

Town of Rowe
Board of Selectmen – Minutes
Thursday, October 3, 2019 – 6:30 pm
Rowe Town Hall - Hearing Room 1

Call to Order: The meeting was called to order by Chair Chuck Sokol at 6:32 p.m.

Announcement of recording devices: two recording devices

Present: Chair Chuck Sokol, Vice-Chair Jennifer Morse, Ed Silva, Selectman
Executive Secretary Janice Boudreau

Audience: Treasurer Joanne Semanie, Angel Bragdon, Beverly Cooper

Noteworthy Announcements: None

Audience of Citizens: None

Scheduled Presentations/Joint Meetings:

A. 6:30pm – Interview A: Angel Bragdon was interviewed for the Treasurer position.
Angel Bragdon left the meeting at 6:50 pm

B. 7:00pm- Interview B: Beverly Cooper was interviewed for the Treasurer position
Beverly Cooper left the meeting at 7:17pm

Correspondence/Citizen Comments as received: Reviewed, no action required

Municipal Light Plant Broadband Project Updates and Discussion: No Updates

Liaison Reports (DPW, Fire, Police, Town Hall)

- Highway Dept.: Selectman Silva reported that the painting at the Town Garage by the Sheriff Dept. is going well. He stated he will visit the Fensky property with DPW Superintendent to review. Selectman Silva discussed the Grasshoppers program and the possibility of working with park to set expectations for Grasshoppers and a better work schedule for both town depts. He stressed having more weed trimmers over 16 years old and less workers under the age of 16 performing general brush clearing. It was discussed to meet October 31, 2019. He also noted that Steele Brook Road was done very well. Selectman Silva discussed that Highway Superintendent was looking into getting a new loader for Highway Dept. based on the increase of repairs to existing loader.
- Fire Dept. Liaison Vice-Chair Morse: Vice-Chair Morse asked for the Fire Dept. to come in next week to discuss radio communications, view the new fire engine, security, generator, next steps in shared fire services and final Emergency Action Plan for the town dams. It was agreed to schedule on October 17, 2019 at 7:30 p.m. Vice-Chair Morse said she would remind Police Chief to letter the new cruiser.

Selectboard Business

New Business

1. Property Tax Billing Schedule: There was discussion about changing the tax billing from bi-annual to quarterly. The Assessors and Tax Collector would have to be and would have to be voted for approval at a Town Meeting and which would project it to start in FY2022.
2. Old Home Day: The Rowe Fire Association will take over the majority of events for Old Home Day on July 11, 2020. There was discussion about having more events and to call for volunteers in the Goal Post to form an Old Home Day Committee. There was discussion about having Paul McLatchy III continue to research affordable bands for Old Home Day entertainment.
3. Hiring Subcommittee: Vice-Chair Morse discussed the possibility of having a hiring/personnel committee to work on hiring and personnel issues having a personnel committee. And will discuss further. It could be comprised of a committee of members from town boards and could pre-screen prospective candidates for a position vacancy. Vice-Chair Morse agreed to look into other towns in the area and what their hiring policies and procedures.

Old Business

Continued discussion:

- a) Facilities Manager Position: Selectman Silva discussed the question that was raised by school Superintendent about having a facilities manager and questioned the skill level and rate of pay. It was discussed to continue to research.
- b) (Delay Until 10/17/19) Davis Mine & Davenport Maintenance: Tabled until 10/17/19.
- c) FY2021 Budget: Budget meeting for all Boards and Committees will take place on October 28, 2019 at 6:30 p.m. which Chair Sokol will lead discussion.
- d) Treasurer Hiring: The Board discussed the applicant interviews and it agreed to contact Colleen an applicant who had applied for the Assessors' Clerk position and to see if Applicant C could come in on October 10, 2019 for an interview. It was agreed to have a short meeting for the purpose of finalizing a decision for the Treasurer and interview 2 potential additional candidates.
- e) Emergency Action Plan for Mill Pond Dam and Pelham Lake Dam and Dam Signage: There was discussion about the need to add trailhead kiosks at the dams in case of emergency and possibly add the history of the dams. Since the kiosks were not budgeted, it was agreed to continue research and add to a future budget plan. The final Emergency Action Plan could be approved at the next meeting.
- f) Beautification of the Broadband Hut: Selectman Silva reported having difficulty finding people to perform work on the hut. He further explained that the cost to side and build a roof was increasing the budget. He will check with MLP Manager to work on a budget.
- g) Town Administrator: Tabled until a later date
- h) Situational Awareness Training: Tabled until a later date
- i) Summer Youth Programs Structure: Scheduling a meeting on Oct. 31st was discussed.
- j) Employee Handbook and Policies Revisions: Chair Sokol to meet with Administrative Assistant to discuss and formulate a plan to move forward with the Employee Handbook and policies revisions.
- k) Employee Evaluation Procedures and Timelines: tabled until a later date
- l) Comp Time Policy: tabled until a later date
- m) Employee Complaint Procedure: tabled until a later date
- n) Cannabis Cultivation Facility: tabled until a later date
- o) E-Mail Policies, Data Policy, Contracted IT services, E-Mail Migration: tabled until a later date

p) Bylaw Committee Recommendations: tabled until a later date

2.) Follow-up on action items

1. Administrative Staff items and additional town hall updates:

- IT decisions: Executive Secretary asked if Administrative Asst. would apply for an IT grant through the state Community Compact Grant and pursue the acquiring accounting software. It was agreed to apply for the grant.
- Signing Authority Request: Administrative Assistant asked permission to have signatory privileges for the several administrative accounts.

