

Town of Rowe
Board of Selectmen – Minutes
Wednesday, January 30, 2019 – 6:30 pm
Rowe Town Hall - Hearing Room 1

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

Present: Jennifer Morse, - Chair, Dennis May – Vice Chair, Chuck Sokol - Member
Finance Committee: Wayne Zavotka,-Chair, Paul McLatchy III, Laurie Pike, C. Selmi Hyytinen, Loretta Dionne
Council on Aging & Tax Collector: Sandy Daviau
Board of Health: Maggie Rice- Chair, Joanne Semanie- Clerk
Police Chief: Julie Shippee

OPEN MEETING

Announcement of recording devices & noteworthy information

Jennifer shared a development regarding a wage/salary survey for non-school employees. Mary Flanders Aicardi, Senior Associate from the Edward J. Collins Jr. Center for Public Management – UMASS Boston will be provided free of charge to the town a wage/salary comparison that will compare other towns of like size and government positions. She will also look at our survey information and provide recommendations for the town.

BUDGET HEARINGS

- Council on Aging - Sandy Daviau shared that she would be purchasing a computer and printer for the COA with a grant from the state elder services office
Jennifer shared that Florence Veber had shared at a previous meeting of the Board of Selectmen that the mileage reimbursement change instituted was not working. Sandy shared that it takes a great amount of time and bookkeeping since some the mileage rates are calculated differently as some are reimbursed by the State and some by the Town. The Board of Selectmen agreed that for the remainder of this fiscal year reimbursements would go back to being issued more frequently with the understanding that Sandy will ask the seniors to cash their reimbursements checks in a timely manner. The issue will be re-examined at the end of the fiscal year. Sandy shared that she will need a filing cabinet for COA files after July 1.
- Tax Collector- Sandy will be retiring for FY20. Discussion on the pay rate and new hours for the collector were discussed. The Board of Selectmen will be working on a job description in the near future. The plan is to hire for the position in May giving the new collector training until Sandy's retirement on July 1. The budget includes an additional \$1000 for consulting and \$300 for the Annual Tax Collector School at UMASS. Jennifer shared that \$2,217.06 would be requested at the special town meeting this is the sick time payout for Sandy on her retirement.
- Board of Health - Maggie Rice – Chair of the Board of Health presented the budget with one change due to the increase in the FRCOG assessment. There was also a \$500 increase requested for snow removal (extra time for attendants). Maggie shared that the total project cost for the Refuse Garden Engineering Project that is required will be \$10,000- \$12,000 . Over 150 tags have been sold for use of the Refuse Gardens and the Board will be moving forward this summer with plans to institute a pay per throw system. At this time the plan is to give each

household 52 free trash bags additional bags will be purchased at a rate undermined. The bags will be 30 gallons each and a cost for the bags is unknown at this time. Discussion on creating a revolving fund for the Refuse Gardens with the intent of using fees collected to offset hauling charges beginning in Fiscal Year 2020.

- Police – Chief Julie Shippee presented her operating budget and capital requests. Capital requests include a new cruiser, bullet proof vests and a radar/speed sign. An estimate for a new cruiser was obtained through FRCOG with a state bid. Bullet proof vests are required every five years and are reimbursable through a state grant. Chief Shippee will get an estimate for the vests and radar/speed sign. Chief Shippee shared that Melinda Herzig would like to come back to Rowe to fill the Reserve Officer open position. The posting in the Recorder was wrong and the board agreed that the position needs to be reposted accurately before a decision on hiring can be made.

PO Boxes were discussed by both boards as the Town pays for more than ten post office boxes which is \$720.00 per year. It was agreed by both boards that a resolution and savings would be to have one General Post office box for the town with mail distribution inside town hall. Further discussion on locating the boxes in the current Executive Secretary Office with keys distributed to Committee Chairs and Department Heads for access during closed hours to not only their mail but the use of the copier. It was agreed that the Tax Collector should have their own post office box due to the amount and content of the mail. Jennifer will reach out to each post office box holding department for consideration.

Paul McLatchy member of the Bylaw Review Committee (BRC) stated that he is going to propose an article at the upcoming special town meeting in regards to the distribution of annual town report. Jennifer asked him to forward the request if voted by the BRC after their next meeting.

NEW BUSINESS

- Town Hall Heating System - Last Friday morning the heating system was not working due to water in the oil tank. Custodian Danielle Larned contacted White Heating and with the support of Sandri the heat was restored. The 55 gallon drum with contaminated water will be picked up by a Hazardous Waste company and Dennis will follow up with White Heating.
- Special Town Meeting Date- Jennifer will follow up with the Moderator Robert Clancy and Town Clerk Kathy Sprague to set a date for town meeting either on Monday March 4 or Tuesday March 5.

OLD BUSINESS

MLP UPDATES

- Borrowing: The board reviewed the payment schedule for the broadband project and borrowing will need to begin right away. It was agreed to have the treasurer consult and determine if the full amount of \$860,000 needs to be borrowed in full or in increments throughout the remainder of the project.
- Onboarding with WGE: A date was set for the Onboarding meeting with Westfield Gas & Electric for Tuesday February 12, 2019 at 8:30 a.m. Jennifer shared her concerns

regarding additional administrative work at this time and the amount of large town projects that are taking a lot of administrative time. Major Projects for the board currently include the FY20 budget process, Town Collector Job Description, King's Highway and Grant Management, Gracy House, Engineering Report for Yankee Road and funding, Goal Post transitioning, Broadband. Jennifer shared that lesser priority projects such as a new phone book, estimates for special projects, smaller administrative tasks are being put by the way side. Discussion on the need to reorganize administrative work for the remainder of this fiscal year resulted in the following.

The administrative assistant will no longer handle personnel paperwork (approx... 2-3 hours per week). This will become the responsibility of the Treasurer and is in the job description as such. The administrative assistant will become the "Special Projects" administrator working on the following; the Annual Town Report, Goal Post, Yankee Road Funding, Onboarding with Westfield Gas Electric, any other worked assigned by the Board of Selectmen. Discussion on extra hours for onboarding only be paid for by the broadband project. Jennifer shared that the administrative assistant has already made great progress on the Yankee Road funding and a meeting will be set up with Representative Paul Mark.

More discussion on the need to re-organize office duties and job descriptions resulted in the board looking into the following model: a full time (40 hour per week) administrative assistant and a secretary to the boards (32 hours per week). Jennifer shared that she has obtained job descriptions from other Franklin County towns with like job descriptions and will work on drafts for review by the board. It was agreed by all members that a re-organization plan will benefit boards, committee, department's heads and taxpayers of Rowe.

Adjournment- Seeing no further business a motion was made by Jennifer and seconded by Dennis to adjourn the meeting at

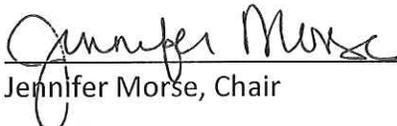
MINUTES

AJOURNMENT: Seeing no further business, Chair Morse made a motion to adjourn the Meeting at 9:04 p.m. The motion, seconded by Vice-Chair, was unanimously accepted. (3/0/0)

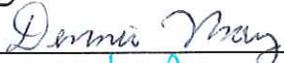
Respectfully Submitted
Jennifer Morse
Board of Selectmen – Chair
February 1, 2019

Approval Date: March 6, 2019

Approved:



Jennifer Morse, Chair



Dennis May, Vice-Chair



Chuck Sokol, Select Board Member

Documents:

1. Council on Aging Budget
2. Tax Collector Budget
3. Board of Health Budget
4. Police Budget