Town of Rowe

Board of Selectmen Minutes

Thursday, October 15, 2020 –5:00 p.m.

VIA TELECONFERENCE

Meetings normally held at the Municipal Offices are being held remotely, with adequate, alternative means of public access and, where required, public participation provided, in accordance with the Governor's March 12, 2020 Order Suspending Certain Provisions of the Open Meeting Law, M.G.L. c.30A § 20.

Board of Selectmen:	Chair Charles Sokol, Vice-Chair Joanne Semanie
Absent:	Selectman Ed Silva
Staff:	Janice Boudreau, Executive Secretary, Paul McLatchy III, Administrative Assistant to the Boards, Fire Chief Dennis Annear, BOH Chair Maggie Rice, Board of Assessors Chair Rick Williams
Audience of Citizens:	Finance Committee Members: Wayne Zavotka, Loretta Dionne, C. Selmi Hyytinen, Laurie Pike Greg Poehlein

Call to Order: Chair Sokol called the meeting to order at 5:00 P.M.

Roll Call Vote: Chair Sokol- yes Vice-Chair Semanie- yes (Vote: 2-0-0)

Announcement of recording devices: one

Noteworthy Announcements (as needed): None

Selectboard Business:

Appointments:

5:00 p.m. – Job Interview EMD:

The Board of Selectmen met with candidate Greg Poehlein for an interview for the position of the Emergency Management Director. Board of Health Chair Maggie Rice explained the position and the role in the community. Fire Chief Dennis Annear explained the duties in relation to the regional response, training requirements and the planning and coordinating role.

Fire Chief Dennis Annear, Board of Health Chair Maggie Rice and Greg Poehlein left the meeting at 5:32 p.m.

5:30 p.m. – FY21 Tax Classification Hearing- Board of Assessors:

Board of Assessors Chair Rick Williams explained that he had received revised Cherry Sheets of estimated state aid from the State after completing Minimum Residential Factor (MRF) and it did not affect the MRF calculation. Williams said the MRF was set at 0.6429. He further explained that there was money built up in the Assessors Overlay Account to cover any abatements that may occur since there were some appeals pending at the Mass Appellate Tax Board pertaining to tax years FY19 and FY20. Due to Covid-19 the Board has not met. He recommended the overlay funds remain and be added to in the coming year.

- Total Town Valuation increased by about 0.14% to $516,129,500.00
- New Growth of $21.52 million resulted in a levy limit increase of $182,828.00

Williams recommended a residential rate of $5.33 and a commercial/industrial/personal rate of $8.64.

MOTION TO SET MINIMUM RESIDENTIAL FACTOR: Chair Sokol made a motion to set the Minimum Residential Factor to 0.6429 for FY21. Vice-Chair Semanie seconded the motion.

Roll Call Vote: Chair Sokol- yes Vice-Chair Semanie- yes (Vote: 2-0-0)

Board of Assessors Chair Williams said the excess levy capacity was at $796,927.40. With the tax rate set the Tax Collector can get bills out to taxpayers next week.

Rick Williams left the meeting at 5:55 p.m.

5:45 p.m. – Finance Committee – Review FY22 Budget Process:

Budget Calendar: Finance Committee Chair Zavotka presented the FY22 Budget Calendar meeting schedule for review. Both Finance Committee and Board of Selectmen agreed that if a member missed a budget hearing, it was their responsibility to review the minutes, rather than to waste valuable meeting time rehashing discussion of a prior meeting.

Finance Committee Role: Chair Sokol said it was now the role of the Finance Committee to take the lead role in the budget process and the Board of Selectmen would be as involved as the Finance Committee wanted.

School Budget: Chair Sokol said he would approach the School Committee to work on a long-term forecast for the school's budget and sustainability and will approach them soon.

Budget Sheet Discussion: There was discussion about submission of budget sheets, and it was decided that Administrative Assistant would send out cover sheets to departments with updated information by November 6, 2020 for submission.

COLA recommendation: It was reported that the 2021 recommendation for the Cost of Living Adjustment set by the federal government for social security increase is 1.3% for reference.

Finance Committee member Paul McLatchy III recused himself from this part of the discussion.

MOTION TO SET COLA RECOMMENDATION: Chair Sokol made a motion to set the Cost of Living Adjustment recommendation to town departments to 2.5%. The motion was seconded by Vice-Chair Semanie.

Roll Call Vote: Chair Sokol- yes Vice-Chair Semanie- yes (Vote: 2-0-0)

STM Discussion: There was discussion about two warrant items on the Special Town Meeting Warrant relating to the School. C. Selmi Hyytinen asked whether the installation increase of security systems at the school would result in a reduction of the insurance premiums. Executive Secretary said she would investigate it. Hyytinen also asked whether there was a method in place to notify other departments when equipment was about to be sold or traded in. He cited the example of the school tractor purchase and whether the Highway Dept. had need of it, since it could be a savings over purchasing new equipment rather than trading it in. Executive Secretary said she would do the research to find out.

