

Town of Rowe – FY2013
Board of Selectmen – Meeting Minutes
Wednesday, February 27, 2013 – 5:00pm
Rowe Town Hall

Call to Order: The meeting was called to order by Chairman Wilson at 5:05pm.

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

Also Present: Town Coordinator Ellen Miller, Dog Officer Arthur Samuelson, Broadband Committee member David Dvore, ConCom Chair Myra Carlow

Minutes: 1) Minutes of the Feb 20th meeting were approved (2/0/0) as amended. [Note: Selectman Abbott was not present at this portion of the meeting.] 2) Previously approved minutes were signed: Jan 30, Feb 6, Feb 13

Fire Service Regionalization: Letter of support in response to the Franklin County Fire Chiefs' Association request to use available District Local Technical Assistance Funding (DLTA) to conduct a study on the regionalization of fire services in Franklin County was signed by the board and will be mailed. This is to conduct a study only, and it is understood that any changes to Rowe's current fire service delivery methods will be at Rowe's discretion.

Dog Officer: Rowe Dog Officer Arthur Samuelson joined the meeting to update the Select Board on Dog Officer matters. He attended a FRCOG workshop of Feb 21st concerning Animal Control matters. He learned several things, including:

1. The title Dog Officer is no longer used...it has been replaced with the new title Animal Control Officer (ACO). Every town is required to have an ACO.
2. All ACOs are required to attend training. The next course is being held in March in West Boylston. The cost is \$400. It is a once a week session for 12 weeks. A training session may be held in Western MA at some point. Mr. Samuelson is not interested in traveling to West Boylston for this training.
3. Towns are required to have a microchip scanner.
4. A hearing needs to be held for the removal of any dog from the town. Police officers can handle, or assist, in such matters.

Mr. Samuelson thought that it may be possible to share an ACO and microchip scanner with a surrounding town...perhaps Monroe. [He stated that the ACO in Monroe is one of the Selectmen.] He will contact Cheryl Rudolph of the ACO Association of MA concerning the possibility of sharing. He will also obtain any information the association has on current dog laws, and will provide this information to the Select Board.

Mr. Samuelson also recently attended an Open House at the newly opened regional kennel facility in Turners Falls. Rowe did not initially join the regional facility, but can join at any time. There is a one-time membership fee and an annual maintenance fee. Mr. Samuelson will get more information on this facility.

It was suggested that he contact Town Clerk Jenn Morse for information on all dogs in Rowe, including any kennel licenses that have been issued.

WiredWest: David Dvore of the Broadband Committee joined the meeting to discuss fiber options coming to the town. WiredWest (which the town voted to join) is set up as a utility, which obligates them to bring fiber directly to every household in Rowe. Townspeople will have the following options for internet: DSL, satellite or fiber. The only fiber to home option will be WW. Households signing up with WW will be able to obtain internet, TV and phone with their service. Cost could be \$80 to \$120 per month. [Note: WW is a non-profit entity, so services must be provided at cost.] WW is asking that each household indicate an "expression of interest" for their fiber service(s) by either filling out and mailing the card sent to each household, or entering the information on line at

WW's website. Mr. Dvore asked if a town-wide phone call could be done to remind townspeople of the importance of providing this information to WW. It is not a commitment to sign up for any service, but it will help them gauge interest as they will need to obtain major funding to complete this project. He also asked that information be put on the town's website, with a link to WW's site. It was agreed to have Ms. Miller take care of both items. Mr. Dvore will email pertinent wording to Ms. Miller tomorrow.

It is very costly to bring fiber to each household. MA Broadband Institute (MBI) will complete the "middle mile" of fiber by June 2013 which is bring fiber to all Community Anchor Institutions (CAIs), and is working now on the "last mile." [Rowe's CAIs will be wired by the end of April 2013.] Federal funds cannot be used for the last mile portion. The state will need to find funds for this. An announcement concerning this is to be made April 2nd.

Selectman Abbott stated that WW may be asking each member town for another \$1,000 for administrative costs. \$900 has been appropriated for FY2013 [no funds have been expended as of yet]. Mr. Abbott is advocating that \$1,000 be put in the FY2014 budget for this.

Schedule A: A letter had been received from the DOR Division of Local Services stating that Schedule A (an annual financial filing with the DOR) which was due on October 31st had not yet been submitted. Chairman Wilson reported that Town Accountant Joyce Muka has now submitted the required report, and it has been recorded by the state.

