

Town of Rowe
Board of Selectmen – Minutes
Wednesday, November 28, 2018 – 6:30 pm
Rowe Town Hall - Hearing Room 1

Call to Order: The meeting was called to order by Chair Morse at 6:30 p.m.

Present: Chair Jennifer Morse, Vice-Chair Dennis May and Executive Secretary Janice Boudreau
Absent: Member Sokol
Board of Health Chair, Maggie Rice, Fire Chief Brandon Sprague, Charlemont Fire Chief Dennis Annear

OPEN MEETING

Announcement of recording devices & noteworthy information

MINUTES

1. Minutes of October 30, 2018 & November 14, 2018, November 5, 2018

Motion to accept Minutes of October 30, 2018: Upon review, a motion was made by Chair Morse to accept the Minutes of October 30, 2018 as written. The motion, seconded by Vice-Chair May, was accepted. (2/0/1)

Motion to accept Minutes of November 5, 2018: Upon review, a motion was made by Vice-Chair May to accept the Minutes of November 5, 2018 as written. The motion, seconded by Chair Morse, was accepted. (2/0/1)

Motion to accept Minutes of November 14, 2018: Upon review, a motion was made by Chair Morse to accept the Minutes of November 14, 2018 as written. The motion, seconded by Vice-Chair May, was accepted. (2/0/1)

OLD BUSINESS

1. MLP Update- Procurement, Accounting: Chair Morse reported having a conversation with Bill Ennen, liaison of the Executive Office of Housing & Economic Development, about the procurement process for hiring an Internet Service Provider (ISP) and he explained how several other towns were handling it. Chair Morse said that Town Counsel had reviewed the Wired West Services Agreement for ISP services and sent an email with many concerns. It was agreed to discuss again, since more review was needed. It was decided to discuss after the Tax Classification Hearing on December 5th.
2. Continue Discussion about Reducing Number of Streetlights- Tabled
3. Police Chief and Police Officer Job Descriptions: Ms. Boudreau said that Police Chief Shippee had responded to her indicating her job description changes were satisfactory and the job description was good.

Motion to Accept Job Description: Chair Morse made a motion to accept the final version of the Police Chief Job Description. The motion, seconded by Vice-Chair May was accepted. (2/0/1)

Following review of the revisions made to the Police Officer Job Description, Vice-Chair May agreed to speak with Police Chief Shippee and get her input.

4. Executive Secretary Job Description: Revisions were made to the Executive Secretary Job Description. It was agreed to have Ms. Boudreau revise and present at next meeting for final approval.
5. Facebook Disclaimers (Fire, Library, Park, Police) – Town Counsel Comments: Town Counsel reviewed the draft Facebook Disclaimers and said that she recommended that there be no interactive Facebook pages due to liability issues. It was agreed that Chair Morse would speak with Library Director and Park Manager, Vice-Chair May would speak with Police and Fire Dept. pages to see whether interactive pages were necessary. If so, Town Counsel would then draft a disclaimer for the page.
6. Regional Animal Control Officer: Ms. Boudreau presented the Board with materials from meetings with area towns about sharing a regional Animal Control Office. Following review of materials, it was agreed that using the Equalized Valuation (EQV) to determine Rowe's assessment made it not cost effective to join the group as it increase the current budget by \$2845.00. It was agreed to notify the group that the cost was prohibitive for Rowe.

Motion Not to Join Regional ACO: Chair Morse made a motion not to join the group hiring a Regional Dog Officer due to being cost prohibitive. The motion, seconded by Vice-Chair May, was accepted. (2/0/0)

Board of Health Chair Maggie Rice joined the meeting at 7:20 p.m.

7. Gracy House Mold Issue: Board of Health Chair Maggie Rice reported having reviewed the Indoor Air Quality Program Report on the Gracy House stating the Gracy House contained mold and a list of short-term and long-term remediation was recommended. It was agreed to start with filing a claim with Massachusetts Interlocal Insurance Association (MIIA) to see if assistance was available and ask for recommendations for remediation companies.

Other Board of Health Discussions:

- a.) Transfer Station Changes: Chair Rice said that the Board would be providing transfer station tags for residents for a \$25.00 fee. In addition, due to the rising costs, may have to have a pay by bag program in the future.
- b.) Septic Systems Pumping on Budget: There was discussion about Town septic systems needed pumping in the coming year, since it should be performed every 3 years. It was agreed to have a warrant article to fund all town buildings.