Form Discussed: It was decided to make a form that could be circulated between departments to inform about equipment that was available for other departments to consider before putting out to bid or trading in.

Wayne Zavotka, Laurie Pike, Loretta Dionne and C. Selmi Hyytinen left the meeting at 6:48.

Minutes:

1. Minutes of Minutes of September 29, 2020-Covid Meeting, October 1, 2020, and October 6, 2020 - Covid Meeting:

MOTION TO ACCEPT MINUTES: Chair Sokol made a motion to accept the Minutes of September 29, 2020- Covid Meeting, October 1, 2020 and October 6, 2020-Covid Meeting with corrections. The motion was seconded by Vice-Chair Semanie.

Roll Call Vote: Chair Sokol- yes Vice-Chair Semanie- yes (Vote: 2-0-0)

Board of Selectmen Business:

New Business:

1. Appoint Alternate Constable: Town Clerk recommended appointing Robert Beaumier as Constable alternate, who has agreed to serve.

MOTION TO APPOINT: Chair Sokol made a motion to appoint Robert Beaumier as Alternate Constable to serve until June 30, 2021. The motion was seconded by Vice-Chair Semanie.

Roll Call Vote: Chair Sokol- yes Vice-Chair Semanie- yes (Vote: 2-0-0)

Old Business:

1. Change Polling Location: Town Clerk Paul McLatchy III requested the Board vote to approve the Rowe Elementary School Gymnasium for the November Election A site plan survey was conducted.

MOTION TO APPROVE VOTING LOCATION: Chair Sokol made a motion to approve the Rowe Elementary School Gymnasium as the approved polling location for the State Election on November 3, 2020.

Roll Call Vote: Chair Sokol- yes Vice-Chair Semanie- yes (Vote: 2-0-0)

2. Highway Superintendent- Comp Time Follow-up: Tabled until next meeting.

Contracts:

1. Warrant Review: Review Warrants FY21 W08 and FY21 PW08: Vice-Chair Semanie reported she had reviewed the payroll warrant and will review the vendor warrant on Friday and had nothing to report.
2. Presidential Election Warrant: Town Clerk presented a Presidential Election Warrant for the November 3, 2020 General Election.

MOTION TO SIGN GENERAL ELECTION WARRANT: Chair Sokol made a motion to sign the General Election Warrant for November 3, 2020. The motion was seconded by Vice-Chair Semanie.

Roll Call Vote: Chair Sokol- yes Vice-Chair Semanie- yes (Vote: 2-0-0)

3. Professional Services Agreement By and Between FRCOG and the Town of Rowe re: DPW Purchase of Loader: Selectmen reviewed the contract for 'Professional Services Agreement by and Between the Franklin Regional Council of Governments and the Town of Rowe' for the procurement of the front end loader for the Highway Dept.

MOTION TO SIGN AGREEMENT: Chair Sokol made a motion to sign the 'Professional Services Agreement by and Between the Franklin Regional Council of Governments and the Town of Rowe' for the procurement of the front-end loader for the Highway Dept.

Roll Call Vote: Chair Sokol- yes Vice-Chair Semanie- yes (Vote: 2-0-0)

Administrative Office Updates:

- Executive Secretary Updates: Selectmen reviewed the Executive Secretary Updates presented.
  - EMD Follow-up: Executive Secretary asked about the next step for the EMD position. Selectmen wanted to obtain the feedback from Fire Chief.

- Administrative Assistant Updates: Selectmen reviewed the Administrative Assistant Updates presented. Paul McLatchy III said he was working on finalizing the Municipal Vulnerability Plan workshop that had been postponed due to Covid-19.

Unforeseen Business (within preceding 48 hours): None

Future Meeting(s):
Chair Sokol said the next meeting would be on October 29, 2020 at 5:00 p.m. Discussion to include: EMD Position, and Superintendent Comp time.
Adjournment:

MOTION TO ADJOURN: Chair Sokol made a motion to adjourn the meeting at 7:16 p.m. The motion was seconded by Vice-Chair Semanie.

Roll Call Vote: Chair Sokol- yes Vice-Chair Semanie- yes (Vote: 2-0-0)

Respectfully Submitted,

Janice Boudreau, Executive Secretary

Approval Date: OCTOBER 29, 2020

Approved:

Chuck Sokol, Chair

Ed Silva, Selectman

Joanne Semanie, Vice-Chair

Documents: Documents:

1. Agenda October 15, 2020
2. Minutes of October 1, 2020
3. Minutes of September 29, 2020- Covid Group
4. Minutes of October 6, 2020- Covid Group
5. Application and Cover Letter – EMD
6. FY21Tax Classification Hearing – Recommended MRF – BOA Memo
7. Tax Rate Summaries
8. FY21 MRF Options Table
9. FY21 Levi Limit Table
10. FY21 Assessors Mini-Recap Sheet
11. Polling Location Request
12. Presidential Election Warrant
13. Larned- Comp Time
14. Professional Services Agreement by and Between FRCOG and the Town of Rowe Re: DPW Purchase of Loader
15. Administrative Assistant Updates
16. Executive Secretary Updates