

Town of Rowe – FY2013
Board of Selectmen – Meeting Minutes
Wednesday, May 29, 2013 – 3:00pm – Gracy House

Call to Order: The meeting was called to order by Chairman Wilson at 3:00pm. The meeting was moved from the Town Hall to the Gracy House as the hearing rooms at Town Hall were not available (being used by auditors).

Present: Chairman Marilyn Wilson, Vice Chairman Susan Gleason, Selectman Noel Abbott

Also Present: Town Coordinator Ellen Miller, Betty Lenth, Cindy Laffond, Robin Reed, John Magnago, Jodi Brown, Ann Foshay, Rosie Gordon

Leyden Police Chief Dan Galvis: Chief Galvis of Leyden was invited to attend the meeting to discuss procurement of surplus vehicles and equipment. Very good deals are available if you know how and when to look on various websites. He offered to be a resource to the town for whatever types of equipment the town would like to pursue. He mentioned two websites where surplus items can be found: gsaccess.gov (government surplus auction) and LESO (law enforcement support organization). Items purchased via GSACCESS have a 2% or so acquisition fee and must be retained by the town for 18 months, after which time the town is free to do with the items as they so choose. Items from the LESO site are free and must be retained by the town for two years, after which time the town is free to sell or dispose of any items purchased. Someone from the town needs to be set up as the designated screener, or Dan could be designated for the town. Items ordered need to be picked up usually within two weeks of being ordered. Dan has been doing the pick-up of items purchased for some towns. He has the expertise of looking over the equipment to see if it has been maintained well and doesn't need a lot of repair to make it useable. It is a 6-8 hour drive one way to the pick-up sites (Letterkenny Army Depot or Susquehanna PA). Dan monitors both websites on a regular basis, so there would be no fee for finding items on websites; however, there would be a fee to cover his time and expense of picking up items. Surplus items are also available from the Commonwealth of MA via state auction. Some of the vehicles have high mileage and may not be in good condition. Once in a while you can find good equipment/vehicles. Dan does a lot of the maintenance on the surplus government vehicles and has learned where to find parts when needed. Mr. Galvis was thanked for his information. He did leave his resume for consideration for the Rowe Police Chief position. In conversations with Selectman Abbott he has offered to serve as the chief for a 2-3 year period for half of the stipend being offered, after which time he would step down. Selectman Abbott is in favor of hiring Chief Galvis for an interim period as he would bring his expertise and experience to the department and be a valuable coach to the town's officers.

Audience:

- **Cindy Laffond:** Ms. Laffond had several items: (BOS voted 2/0/0) to remove this item on 6-26-13
- **Memorial Flags:** Ms. Laffond thanked John Magnago for the flags he put up around town for Memorial Day. The Board thanked Mr. Magnago also.
- **Email to Attorney Terry:** Ms. Laffond voiced a concern about an email to Attorney Marc Terry.

Minutes: The following action was taken on meeting minutes:

- **May 20:** Approved (2/0/1) as submitted. Selectman Abbott abstained as he was absent from the meeting.
- **May 15:** Approved (3/0/0) as submitted.

Seaboard Solar: Chair Wilson reported that Seaboard Solar's project in Ware is now in the permitting process. Robin Reed stated that Seaboard Solar submitted a new map of their project to the Planning Board which is quite different than the original map, and that the solar array will now be seen from the road in two different spots. She went to the town hall and obtained a copy for the Select Board.

Police Department: The Board discussed needs of the Police Department going forward. It was discussed that the needs of the town could continue to be met with one Chief, two officers and backup from surrounding towns and the State Police. Selectman Abbott stated that he felt that after 38 years with the chief now retiring that it is essential that the police department have clear and independent oversight. He feels that he does not have the knowledge, skill or competence to hire a chief or assess the department's needs going forward. The Select Board does not know what it does not know. He feels that Dan Galvis has a wealth of knowledge. He feels we should have a structure for 2-3 years during which there be a total evaluation of the systems, equipment, training and experience of the department. We have some potential candidates in town, but the full package is not there yet. Experience is not there. He felt that perhaps an interim or administrative chief would

best serve the town at this time. Vice Chairman Gleason stated that she felt that community policing is important for Rowe, and that someone who knows the community is very important. She feels that speed in responding is critical also. Chairman Wilson spoke with MA Public Safety Executive Director Wayne Sampson, Lieutenant Hubbell of MA State Police and a police expert from the MA Police Association who indicated local knowledge is more desired over administrative skills. It is more important to have someone close by and known to the community. Vice Chairman Gleason agreed and stated that it is important to her that the chief be someone who is known to townspeople.

The next step in the process will be to look at the applications next week. Then interviews will be set up. Ms. Miller will check to see how applications can be disseminated to board members. An executive session will be called for June 5th at 3pm to review the applications. Once the finalists are determined the process then continues in open session.