APPOINTMENTS

1. Fire Dept. Regionalization - Meeting with Charlemont/Rowe Chief: Fire Chief Brandon Sprague and Charlemont Fire Chief Dennis Annear discussed joining the Rowe and Charlemont Fire Departments. There has been discussion with the two depts. since it would help towns meet state and federal requirements as well as have adequate numbers of members to fight fires safely. Towns could share equipment, staff and training and save money. There was discussion about putting together a capital plan for improving equipment for both Rowe and Charlemont. Chair Morse said she would speak with Charlemont Select Board Chair Sara Reynolds to work on the Memorandum of Understanding details between the two towns to proceed ahead.
2. Ego's and Attitude Class for EMD, Fire Dept., DPW, Police, BOH, BOS including other towns Rowe School January 21st at 6 p.m.: Fire Chief invited town departments to the "Ego's and Attitude Class" given by A.J. Justino of Emergency Response Consulting at Rowe School on January 21, 2019.
3. Insurance – Town Contribution email from Town Counsel: Tabled until a later date
4. GASB/OPEB Update: Chair Morse inquired about the progress with the Governmental Accounting Standards Board (GASB) and Other Post Employment Benefits (OPEB) valuations Odyssey Advisors. Ms. Boudreau said Treasurer was working on the reports and said she could complete in the next few weeks.

NEW BUSINESS

1. Blood Bourne Pathogen Policy, DICO Appointment to Fire Department – Review Drafts (Table this until further notice)
2. Energy Credits for Wood Heating System: Ms. Boudreau presented an 'Alternative Energy Portfolio Standard' from the Executive Office of Energy & Environmental Affairs, Dept. of Energy Resources to obtain energy credits for the life of the pellet system through a grant program. Rowe would receive a rebate for every ton of pellets ordered. Since our current supplier was on the list of potential suppliers, it was agreed to pursue.
3. Email Account Hosting- Montague Webworks: Chair Morse that Montague Webworks had inquired about hosting our email accounts in addition to the web hosting. It was agreed to reach out to them and ask for a proposal.
4. Lower Tunnel Road Citizen Concerns- Driveway: Chair Morse said she had received a phone call from a citizen about their driveway washing out. After researching, Chair Morse said the driveway was owned by Pan Am Railways and a neighbor, so all privately owned and could not be maintained by the town. She encouraged him to write a letter to the Board.
5. Holiday Lights for Gazebo-Solar?: Chair Morse said some citizens requested holiday lights for the gazebo and Chair Morse said she would look into it.

6. Rowe School Committee Request – Re: OBRA: School Committee Member Ellen Miller sent a request for the town to investigate OBRA plans or Deferred Compensation plans as an alternative to Social Security plans. This has come to light since there are a number of shared employees to Rowe School from North Berkshire Union that have made the request. It was agreed to have further discussion with the School Committee and Superintendent Franzoni.
7. Snow Policy for Town Hall: Chair Morse said that she would like to have a snow policy for Town Hall to follow in the event of a storm. It was agreed that if the Rowe Elementary School closed, that the Town Hall would be closed for the day as well. Employees could take a personal or vacation day if conditions were too dangerous for driving. It was agreed to post the policy in the Goal Post.

EXECUTIVE SECRETARY UPDATES

1. Ms. Boudreau pointed out there were several bridge inspections made by MassDOT for Depot St., Steele Brook Rd., Kings Highway, Hazelton Rd., and Ford Hill Rd.
2. Ms. Boudreau discussed the letter from MA Dept. of Environmental Protection inviting Rowe to participate in the 2nd round of the Small Town Environmental Partnership. Upon review, it was decided not to pursue at this time.

MAIL & CORRESPONDENCE

1. Letter from Citizen: A letter was read from Gail Cromack. It was agreed to respond to her letter.

WARRANTS:

FY19 W12 Payroll FY19 W11

Chair Morse invoked the Rule of Necessity since she had a family member on the payroll.

Vice-Chair May invoked the Rule of Necessity since he had a family member on the payroll.

AJOURNMENT: Seeing no further business, Chair Morse made a motion to adjourn the Meeting at 9:25 p.m. The motion, seconded by Vice-Chair May, was accepted. (2/0/1)

Janice Boudreau
Executive Secretary

Approval Date: December 26, 2018

Approved: *Signed copy on file with town clerk.*

Jennifer Morse, Chair

Dennis May, Vice-Chair

Chuck Sokol, Select Board Member

Documents:

- Agenda 11-28-18
 - Draft Minutes 10-30-18 and 11-14-18
 - Streetlight List and citizen addresses
 - Police Chief and Police Officer Job Description
 - Executive Secretary Job Description
 - Facebook Disclaimers
 - ACO Agreement by and between Town of Rowe and FCSO
 - ACO Cost Sharing Formula
 - ACO Job Description
 - Town Counsel Re: Insurance Motions
 - Email Rowe School Committee Re: OBRA
- Mail:
- Small Bridge Inspection Reports
 - DPU – Notice of Filing and Public Hearing
 - DEP – Small Town Environmental Partnership