

Town of Rowe-----FY2013  
Board of Selectmen--Meeting Minutes  
Wednesday, January 2, 2013--4:00pm

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**Call to Order:** The meeting was called to order by Chairman Abbott at 4:00pm.

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

**Audience:** Myra Carlow, Kris Swenson, Dorothy Kalas, Warren Kalas, Bill Loomis, Ann Foshay, Susie Zavotka, Robin Reed, Rosie Gordon, Ronnie Gordon, Sue Wood, Diane Broncaccio of the Greenfield, MA Recorder.

Chairman Abbott called for a reorganization of the Rowe Board of Selectmen. He announced his resignation as Chairman and nominated Selectman Wilson to be the new Chairman of the Rowe Board of Selectmen. Vice Chairman McLatchy and Selectman Wilson asked if Chairman Abbott was really certain about this and did he want more time to think about it. Chairman Abbott stated that he was certain about his decision and that it was because he felt he did not have the support needed on two issues (Chairman Abbott believes that we need to hire a consultant to manage the community conversation related to how Rowe will move forward after the school fire, and he believes that we also need to hire a consultant to help with the process of hiring the new police chief.) However, Chairman Abbott assured the Board that he would remain on the Board and continue to be a positive force. Both his co-selectmen thanked Chairman Abbott for his time as Chairman.

Chairman Abbott stated that he would turn over his responsibilities in two categories, those of the Administrative Assistant for the Rowe School Fire Issues and the Selectmen's Liaison to the Police Department.

Chairman Abbott made a motion to resign as Chairman of the Board of Selectmen (BOS.) This was seconded by Vice Chairman McLatchy. After discussion, the vote was 3-0-0 in favor of accepting Chairman Abbott's resignation as the Chair of the BOS.

Selectman Abbott then made a motion to nominate Selectman Wilson to be Chair of the Rowe Board of Selectmen. Vice Chairman McLatchy seconded this motion; Selectman Abbott and Vice Chairman McLatchy voted in favor, while Selectman Wilson abstained. The vote was 2 in favor, one abstention. Selectman Wilson was voted the new Chairman of the Rowe Board of Selectmen.

After discussion it was decided that Selectman Abbott will be the Liaison from the BOS to the Highway Department, and Chairman Wilson will oversee the work of the Administrative Assistant for the School Fire Issues and be the liaison from the BOS to the Police Department.

**Minutes:** The minutes of the BOS meeting of Dec. 28, 2012 were presented by Chairman Wilson for review. The minutes were approved as written with the caveat that formalization in the form of footers was needed. Chairman Wilson made a motion that the minutes be approved as written. The motion passed 3-0-0.

Chairman Wilson discussed the Dec. 20, 2012 minutes and gave Selectman Abbott a disc with the recording of this meeting so that he could review the actual statements. Selectman Abbott believes that the words in minutes should reflect the intent of the speaker. Ms. Wilson will send an electronic copy of the Dec. 20, 2012 minutes for review by all Selectmen.

**Audience of Citizens:** Myra Carlow spoke about a mechanism by which changes to minutes can be made if someone believes that they misspoke, and that is to make a statement of clarification

when the minutes are being reviewed for approval. She then stated that she had sent a letter to the Greenfield Recorder which expressed dismay at the way the School Building Committee survey had been created and sent. She noted that contrary to what had been agreed upon at a SBC meeting, the surveys were sent out without numbering. Vice Chairman McLatchy agreed that the BOS had expected that the surveys would have been numbered, and Selectman Abbott agreed that the BOS had requested that the surveys be numbered. However, Selectman Abbott believes that there are other controls such as the stamp machine and the envelopes themselves and that therefore the process is secure. Chairman Wilson reported that one person who no longer lives in Rowe received two surveys while another person who does live in Rowe did not receive one at all; these two errors in addition to the lack of numbering makes the survey flawed, in her opinion.

Susie Zavotka, Chairman of the School Building Committee, stated that she is offended to hear Chairman Wilson speak of the survey being flawed, and Ms. Zavotka believes that the survey is satisfactory. She stated that the survey is not a vote and is non-binding. It is being used solely for the purpose of information gathering. Ms. Zavotka stated that lines of authority need to be clarified to support the work going forward.

