

Town of Rowe
Board of Selectmen – Minutes
Wednesday, February 20, 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
Executive Secretary Janice Boudreau
Finance Committee: Wayne Zavotka, -Chair, Paul McLatchy III, Laurie Pike, Loretta Dionne
Conservation Commission: Ramon Sanchez, Chair
Board of Assessors: Rick Williams, Chair, Ellen Miller and Herb Butzke
Audience: Marilyn Wilson

OPEN MEETING

Announcement of recording devices & noteworthy information –one recording device

BUDGET HEARINGS

- Yankee Road Letter to Legislatures: Administrative Assistant Paul McLatchy III prepared a letter to be sent to regional, state and federal officials and organizations to elicit support for finding possible funding sources for the work needed on Yankee Road that has been estimated to cost \$800,000.00.
- Conservation Commission: Conservation Commission Chair Ramon Sanchez presented his FY20 Budget for consideration. It included training conferences and professional development for members. The budget showed a 15.6% reduction from the prior year due to reducing printing costs and the number of board members who would be attending training. Mr. Sanchez noted that the Commission is still short a member and is looking for someone willing to serve which would require taking online courses.

Mr. Sanchez left the meeting at 6:42 p.m.

- Highway Dept. Budget: The Highway Dept. budget was reviewed. The overall budget had a 2.5% increase over the prior year. Winter wages were discussed and Chair Morse confirmed that Superintendent Larned factored in the overtime wages into the budget.
- Custodian: The FY20 Budget for the Custodian was reviewed. Chair Morse explained that the custodian would now be managing her own budget which would be funded by taking funds from existing budgets: the Town Hall Operations, Gracy House Operations, Fire Station Operations, and Highway Dept. Operations.
- 6:54 p.m. - Assessors Budget: Rick Williams, Ellen Miller and Herb Butzke

Salaries: Chair Williams said that Assessor's Clerk Sandy Daviau would be retiring in May. The Board is investigating whether to hire an Assistant Assessors or Administrative Assistant position. Many towns have an average rate of \$23.08 and the job would be 10 hours a week. Chair Williams said they are currently working on a job description.

Operations: Chair Williams explained the need for added hardware and software due to the town servers being updated. Following discussion, since it is a one-time expense, it was decided to be added to the town server update project cost.

Valuations: Chair Williams said that due to increase of valuations two hydro facilities and Utility company all applied for abatement. Since the town could incur costs associated with the Appellate Tax Board appeals, the Board was working on final figures for adding to a legal support fund and how much to fund in the Assessors Overlay Account.

Revaluations: Chair Williams explained the annual funding of \$19,000.00 to build up funds for the 5-year Revaluation.

Levy Limit: Due to new growth of \$584,841.00 the levy limit will be raised this coming year.

- Yankee Road Letter to Legislatures (Continued): It was agreed to also send the letter to FEMA and MEMA agencies in addition to the government officials

Wayne Zavotka, Paul McLatchy III, Rick Williams, Laurie Pike and Herb Butzke left the meeting at 7:42p.m.

OLD BUSINESS

- Social Security/OBRA Discussion: School Committee Member Ellen Miller spoke about the school employees that needed to have funds reimbursed to them for social security deductions that were made in error. Specific employee cases were discussed. It was agreed to discuss further with the Treasurer. Ms. Miller said there was discussion about paying shared employees through Berkshire Union through Clarksburg and assessments be sent to towns to eliminate the employees having separate retirement accounts in each town. Ms. Miller said that this agreement has not been approved by the Town of Clarksburg.

Ellen Miller and Loretta Dionne left the meeting at 8:04 p.m.

AUDIENCE: Marilyn Wilson asked the Board to consider the adoption of the Massachusetts General Law Chapter 40 Section 22F, a local option statute that she recommended be adopted for that would allow Boards or Committees to set fees such as was recently done with the Board of Health issuing Refuse Garden's permits. Following discussion, it was agreed to speak with Town Counsel and if she was in agreement, would put it on the Special Town Meeting Warrant.

Marilyn Wilson left the meeting at 8:17p.m.

OLD BUSINESS (Continued)

- Special Town Meeting: The Special Town Meeting (STM) warrant was reviewed. It was agreed to sign the final warrant on Monday, February 25, 2019 at 6:30 p.m.
- Goal Post Job Description: Chair Morse said that she had spoken with David Roberson about a job description and had not heard back. It was agreed that Member Sokol would work on the Goal Post editor job description for approval by the end of March. Member Sokol shared an email from Nan Williams who expressed her concerns with the Goal Post.
- Job Descriptions – Administrative Assistant and Town Collector:

Town Collector: Chair Morse said she was working on a Town Collector job description to encompass the Tax Collector and collecting other town fees. This will be complete for discussion by the end of March.

