

Town of Rowe
Board of Selectmen – Minutes
Thursday, February 13, 2020 – 5:00 pm
Rowe Town Hall - Hearing Room 1

Call to Order: The meeting was called to order by Vice-Chair Morse at 5:30 p.m.

Announcement of recording devices: one recording devices

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

Audience: Finance Committee: Loretta Dionne, C. Selmi Hyytinen, Paul McLatchy III, Laurie Pike, and Wayne Zavotka, Chair

School Committee: Susan Zavotka, Matt Crowningshield, Mary Paige

John Franzoni, Superintendent, Jennifer Macksey, Business Manager, Principal Bill Knittle, Lori Laffond, Secretary

Citizens: Joanne Semanie

- I. 02/13/20 Agenda
- II. Announcement of recording devices: One
- III. Scheduled Presentations/Joint Meetings

A. School Committee: School Committee Chair Susan Zavotka said the FY21 budget presented is in very rough form and that a Public Hearing would be held on March 19, 2020 for the public to ask questions and learn more details . The draft FY21 budget showed an increase of \$94,000 and they are looking into using School Choice monies to offset expenses. An amount of School Choice funds to be used has yet to be determined.

School Salaries: Salaries of staff have been reviewed in detail by School Committee members and compared with other area school districts to determine if salaries were fair and equitable, including every non-salaried position. It was noted that salary negotiations were ongoing and yet to be finalized. There was discussion about adding the employee benefits to create a figure to better reflect the full cost and benefit of each employee. A Finance Committee member requested that the insurance costs be added for the school to separate out the cost.

Enrollment: Enrollment at Rowe School is 73 this year – 26 Rowe and 47 Choice students including preschool students. There was discussion about the impact of having school choice to maintain the same programming and maintaining the educational experience. No matter the number of students, the requirements to meet staffing needs are constant and meeting p providing an equitable education to meet the needs of all children.

Communication Outreach: It was requested that a Goal Post article be submitted about the school budget to educate the public.

Reserve Funds: School Choice monies were put into reserve in the amount of \$245,000.00. No choice monies came from preschool. It was decided that the level of reserve funds be reviewed each year due to changes that may occur rather than setting a fixed amount.

Mohawk District: There was discussion of joining Mohawk District and whether regionalization could be a way to bring funding opportunities rather than be part of a union.

Predictable Growth: Chair Sokol said he thought citizens would like to see a predictable growth each year, rather than unpredictable fluctuations.

Facilities Manager: There was discussion about having a Facilities Manager be looked into since there was a need at the school and other union schools so could be a shared position.

Finance Committee Members Loretta Dionne, C. Selmi Hyytinen, Laurie Pike and Wayne Zavotka left the meeting at 7:03 p.m.

- V. Noteworthy Announcements: none
- VI. Municipal Light Plant Broadband Project Updates and Discussion: Nothing to Report
- VII. Liaison Reports (DPW, Fire, Police, Town Hall): Tabled until a later date
- VIII. Subcommittee Updates: It was noted that the Gracy House Committee was having their informational meeting on February 25, 2020 at 7:00 p.m. to discuss their findings.

IX. Board of Selectmen Minutes:

- a. Minutes of January 16, 2020:

MOTION TO APPROVE 1/16/20 MINUTES: Vice-Chair Morse made a motion to accept the Board of Selectmen Meeting Minutes of January 16, 2020. The motion, seconded by Chair Sokol, was unanimously accepted. (vote: 3/0/0)

- b. Minutes of January 23, 2020:

MOTION TO APPROVE 1/23/20 MINUTES: Chair Sokol made a motion to accept the Board of Selectmen Meeting Minutes of January 23, 2020 as corrected. The motion, seconded by Chair Sokol, was accepted. (vote: 2/0/1)

- c. Minutes of January 30, 2020:

MOTION TO APPROVE 1/30/20 MINUTES: Vice-Chair Morse made a motion to accept the Board of Selectmen Meeting Minutes of January 30, 2020. The motion, seconded by Chair Sokol, was accepted. (vote: 2/0/1)

- d. Minutes of February 6, 2020:

MOTION TO APPROVE 2/6/20 MINUTES: Vice-Chair Morse made a motion to accept the Board of Selectmen Meeting Minutes of February 6, 2020 as amended. The motion, seconded by Chair Sokol, was unanimously accepted. (vote: 3/0/0)

X. Board of Selectmen Business

New Business

- 1. Sign Presidential Primary Warrant: Board of Selectmen members reviewed and approved by signature the Presidential Primary Warrant for March 3, 2020 from 7:00 a.m. to 8:00 p.m.

2. Direct Deposit Policy for Employees: To follow up on discussion from the prior meeting, it was decided to make a change to the Personnel Policy Manual and add that all employees receive their wages and salaries through a direct deposit method and have no check option as of July 1, 2020. There was discussion about eventually changing to an all-digital system with no mailings to employees.

MOTION TO CHANGE TO DIRECT DEPOSIT: Chair Sokol made a motion to change exclusively to employees receiving their wages by a direct deposit method. The motion, seconded by Vice-Chair Morse, was unanimously accepted. (vote: 3/0/0)

Old Business

1. Continued discussion:

- a) Davis Mine - Davenport Roads Signage: Road closure signs were discussed and it was decided that the two signs be placed at the bottom of Legate Road and Maxwell Road in Charlemont to read: "No Thru Traffic" and another "Road Closed at Rowe Border".
- b) Potential Town Administrator Position: Executive Secretary reported that she and Administrative Assistant were finalizing details and would report at the next meeting.
- c) Town Accountant Shared Position: Vice-Chair Morse reported that Heath has withdrawn from the proposal to join with Monroe to share a Town Accountant position. She said David Fierro would approach another town.
- d) Yankee Road: It was reported that Representative Paul Mark was introducing funding for Yankee Road into a State Transportation Bill amendment to be introduced to Massachusetts Legislature.
- e) Beautification of the Broadband Hut: tabled until later date
- f) Facilities Inspector variation on facilities manager: Selectman Silva asked for a copy of a draft Facilities Manager that was discussed in the past. Vice-Chair Morse said she would forward a copy to members.
- g) Community Center Committee: tabled until later date
- h) Next Meeting: There was discussion about finalizing the budget and the need to discuss ways to reduce the budget with the Finance Committee.

C. Contracts: None

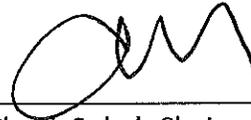
- XI. Correspondence/Citizen Comments as received: C. Selmi Hyytinen discussed the progress with providing Shoveling to disabled seniors. The Board of Selectmen said he needed to obtain 3 bids for the specific scope of work and include requirements such as having liability insurance.
- XII. Unforeseen Business (within preceding 48 hours): None
- XIII. Adjournment: Seeing no further business, Chair Sokol made a motion to adjourn the Meeting at 7:03 p.m. The motion, seconded by Selectman Silva, was unanimously accepted. (vote: 3-0-0)

Respectfully Submitted,

Janice Boudreau, Executive Secretary

Approval Date: 3/26/2020

Approved:



Chuck Sokol, Chair

Selectman Jennifer Morse, Vice-Chair



Selectman Ed Silva

Documents:

- Agenda 02/13/20
- Presidential Primary Warrant
- Minutes of 01/16/2020, 01/23/2020, 01/30/2020 & 02/06/2020
- Wage Comparison: COLA to \$0.75 Town Employees
- Budget: General Administration Detail
- General Funds Expense Report 2-7-2020
- Other Funds Expense Report 2-7-2020
- Draft FY21 Rowe Elementary School Budget

Mail:

- MMA Legislative Breakfast Meetings
- Yankee Atomic Letter - re: new Manager