Motion to Approve: Chair Sokol made a motion sign and submit the letter regarding Administrative Assistant signing bill schedules for the following accounts: Yankee Rd/Shippee Bridge Engineering, Bridge Rehab Program, Municipal Buildings Painting, King's Highway Bridge Grant, Municipal Bridge Improvement Program, Legal Expenses and Group/Health/Dental/Life Insurance (if the Treasurer is unavailable) . The motion, seconded by Vice-Chair Morse, was unanimously accepted. (vote: 3/0/0)

- Flex Spending Account Options: Administrative Assistant presented materials for offering a Flex Spending Account to interested employees. It was discussed to have a presentation with the Board at a future meeting.
- Appointment Requests: Town Clerk requested appointments for vacancies.

Motion to Appoint: Following review, Chair Sokol made a motion to appoint the following: Loretta Dionne as Election Warden, Paul McLatchy Jr. as Election Teller and Susan Williams as Election Teller. The motion, seconded by Vice-Chair Morse was accepted. (vote: 2/0/1) Chair Sokol abstained from the vote.

Motion to Appoint: Following review, Chair Sokol made a motion to Ashton Morse as Election Teller. The motion, seconded by Selectman Silva, was accepted. (vote: 2/0/1) Vice-Chair Morse abstained from the vote.

Motion to Appoint: Following review, Vice-Chair Morse made a motion to appoint Jessica Albrecht as Planning Board Rep to the Open Space Committee. The motion, seconded by Chair Sokol, was unanimously accepted. (vote: 3/0/0)

- A Letter to Town Accountant: A letter of appreciation to outgoing Accountant Tracey Baronas was reviewed and signed.

- STM: Executive Secretary raised the issue of the need for a Special Town Meeting in the near future. It was discussed and will be revisited at the next regular meeting.

2. Chuck Sokol items: Prior action items were reviewed.
3. Jenn Morse items: Discussed earlier in the meeting
4. Ed Silva items: Selectman Silva asked for Generators contract service schedule. The Eastern Equine Encephalitis (EEE) outbreak was discussed and joining the Mosquito Control District Consortium. There was discussion about getting additional information.

Contracts:

- Hampshire Power – Alternative Energy Certificates Purchase Agreement: Following the dissolution of Hampshire Council of Governments, Hampshire Power formed to handle energy issues. A new Alternative Energy Certificate Purchase Agreement was presented for energy certificates pertaining to the DPW pellet boiler.

Motion to Sign: Chair Sokol made a motion to sign the Alternative Energy Certificate Purchase Agreement between Hampshire Power Corporation and the Town of Rowe. The motion, seconded by Selectman Silva, was unanimously accepted. (vote: 3/0/0)

- Intergovernmental Grant Administration Agreement Westfield Gas & Electric Light Plant: MLP Manager Dvore presented the Board with an Intergovernmental Grant Administration Agreement Westfield Gas & Electric Light Plant for the sole purpose of participating in the Federal Communications Commission Connect America Fund phase II (CAF II) on behalf of Rowe and 20 other area towns.

Motion to Sign Agreement: Chair Sokol made a motion to sign the Intergovernmental Grant Administration Agreement Westfield Gas & Electric Light Plant and the Town of Rowe Municipal Light Plant. The motion, seconded by Selectman Silva, was unanimously accepted. (vote: 3/0/0)

Meeting Minutes

A. 9/6/2019:

Motion to Accept Minutes: Following review, Vice-Chair Morse made a motion to accept the Minutes of September 6, 2019 as written. The motion, seconded by Selectman Silva, was accepted. (Vote: 2-0-0) Chair Sokol abstained from the vote.

B. 9/13/19:

Motion to Accept Minutes: Following review, Vice-Chair Morse made a motion to accept the Minutes of September 13, 2019 as amended. The motion, seconded by Selectman Silva, was accepted. (Vote: 2-0-0) Chair Sokol abstained from the vote.

C. 9/19/19:

Motion to Accept Minutes: Following review, Chair Sokol made a motion to accept the Minutes of September 19, 2019 as presented. The motion, seconded by Selectman Silva, was accepted. (Vote: 2-0-0) Vice-Chair Morse abstained from the vote.

WARRANTS:

Chair Sokol reported FY20 W08 and Payroll FY20 W07 were reviewed and signed.

Adjournment:

Seeing no further business, Chair Sokol made a motion to adjourn the Meeting at 8:58 p.m. The motion, seconded by Selectman Silva, was accepted. (vote: 3-0-0)

Respectfully Submitted,

Janice Boudreau, Executive Secretary

Approval Date:

10/31/2019

Approved:

Chuck Sokol, Chair

Selectman Jennifer Morse, Vice-Chair

Selectman Ed Silva

Documents:

- Agenda 10/03/19
- DRAFT Minutes 09/06/19, 09/13/19 & 09/19/19
- Executive Secretary Updates
- Flex Spending Account Options – Admin Assistant
- Admin Assistant Updates
- Signatory Request Admin Assistant
- Resumes of Applicants: Angel Bragdon, Beverly Cooper, Boris Basora, AnnaMaria Sebastino
- Appointment Request – Town Clerk
- Alternative Energy Certificates Purchase Agreement- Hampshire Power
- Intergovernmental Grant Administration Agreement Westfield Gas & Electric Light Plant
- Letter to Tracey Baronas

Mail:

- Western Mass Conference Flyer