Vendor Bill Schedule: Chairman Wilson stated that a newly created Vendor Bill Schedule form needs to be sent to town department heads for submittal of bills to the accountant for payment, and a reminder that bills need to be submitted by Tuesday afternoon of each warrant period. Ms. Miller suggested that Accountant Jackie Cashin send this notice to department heads as this form and submittal schedule is coming from her office. Ms. Wilson will speak with Ms. Cashin about sending out a notice to town departments. Ms. Miller offered her assistance if Ms. Cashin needs help.

Treasury Audit: Chairman Wilson reported that the window of opportunity to have the Treasury Audit completed by Melanson-Heath in January was missed as the Treasury records were not ready. The auditor that was to perform the audit is now taking exams. When her exams are done she will be able to complete this audit. No date was given. The auditor did come to Rowe and assist the Treasurer by helping her set up internal systems to handle Treasury matters.

Advertisement for Police Chief Position: Ads for a part-time Police Chief and part-time Special Police Officer were approved. It was decided to only advertise for the chief's position at this time. It was agreed that it would be better to advertise for the additional part-time officer after the new chief is on board. Ms. Wilson will email the ads to Ms. Miller tomorrow. Ms. Miller will have the chief's ad placed in area newspapers [Greenfield Recorder, North Adams Transcript, Brattleboro Reformer] on two consecutive Saturdays, as soon as possible.

School Demolition: Two bids were received by MIIA for the demolition of the school site. MIIA had asked for the Selectmen's review/approval of the bids, but there was such a discrepancy in the two bids that it was difficult to make a comparison. P-3, the newly hired Owner's Project Manager for the school building project, offered to review the bids. They will contact MIIA next Monday or Tuesday to discuss the matter.

IT Review: Selectman Wilson is still working on obtaining information from IT support firms.

State Data Center: Ms. Miller reported that she attended a recent STAM (Small Town Administrators of MA) meeting where Tim Sullivan, Local Government Liaison of the CommMA Information Technology Division,, presented information about the newly-completed State Data Center (SDC) at the old Springfield Technical School site. This center will house state data, but will also be available to host municipalities' IT needs (for a fee), including 24/7 backup. She suggested that this could be a good fit for Rowe, as we could either have our servers transferred to and maintained by this center, or could eliminate our servers all together, and house our software on their servers. They center is also planning on providing standardized software for towns to use. Ms. Miller is

planning to tour their new facility. All of the Select Board would like to tour the facility also. Ms. Miller will contact Mr. Sullivan to set up a tour.

NFIP: Chairman Wilson reported that she contacted Darcy Glass Royal to assure her that the town is taking steps to join the National Flood Insurance Program (NFIP) with the assistance of FRCOG. Ms. Glass Royal had provided quite a bit of information on this program last year. Ms. Wilson may ask her to resend this information.

Elected vs. Appointed: Chairman Wilson recommended that of the three elected positions of Treasurer, Tax Collector and Town Clerk, that only the Treasurer's position should be changed from elected to appointed at this time, as this position is more complicated and requires specific skills, and the positions of Tax Collector and Town Clerk are more easily learned. Selectman Abbott concurred. Vice Chairman McLatchy also agreed because of issues the town had with the previous Treasurer. No formal vote was taken. The matter was deferred to the following meeting. Ms. Miller will get wording for an article for the Annual Town Meeting to handle this matter. If this does get approved at town meeting, it will not take effect until after the then current term of the Treasurer is expired.

Filing Cabinets: Chairman Wilson stated that the Treasurer, Town Clerk, and Police Department will have keys to each other's filing cabinets.

Yankee Land Committee: Chairman Wilson stated that she would like the Yankee Land Committee to give a presentation to the Select Board. The Board concurred. Ms. Wilson will organize this with the Yankee Land Committee.

Temporary Administrative Support: Chairman Wilson reported that Janice Boudreau has offered to take Select Board meeting minutes during Ms. Miller's vacation the weeks of March 4th and March 11th. Ms. Wilson suggested that Ms. Boudreau also handle school building contract issues while Ms. Miller is away. The Select Board voted unanimously to appoint Janice Boudreau as temporary Administrative Assistant from March 4th to March 15th, to be paid from the General Administration account.