IT Update: Proposals have been received from Northeast IT, Akuity and VeriTech IT. A meeting will be held on Monday, June 3, 2013 at 1:00pm to review/act on the proposals.

Depot Street Bridge: Ms. Miller is awaiting certified results of the May 13th annual town meeting from the Town Clerk. Once received she will forward them to Town Counsel and MassDOT.

Access to Town Records and Main Computer: Chairman Wilson asked Ms. Miller for keys to the locked cabinets in her office and the login and password to her computer. Ms. Miller stated that during interviews with the Melanson & Heath auditors this week one of the items they asked about was security at the town hall. Ms. Miller then asked them about Chair Wilson's requests that Ms. Miller provide her with keys to the cabinets in her office and the password and login to her computer. Ms. Miller also asked if the Select Board should have the combination and access to the town safe. The auditors said that keys should not be given out, nor logins and passwords, and that the Select Board should not have the combination to the town safe. So, on the advice of the auditors, Ms. Miller stated that she could not comply with Chair Wilson's request.

Animal Control Officer: Ms. Miller will obtain more information at the next FRCOG meeting planned for mid-June. Chair Wilson stated that Sheila Litchfield has stated that Heath is interested in combining ACO services. Ms. Miller stated that she spoke with Marcella concerning Monroe's interest. They are considering a regional approach with FRCOG.

Town Hall Custodian: Ms. Miller presented recommended changes (highlighted in yellow) to the town hall custodian job description. She recommended that additional requirements concerning ability to lift 40 pounds, bend, climb stairs and reach overhead be added also. The board voted unanimously (3/0/0) to adopt the recommended changes highlighted in yellow with one exception that the position continues to report to the Board of Selectmen, and to also adopt the additional physical requirements recommended by Ms. Miller. The Board voted unanimously (3/0/0) to name Chair Wilson as the liaison to the town hall custodian.

Disposition of Documents: Chair Wilson asked Ms. Miller where contracts are kept, and where Selectmen's minutes are kept. Ms. Miller responded that contracts are in the town safe and Selectmen's minutes are locked in a file cabinet in her office.

Retirement Party for Police Chief: Chair Wilson asked Ms. Miller to arrange a retirement party for Chief Dandeneau. Ms. Miller stated that due to workload this will be difficult. Selectman Abbott stated that he will assist in identifying people to help with this event. The event is to be held later this summer.

New Town Tent: Ms. Miller stated that in the past the Select Board stipulated that the new town tent (the 20x40 white one) not be let out for private use. She asked if the board would like to continue with this policy. The board voted unanimously (3/0/0) to not let out the new tent for private use.

Municipal Relief Transfers (MRTs): The board voted unanimously (3/0/0) to approve the following MRTs:

- MRT FY2013-01: \$500.00 from DPW Operations to DPW Electricity
- MRT FY2013-02: \$6,500.00 from DPW Wages to Summer Youth Employment
- MRT FY2013-03: \$415.59 from Municipal Center Operations to Town Hall Fuel Oil

Rowe School Invoice Processing Procedure: Chair Wilson presented a final version of the procedure developed by the Central Office. The board voted (2/1/0) to approve the procedure. Selectman Abbott voted against the procedure. Selectman Abbott stated that he feels we need a good estimate of how much more the school needs to replace contents. The board agreed that he should draft a letter to be sent to the Central Office asking for this estimate. He will present the letter at the next meeting for review/action.

New Computers for Tax Collector and Board of Assessors: Chair Wilson stated that she has asked Sandy Daviau to advise what type of new computers and software are needed for the two that were to be replaced this year (Tax Collector and Board of Assessors).

Franklin County Selectmen's Association: All three Selectmen signed up for the next quarterly dinner on Thursday, June 20th in Greenfield. Ms. Miller will have a check cut for \$60 and will send in the reservation slip.

Payphone: No contract has been received for the new payphone yet.

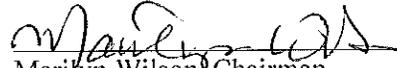
Old Home Day Committee: The board voted unanimously to appoint Bob Dykeman to the Old Home Day Committee.

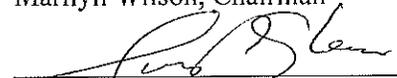
Adjournment: The Select Board voted unanimously (3/0/0) to adjourn the meeting at 5:16pm.

Respectfully submitted,

Ellen B. Miller, Town Coordinator

Approved:


Marilyn Wilson, Chairman


Susan P. Gleason, Vice Chairman

JULY 17, 2013

Date Approved

Noel Abbott, Selectman

Documents:

- Agenda
- Town Hall Custodian job description
- Municipal Relief Transfers (3)
- Rowe School Invoice Processing Procedure