matter. Following discussion, it was agreed to write a policy regarding the matter for next meeting.

4. Apply early next year for Community Block Development grants to help residents w/ home repairs: Chair Wilson reported that she would like the Select Board to pursue the Community Block Grants through the Franklin County Regional Housing Authority so qualified residents may apply for home improvements.

5. Review Capital Improvement Plan: Discussion on the Capital Improvement Plan was tabled for when more time allows.

6. Near-future IT needs/Joel Mollison: Joel Mollison discussed the IT needs of the Town and will put together a proposal for setting up the Broadband in Town Buildings.

7. Discuss STM: Special Town Meeting items were discussed:

- **Gazebo:** The cost of replacement or repair figures were being gathered.
- **New Server:** IT Consultant for the Town reported consolidating IT, upgrading antivirus and updating the majority of equipment. He reported internet problems in Town Hall due to the large amount of traffic. He indicated that several departments needed a backup system in place and recommended having an off premise backup system in place. In addition, he recommended 2 servers be replaced as soon as possible as they were very obsolete and could fail. The estimated cost was \$12,000 to \$15,000.

- **Re-create Fire Dept. Administrative Clerk Position and pay:** Chair Wilson asked that members consider re-instating the Fire Dept. Administrative Clerk position and be ready to discuss at the next meeting.
- **By-Laws: Change Treasurer from Elected to Appointed on By-Laws:** Chair Wilson said to complete the process of changing the Treasurer's position from elected to appointed a vote was needed at a Town Meeting to change the Town's By-Laws.
- **Enumeration of Fees:** Chair Wilson reported that the Assessors' Revaluation line item had not been transferred to the FY15 Budget and would have to be corrected.

8. Review Resumes for Treasurer Applicants: It was decided to review applicants on Tuesday, October 14, 2014 at 3:00 pm to review candidate resumes.

9. Review Western MA Law Enforcement Mutual Aid Agreement: Chief Shippee provided a Western MA Law Enforcement Mutual Aid Agreement to the Board. Following review and discussion it was agreed to notify Chief Shippee that the Select Board supported the Agreement.

10. DPW Hours: Vice-Chair Gleason raised the issues about the summer and winter hours of the DPW employees. Following discussion, it was agreed that Highway Superintendent would be responsible for those decisions.

11. Fire Chief Job Descriptions: Vice-Chair Gleason presented a draft job description for review. It was agreed to work on at the next meeting devoted to Personnel issues.

12. Motor Vehicle Refunds Report: Tax Collector presented a Motor Vehicle Refunds Report for Laurie and Michael Laffond for the amount of \$24.06 due to a vehicle sale.

Motion to Accept Motor Vehicle Refunds Report: Chair Wilson made a motion to accept the Motor Vehicle Refund to Laurie and Michael Laffond for the amount of \$24.06 due to a vehicle sale. The motion, seconded by Walt Quist, was unanimously accepted.

Audience of Citizens: There was a question about the Consultant's findings report following his visit to the Fire Department.

Warrants: FY15W08 and PW08

Adjournment:

Seeing no further business, Chair Wilson made a motion to adjourn the Meeting at 4:45 p.m. The motion, seconded by Selectman Quist, was accepted. (3/0/0)

Respectfully Submitted,

Janice Boudreau

Approval Date: October 22, 2014

Approved:


Marilyn Wilson, Chair


Susan Gleason, Vice-Chair


Walt Quist, Selectman

Attachments:

- Agenda 10/08/14
- Motor Vehicle Refunds Report for Laurie and Michael Laffond
- Western MA Law Enforcement Mutual Aid Agreement