Conservation Commission: ConCom Chair Myra Carlow was present to discuss two items:

- She requested that Ms. Miller provide her with information on the Conservation Commission account and the Wetlands Protection revolving account. She does not know how to obtain this information from FundWare. She suggested that a FundWare training session be held for town departments.
- She stated that she is attending an all day workshop on March 26th in at the Transit Center in Greenfield concerning storm water and drainage, and she suggests that someone from the DPW Dept. also be asked to attend. Chairman Wilson will speak to DPW Supt. Jim Taylor about this.

Contract for Owner's Project Manager (OPM): The School Building Committee has recommended that a contract be entered into with P-3, Inc. of Norwell MA as the OPM for the school building project to provide Project Management Services. The contract is for the entire project; however only the initial phase to get the town to a May/June town meeting is committed to in this contract for \$27,000, as only funding for the preliminary phase has been approved by voters at this time. Town Counsel David Doneski of Kopelman and Paige provided the contract. Selectman Abbott asked that the following items be added to the contract language: 1) that if we don't go with P-3 for Phase 2, they turn over all documents within two (2) days; and 2) that the following clause be added: "This clause implies no obligation on the part of the awarding authority to enter the construction phase." Ms. Miller will discuss these possible changes with Attorney Doneski tomorrow. Approval of the contract was deferred to the Select Board meeting posted for this Friday afternoon at 2pm.

Treasury Warrants: The Selectboard voted two in favor and one opposed (2/1/0) to have three separate treasury warrants prepared each week—one for town payables, one for school payables, and one for school fire payables. Vice Chairman McLatchy opposed this process, stating he would like to continue the existing procedure of preparing one overall treasury warrant, and two sub warrants (one for school payables and one for school fire payables).

RE Tax Refund: A real estate tax refund in the amount of \$111.01 for the Floyd/Marion Smith estate was unanimously (3/0/0) approved.

53E½ Revolving Fund for MRIP Receipts: The Select Board voted unanimously (3/0/0) to put an article on the ATM warrant for a c.44, Sec. 53E½ revolving fund for recycling receipts from the Municipal Recycling Incentive Program (MRIP), with monies to be used for purchase of recycled items, or to pay the annual assessment to the Franklin County Solid Waste Management District (FCSWMD), if the Board of Health so concurs. These funds are currently held in escrow accounts at FCSWMD for each town in the district, but it has been learned that these funds must be sent to the individual towns. If the 53E½ revolving fund is not approved at annual town meeting (each year), the receipts will be General Fund receipts.

Upcoming Meetings: The Select Board agreed to the following upcoming meetings:

- Mon, Mar 4th: Regular meeting at 1pm
- Tues, Mar 12th: Budget meeting at 5pm
- Tues, Mar 12th: Public Hearing re Depot St Bridge at 7pm (Rowe Conference Center) [already posted]
- Wed, Mar 13th: Meeting to discuss HR Policies at 2:30pm
- Wed, Mar 13th: Regular meeting at 4pm

Ms. Miller will post the meetings before she leaves for vacation on Friday. Changes to agendas should be posted when specific agenda items are known.

School Fire Warrants: Chairman Wilson asked Selectman Abbott if he would take over responsibility for matters concerning School Fire Warrants. No action was taken.

BJ's Account: Vice Chairman McLatchy asked that it be looked into reopening at BJ's membership for the town. No action was taken.

FY2014 Budget: Ms. Miller will get the current worksheet to the board members before she leaves for vacation.

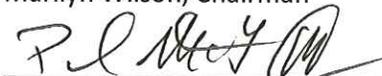
Warrants: The following warrants were unanimously (3/0/0) approved: TW 13-18, SW 13-18, SFW 13-18, SFW 13-01A, PW 13-18, SPW 13-18.

Adjournment: The Selectboard voted unanimously (3/0/0) to adjourn the meeting at 8:10pm.

Respectfully submitted,
Ellen B. Miller
Town Coordinator

Approved:


Marilyn Wilson, Chairman


Paul McLatchy III, Vice Chairman


Noel Abbott

March 20, 2013

Date Approved

Attachments:

- Agenda
- Fire Service Regionalization Correspondence
- DOR letter re Schedule A
- Police Chief Ad
- RE Tax Refund
- FCSWMD re MRIP Receipts