Administrative Assistant: There was discussion about administrative needs that were not being met and that Select Board members who in the work force had a limited amount of time to devote to their town work. Chair Morse thought there was a need for a position that could take up the work that could not be done and, in addition to administrative work, could pursue more grant opportunities and manage the grants once received. It was agreed that the Administrative Assistant job be expanded in scope and hours and act as a back up to various duties. Vice-Chair May thought having more assistance might encourage people to volunteer if they knew assistance was available. Paul McLatchy III had presented a list of possible duties and it was agreed that Executive Secretary and Treasurer should supply Chair Morse with additional tasks that could be met by an additional position as well as tasks they felt were not currently being met. Chair Morse feels that we need to look at a Town Administrator or Town Coordinator still. She requested times be presented for a meeting of all. There was discussion about the need for the position to have some oversight and liaison between department heads and the Board.

- MLP Updates: Onboarding or Broadband Signup March 30, 2019 at the School there was discussion about setting up for the event. Member Sokol agreed to help set up for the event at the Rowe Elementary School.
- Bridge at Zoar Road Over Shippee Brook: Chair Morse said that as a result of a letter from Massachusetts Department of Transportation (MassDOT) that notified Highway Superintendent that the Zoar Road over Shippee Brook Bridge was deemed unsafe due to the deterioration of beam 2 on the bridge. In the letter immediate action needed to be taken to restrict traffic to one lane or close the bridge. Keith Nelson from Gill Engineering came up to view the beam and recommended that repair plans be stamped and sent to DOT for approval allowing a local contractor to make the repairs. Chair Morse will reach out to MassDOT District Bridge Engineer Mark DeVlyder to discuss how best to proceed.

MINUTES:

Motion to accept Minutes of January 16, 2019: Upon review, a motion was made by Chair Morse to accept the Minutes of January 16, 2019 with amendments. The motion, seconded by Member Sokol, was unanimously accepted. (3/0/0)

Motion to accept Minutes of January 16, 2019: Upon review, a motion was made by Vice-Chair May to accept the Minutes of January 16, 2019 as presented. The motion, seconded by Chair Morse, was unanimously accepted. (3/0/0)

NEW BUSINESS

- Emergency Action Plan Preparation – Mill Pond & Pelham Lake Dams: A proposal from GEI Consultants, Inc. regarding the required Emergency Action Plan Preparation for the Mill Pond and Pelham Lake Dams was reviewed. Since the plans were required by the Dept. of Conservation and Recreation be completed and filed by December 2019, it was agreed that a firm needed to be hired. It was agreed to send the pertinent materials to the Park Commission, Dam Keeper and Emergency Management Director for review. It was agreed to put it on the Special Town Meeting Warrant Article.

EXECUTIVE SECRETARY UPDATES:

Phone Book: Town Clerk Kathy Sprague will take over the production of the Town Phone Book which will be produced and distributed at the Town Hall.

Oil Tank Replacement: Executive Secretary said that White Heating had provided a quotation of \$5,486.21 to install an oil tank at town hall due to the current one which has water getting into the tank from an unknown source. It was agreed to pay for the tank from the Municipal Operations Account and start the process by contacting White Heating immediately.

Motion to Approve: Vice-Chair May made a motion to approve the Estimate for the Installation of an Oil Tank Package by White Heating for the heating system at Town Hall. The motion, seconded by Member Sokol, was unanimously accepted. (3/0/0)

IT Information: Executive Secretary said that she provided materials with details of IT needs moving forward for FY20. It was agreed Member Sokol would review materials and discuss further on March 6 during the discussion about the General Admin FY20 Budget.

Motion to Add to STM Warrant: Chair Morse made a motion to add an article to the Special Town Meeting Warrant for \$13,000.00 for the preparation of an Emergency Action Plan by GEI Consultants, Inc. The motion, seconded by Member Sokol, was unanimously accepted. (3/0/0)

WARRANTS:

FY19 W18 Payroll FY19 W17 were reviewed and signed.

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

Correspondence: Correspondence was reviewed, no action required.

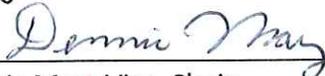
AJOURNMENT: Seeing no further business, Chair Morse made a motion to adjourn the Meeting at 9:25 p.m. The motion, seconded by Vice-Chair, was unanimously accepted. (3/0/0)

Respectfully Submitted
Janice Boudreau, Executive Secretary

Approval Date: March 6, 2019

Approved:


Jennifer Morse, Chair


Dennis May, Vice-Chair


Chuck Sokol, Select Board Member

Documents:

- FY20 Budgets: Assessors, Custodian, DPW, Conservation Commission
- Yankee Road Letter to Legislatures
- Special Town Meeting – March 12, 2019 - Items Draft List
- Emergency Action Plan Preparation – Mill Pond & Pelham Lake Dams – GEI Consultants
- Executive Secretary Updates 2-20-19
- White Heating Estimate – Oil Tank Storage Town Hall
- FCSWMD – Re: 10 Year Contract Renewal

Mail:

- MMA Legislative Breakfast Meetings Invite
- Shelburne Falls Area Business Assn. – re: Mohawk Trail Woodlands Partnership
- MassDOT re: Municipal Small Bridge Program Grant Approval
- Rowe Police January 2019 Report