Sue Wood expressed dismay that the survey asked for income and age. She also states that to date there is no information on which to base a decision, and she believes that the process is moving too fast. Vice Chairman McLatchy agreed originally that we should have numbers before asking for a vote, but he now believes that we need to spend the \$250,000.00 in order to answer elementary questions. Selectman Abbott supported Vice Chairman McLatchy's comments.

Bill Loomis stated that the survey was basically to get information for the SBC.

Warren Kalas believes that the process, the survey and the Jan. 23, 2013 Special Town Meeting, are "putting the cart before the horse" because we do not know yet how much money will be involved in a new school.

Kris Swenson asked Ms. Zavotka what approvals the SBC had of the survey before it went out. Ms. Zavotka said that the BOS had reviewed the first survey and made corrective suggestions. Ms. Swenson believes that only registered voters should have received the surveys because only registered voters can make vote on this issue. Ms. Swenson announced that she has created a survey.

Ms. Foshay stated that she felt the survey was satisfactory.

**School Building Committee Update:** Ms. Zavotka announced the formation of a new committee to possibly hire a project manager. She stated that the SBC is trying to be sensitive to everyone. The questions on the survey were to enable the SBC to best serve the needs of the whole community.

**School Fire Deficit Account:** New purchase orders from the school have been received for approval. Vice Chairman McLatchy questioned a vacuum cleaner, and Ellen Miller questioned a new flag. Selectman Abbott suggested that Janice Boudreau should review the items presented to the Rowe BOS for approval. It was agreed that Ms. Boudreau would liaise with Bill Knittle, Rowe School Principal, to ascertain the accuracy and legitimacy of the items being presented to the Rowe BOS.

Susie Zavotka stated that it is necessary to spend money on an architect and an Owner's Project Manager (OPM) in order to obtain numbers which would inform us about the cost of rebuilding and that is the reason the SBC is asking for \$250,000.00 on the warrant for the Jan. 23, 2013 Special Town Meeting.

**Request for Proposal (RFP) for Owner's Project Manager (OPM):** Bill Loomis asked about the Franklin Regional Council of Governments (FRCOG) contract for the RFP for an Owner's Project

Manager for a School Building. Selectman Abbott addressed this question by noting his concerns with the contract, stating that he had worked with FRCOG to have certain points in the contract clarified and that he was satisfied with the contract after the explanations. He inserted the clause that the FRCOG would proceed with all speed, although this is not binding upon FRCOG. Vice Chairman McLatchy moved that the BOS sign the contract with FRCOG, Chairman Wilson seconded the motion, the vote in favor was 3-0-0.

**Demolition Bid Specifications:** These have not yet been received.

**Warrant for Jan. 23, 2013 Special Town Meeting:** The Rowe Camp and Conference Center has graciously agreed to host the STM. The wording of Article 1 was discussed. Selectman McLatchy reminded us that the wording that had been agreed upon was Municipal Building. "To see if the Town will vote to appropriate the Sum of \$250,000.00 from the Insurance Proceeds Account to a Municipal Building Project Account for Preliminary Work on a Municipal Building Project Including the Hiring of an Owners Project Manager and an Architect or to Take any Action in Relation Thereto."

Selectman Abbott wondered if we should consider not signing this warrant for a week in case some other item could be added. It was agreed to postpone signing this warrant until next week. Chairman Wilson made a motion to approve the final wording of Article 1. Vice Chairman McLatchy seconded the motion; the vote was in favor 3-0-0 of approving the motion.

**Emergency Shelter:** Felicity Pickett has agreed that the Rowe Camp and Conference Center could be utilized as the Emergency Shelter for Rowe. Ms. Wilson has yet to hear back from the State as to the State's requirements for a town's emergency shelter.

**Comprehensive Emergency Management Plan:** Thank you to Vice Chairman McLatchy for locating Rowe's CEMP.

**Clean Energy Center:** Ms. Miller stated that the town is waiting for approval from the CEC before we will be allowed to read the school solar array manually.

**Carryover of FY2012 Accounts into FY2013:** Ms. Miller gave us reports with the various accounts listed and explained which accounts are Carryovers and which are Close-outs which revert to the accounts from which they were taken. This needs to be approved by the BOS and submitted to FRCOG Accounting. Chairman Wilson stated that she needed to review the reports as this is the first time she has seen them.

