

**Town of Rowe – FY2013**  
**Board of Selectmen – Meeting Minutes**  
**Wednesday, April 17, 2013 – 3:00pm**  
**Rowe Town Hall**

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

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

**Also Present:** Town Coordinator Ellen Miller, Jodi Brown, Loretta Dionne, Ann Foshay, John Magnago, Myra Carlow

**Audience:**

- **Jodi Brown:** Ms. Brown stated that Baystate Franklin Medical Center is moving their specialty services to the Baystate facility in Springfield. She stated that some towns are putting articles on their town meeting warrants requesting that Baystate not move these services to Springfield. She asked if the Rowe Select Board would do the same. Chairman Wilson asked that Ms. Brown have the Board of Health get information on this matter to the Select Board.
- **Myra Carlow:** Ms. Carlow asked that the FY2014 Budget for the Conservation Commission be increased from \$300 to \$500. Increase is needed for training. The Select Board voted unanimously (3/0/0) to approve the increase to \$500.
- **John Magnago:** Mr. Magnago spoke about the ongoing harassment he has been experiencing at his property on Ford Hill Road, and his dismay that police reports concerning the matter are biased and don't tell the correct facts. Chairman Wilson stated that the Select Board had researched this matter last summer, and that there is nothing the Select Board can do as this is a private matter between two neighbors. Mr. Magnago also stated that he feels he is being singled out by the police for having two vehicles with out of state plates at his property. He states that there are other such vehicles in town, and the owners of those vehicles have not been told by the Rowe police that they need to register their vehicles in Massachusetts.

**Minutes:** Minutes of the April 10<sup>th</sup> meeting were approved [2/0/1] as written, with the exception of adding the wording that "no vote was taken on the adjustments/transfers suggested to cover the expected shortfall in the FY2013 School budget." Selectman Wilson abstained, as she was absent for the latter half of that meeting.

**FY2013 School Budget:** Chairman Wilson reported that the School only has a \$22K shortfall this year, due to the Three District Agreement. They do not have an additional shortfall of \$35K for tuition. The Select Board will wait to hear from the School Committee as to whether they want to seek additional town funds, or cover the shortfall in their current budget.

**Procedure for Processing School Payables:** Discussion ensued concerning the draft procedure for processing Rowe School payables presented at the meeting on March 25<sup>th</sup> at Hawlemont/Rowe School. It was agreed that it will be permissible for Rowe School to continue to use Mohawk's Amazon account. Chairman Wilson will talk with Joanne Blier of the Central Office about them accepting copies of the town's Premiere Staffing invoices for school fire warrants, as processing the originals is holding up the payment process. Chairman Wilson asked Selectman Abbott to put his ideas for changes to the payables document together for presentation at another meeting. Selectman Abbott asked that Chairman Wilson email to him the electronic version of the document so that he can enter his changes. She agreed to email him the document.

**Central Office Discussions:** Selectman Abbott stated that three weeks ago there was discussion asking that he limit his discussions with the Central Office and school. He stated that he cannot live with agreeing to that, as that would be taking away his right to free speech—both as a citizen and as an individual Selectman. He further stated that if he communicated as a Selectmen that he would make it clear that he was doing so in his individual capacity. He stated that he is rescinding any agreement he made a few weeks ago in this regard.

**School Building Committee:**

- **Janice Boudreau:** The School Building Committee has agreed to continue to use Ms. Boudreau for work for the School Building Committee (meeting minutes, record keeping), but not for subcommittee work.
- **New School Procurement:** The new school building will be procured using the c. 149 by the Town of Rowe, rather than having MIIA construct the facility. Chairman Wilson stated that MIIA cannot construct the facility because this is not an emergency situation.
- **Septic System:** The Title 5 inspection of the school's septic system failed this morning.
- **Demotion:** Still working on contract with Associated Wreckers of Springfield MA. Permission to demolish the facility is being sought from MA DEP. There is a 10-day waiting period for this. A building demolition permit will be obtained from FCCIP. Associated Wreckers will contact town boards/commissions as required.