**Discussion Forum:** It was decided to hold the forum on Jan. 16, 2013 at 6:30pm. It will be non-binding, and civil, and the purpose is to let people speak. Selectman Abbott believes that the forum should be put off until we have more information. Vice Chairman McLatchy moved that a Discussion Forum be held on Jan. 16, 2013 at 6:30pm at the Rowe Camp and Conference Center, if the RC & C would be agreeable. It will be named A Discussion Forum to Consider the Use of the Insurance Proceeds. The vote was Chairman Wilson aye, Vice Chairman McLatchy aye, with Selectman Abbott abstaining.

**Police Chief Succession:** Chairman Wilson said that this needs to be researched to ascertain the process required by the State. Selectman Abbott said that he would give Chairman Wilson his notes concerning the Police Chief Succession.

**FRCOG Selectman's Workshop:** This will be held on Jan. 10, 2013 in Greenfield. Chairman Wilson, Vice Chairman McLatchy, Selectman Abbott, and Ellen Miller will all be attending.

**Insurance Funds:** Ellen Miller will contact Tom Donaldson, the insurance adjuster, and have him send \$250,000.00 to be deposited in the town's General Fund.

**Warrants:** Chairman Wilson said that she would come in in the morning to review and sign the warrants; Vice-Chairman McLatchy and Selectman Abbott stayed to review and sign the warrants.

**At 6:00pm Chairman Wilson** moved that the BOS recess the meeting until 6:30pm Jan. 2, 2013. Vice Chairman McLatchy seconded the motion; the vote to recess until 6:30pm was 3-0-0.

**Board of Selectmen's Meeting resumed at 6:33pm Jan. 2, 2013. This is a Joint Meeting with two members of the Finance Committee, Chairman Dennis May and Myra Carlow, attending in their capacity as private citizens.**

The intent of this meeting is to begin the budget process by setting a tentative schedule of meetings with Department Heads. Ellen Miller has already sent out a letter of guidance to the department heads advising that level-funding is desired, although it is hoped that decreases in budgets will be looked for.

The informational sheets from the Financial Management workshop given by MASS DOR (Department of Revenue) in Nov. were reviewed. Myra Carlow stated that the revenue projections for the town from Taxation were really the only source of revenue to be considered as all else is negligible. The estimate for this number is \$3,069,380.00.

Ellen Miller was asked to put the headers on each column of the rolling budget worksheet on each page. Ms. Miller was also asked to remind the dept. heads that their budgets are due next week.

A discussion ensued about whether or not to award merit raises, bonuses, and what the Cost of Living (COLA) should be. Selectman Abbott did not want to commit to increases ahead of knowing what the budgets, especially the school budget, will look like. Chairman Wilson is reluctant to issue merit raises without metrics in place. Myra Carlow recommended staying with the Social Security COLA advisement of 1.7%. Selectman Abbott suggested checking with Tom Donaldson to see if a bonus for Ellen Miller, given because of extra work caused by the fire, could come out of the category of Loss of Income in the insurance policy. Chairman Wilson will do this.

Chairman Wilson moved that the department heads be told to set the COLA at 1.7%; Selectman Abbott seconded the motion; the vote was 3-0-0 in favor of the motion.

It was decided that the Finance Committee would work with the BOS by meeting together with the department heads in order to save time for the department heads.

Selectman Abbott would like to implement a systems improvement whereby there would be an automatic input of data in real time from the accounting software which would show up-to-date amounts of monies spent. It was agreed that this should be studied and worked on.

Selectman Abbott suggested that we meet once a week by having the BOS meeting followed by the joint meeting with the Finance Committee and department heads. A preliminary schedule of meetings with department heads was created:

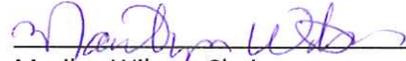
1/9/13	3pm	Highway Dept; Fire Dept., & Emergency Management Dept.
1/16/13	4-6pm	Board of Assessors; Park Commission; Library; Board of Health; Police Dept.
1/28/13	4pm	School Dept.

Chairman Wilson moved that the meeting be adjourned at 7:58pm; Vice Chairman McLatchy seconded the motion; the vote to adjourn was 3-0-0 in favor of the motion.

Respectfully Submitted,

Marilyn Wilson  
Chairman of the Rowe Board of Selectmen

Approved:

  
Marilyn Wilson, Chairman

  
Paul McLatchy III, Vice Chairman

  
Noel Abbott

January 23, 2013

Date Approved

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**Attachments:**

- Agenda
- School Building Committee Survey
- FRCOG Contract for Procurement of an OPM