**Animal Control Officer:** Chairman Wilson stated that the Fire Chief has given permission for the Animal Control Officer to use the Fire Station as a temporary shelter for dogs. Tomorrow she will obtain items needed for dog care. The Select Board agreed that the town should join the Turners Falls regional dog facility for long term dog care. Funds will be added to the FY2014 budget for membership fee in the facility. Ms. Miller was asked to draft a letter to the towns of Monroe and Heath asking if they'd be interested in sharing an Animal Control Officer, a microchip scanner, training costs, etc. Chairman Wilson will provide costs to Ms. Miller so she can include them in the draft letter. Ms. Miller will find out if town meeting vote is needed to join the regional dog facility.

**Ethics Disclosure:** Vice Chairman McLatchy presented a c. 268A, Sec 20(d) disclosure form, as he is paid for two positions—Selectman and Editor of the Rowe *Goal Post*. The Selectmen voted unanimously (2/0/1) to approve an exemption for Mr. McLatchy in this regard. Mr. McLatchy abstained.

**Park Beach Reclamation Project:** Revised numbers for the capital beach reclamation project for FY2014 were submitted by Park Ranger Loomis: \$17,330 to \$19,330. [The first estimate was \$13,300 to \$20,250.] The Board voted unanimously (3/0/0) to place a capital stabilization fund request for \$19,500 on the ATM warrant for the beach reclamation project.

**IT Update:** Chairman Wilson recommends that Northeast Systems be hired for IT support for next year. She obtained the following quotes:

- Veritech IT \$18,000
- Jansen McNay \_\_\_\_\_ (lowest bid)
- Northeast Systems \$8,472

Chairman Wilson stated that NE Systems assumed that we wanted to go with what we have currently, but she stated we want to consolidate. They are going to revise their quote. Vice Chairman McLatchy wants to see the final packages before a vote is taken. Chairman Wilson will bring them to the next meeting. She stated she will tell Northeast Systems that we will likely go with them. Selectman Abbott stated that she should not tell them it is "likely" until a final quote is received from them, as this weakens any possible negotiating position on fees. She will forward their final proposal to the Board and Ms. Miller by email. Vice Chairman McLatchy asked if the quotes were being submitted for the same items. Chairman Wilson stated that they were all quoting on the same items.

**Financial Update:** Chairman Wilson reported that she has been working with the Treasurer and Accountant. They are behind, but are catching up. The Treasurer has committed to having her cash reconciliations current by June 30<sup>th</sup>. We are getting expenditure reports every week. Chairman Wilson will ask Town Accountant Jackie Cashin to get these reports on a bi-weekly basis to the other Selectmen and Ms. Miller also. Ms. Miller asked that Chairman Wilson have the Accountant post all payrolls to FundWare. There are 5 or 6 payrolls missing, which is making it difficult for departments to ascertain their account balances. Chairman Wilson will ask Ms. Cashin to get this information current.

**WiredWest:** Selectman Abbott informed the Board that Governor Patrick has requested \$40 million from the state's budget to wire Western Mass. He reported that regional legislators are in favor of WiredWest. It is too early to state what the costs to towns for bringing fiber to every household might be.

**MBI Broadband:** Ms. Miller stated that the Town of Rowe should be ready to go live with fiber by the end of April. She requested that the town move as quick as possible from DSL to fiber. The Select Board agreed that this should be done. Costs will be similar (or perhaps less) to what we pay now for DSL (approximately \$120/month).

**Certified Water Operator:** Ms. Miller reported that the Board of Health is working on identifying a new Certified Water Operator for the town by the April 25<sup>th</sup> deadline set by the DEP. A contract will be submitted to the Board of Selectmen for review/approval.

**Payphone:** The phone has been installed at the side entrance to the Town Hall by Palmeri Electric. We are now waiting for AVAYA to connect the phone to the IP400 phone system.

**Depot Street Bridge:** Ms. Miller reported that she received a warrant article from Katie Klein (K&P) to handle the Depot Street Bridge project (taking of the bridge, and temporary and permanent easements). She will place the article on the ATM warrant.

**Harpers Payroll—W-2 Reprinting:** Ms. Miller reported that some of the 2012 W-2s had to be printed again. This is the fifth time that some of these W-2s had to be reprinted. W-2s are due to employees by January 31<sup>st</sup>. Chairman Wilson stated that there were several factors involved. Vice Chairman McLatchy said that he wants to learn more about this in the future. Chairman Wilson agreed.

**Firefighter Stipends:** The Select Board voted unanimously (3/0/0) to also give the 1.7% COLA to firefighters for FY2014. Chairman Wilson is still researching paying stipends vs. paying on-call wages to firefighters.

**ATM Warrant:** Ms. Miller will get final FY2014 budget and ATM warrant documents prepared and emailed to the Select Board and Finance Committee. Chairman Wilson stated that perhaps the warrant will not close on April 24<sup>th</sup> as had been previously voted. She stated she thinks there may be two (2) petitions concerning wind power.

**Access to Town Records:** Chairman Wilson stated that the password to Ms. Miller's computer is needed so it can be accessed. While she was on vacation the FY2014 budget needed to be accessed. Ms. Miller stated that she cannot give out the password to her computer as there is personnel/payroll information on the computer. Chairman Wilson stated that she will look into this further.

**Reference Checks:** Chairman Wilson stated that it has come to her attention from three separate persons that reference checks on designers being considered by the School Building Committee were not done. Ms. Miller said to her knowledge only one reference check was not done.

**Police Chief's Position:** Chairman Wilson stated that the job advertisement for the Police Chief's position stated that the deadline to make application is May 31<sup>st</sup>. The new Board of Selectmen (following the May 18<sup>th</sup> town election) will be making the appointment.

**Old Home Day Committee:** The following individuals were unanimously (3/0/0) appointed to the Old Home Day Committee: John Magnago, Paul McLatchy III, Jodi Brown, Sean Loomis, Christine Tower and Ellen Miller. The Select Board voted unanimously to hold Old Home Day activities at the town center and the Park as the school site is not available.

**Fund Raiser for New School:** Selectman Abbott reported that Selmi Hyytinen would like to use the school site on Old Home Day for a fund raiser for the new elementary school. The Select Board did not act on this. They will wait to see if the school site is even available on Old Home Day.

**Town Hall Roof Repairs:** Ms. Miller received an estimate of \$2,000 (\$2,500 if an aerial lift is required) from Steve Crowningshield to make repairs to town hall roof slates (on the new section of the town hall) using EcoStar smoke gray and cedar brown roof slates made from recycled materials. The Select Board voted unanimously (3/0/0) to approve the repair. Ms. Miller stated she is still awaiting an estimate to repair a small area on the original building roof that includes some underlayment repair work as well.

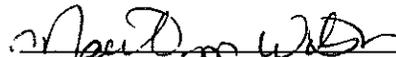
**Zoning Board of Appeals Alternates:** The Select Board voted unanimously (3/0/0) to have an article placed on the ATM warrant for a bylaw allowing for the appointment of ZBA alternates. Alternates are needed because super majority is required for granting variances, which makes it difficult—especially when a variance involves one of the ZBA members. Ms. Miller will get article wording from town counsel.

**Vegetative Management Plans:** Certified notifications were received from both **National Grid and Pan Am Railways, Inc.**, regarding their Vegetative Management plans for this year calendar year.

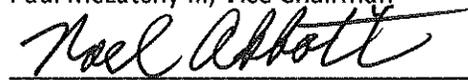
**Adjournment:** The Selectboard voted unanimously (3/0/0) to adjourn the meeting at 4:59pm.

Respectfully submitted,  
Ellen B. Miller  
Town Coordinator

Approved:

  
Marilyn Wilson, Chairman

  
Paul McLatchy III, Vice Chairman

  
Noel Abbott

May 1, 2013  
Date Approved

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**Attachments:**

- Agenda
- Ethics Disclosure Form – Paul McLatchy III
- Revised Beach Reclamation estimate
- Job Advertisement—Police Chief’s position
- Estimate for TH roof repairs