Town of Rowe - FY 2014
Board of Selectmen - Minutes
Wednesday, July 3, 2013 - 3:00 pm
Rowe Town Hall

Call to Order: The meeting was called to order by Select Board Chair Marilyn Wilson at 3:06 pm.

Present: Chair Marilyn Wilson, Vice-Chair Susan Gleason, Selectman Noel Abbott, Secretary Janice Boudreau

Audience: Marilyn Beval, Jodi Brown, , Maryanne Dykeman, Anne Foshay, Rosie Gordon, John Magnago, Judy Pierce, Robin Reed

Secretary for Meeting Minutes: Marilyn requested that Janice Boudreau, Administrative Assistant for the Fire Matters to take Minutes for the Select Board and indicated there were problems with the minutes in recent months. Sue added that they were including opinion rather than facts. Noel was not in agreement and requested further explanation and examples cited.

- Marilyn said she referred to Robert Rules of Order, the Office of Attorney General and information offered from Town Counsel Kopelman and Page and did not think the Minutes were meeting criteria outlined and that there were no legal requirements to accept letters that were not germane to the work at hand. At working meetings rather than hearings citizen participation could be limited.
- Noel Abbott stated that our Select Board should adopt a practice of accepting citizen signed letters
- Susan stated that Minutes should record votes, state facts and accept information pertaining to work at hand.

Motion to Hire: Following discussion, Marilyn Wilson made a motion to hire Janice Boudreau to take Meeting Minutes at the Select Board Meetings for a one month trial period through Premiere Staffing Agency at the rate of $ 22.00 per hour was seconded by Susan Gleason. The motion passed with a 2/1/0 vote.

Minutes Reviewed: The Minutes of May 29, June 3, June 5, June 12 and June 17, 2013 were review and amendments discussed. It was agreed to table voting to finalize until Janice amended the Minutes.

Old Business:

a/ Treasurer Position: Marilyn reported writing the ad for the Treasurer position and forwarding it to newspapers for weekend inclusion.

b/. Depot Street Bridge Replacement Update:

- Marilyn reported there was a lapse in the forwarding of the time sensitive contract agreement to the Select Board for signature for the hiring of the real estate appraisers to meet the Dept. of Transportation timeline.
- It was agreed to meet on July 24, 2013 at 3:00 pm to review the "Order or Taking" documents for the Depot Bridge prepared by Monroe's Attorney

Motion to Hire: Review and discussion of an appraisal service contract was conducted. A motion to hire James Fisher, Realty Advisor of Longmeadow, MA to perform an appraisal report for permanent and temporary easements necessary for the Monroe Bridge replacement was seconded by Susan Gleason. The vote to accept the motion was accepted 3/0/0.

c/. Animal Control Officer: Discussion tabled until further information was obtained.

d/ Employee Evaluation Forms: Discussion tabled until further information was obtained and reviewed.

e/. Job Descriptions: Discussion tabled until receiving all job descriptions were received.

f/. USPS Leased Space Accessibility Program Update: To stay within the US Postal Service (USPS) handicapped accessibility guidelines many improvements need to be made including: parking space painting delineation, handrails and new doors. There was discussion concerning the USPS as a citizen amenity and community gathering place versus the cost of making improvements.

Motion to proceed: Following discussion and review, a motion to obtain estimates and proceed with adhering to the United States Postal Service handicapped accessibility guidelines for the Rowe Post Office improvements was made and seconded by Noel Abbott. The motion was unanimously accepted. 3/0/0

g/. Information for the E. Miller file: Marilyn did not accept requested information from Ellen.

h/. Warrant approval procedure: It was agreed to review warrant approval procedures in the near future.

i/. IT Report:

- Marilyn gave overview of Northeast IT Systems, Inc. work completed to date and that the new company saved the town $ 10,0000 over the formerly used Moody Consulting.

Their initial review found the following:

- Servers were set up in a less than ideal manner
- Question proof of licenses for the town's software provided by Moody Consulting
- Back-up tapes were an antiquated method and needed replacing with updating
- Back-up tapes storage procedures needed better system
- NEIT could not gain access to the firewall and needed update
- Systems needed more comprehensive anti-virus and anti-spam software

New Business:

a/. School Fire Purchase Orders: School fire purchase requisition orders were reviewed and approved by the School Committee and accepted for purchase by the Select Board. Noel added that the comment that Michael Buoniconti made stating that the School Building Committee provide information about available funds in the School Fire Account was illogical since the information is only held by Central Office and the school.

Motion to Accept: A motion made by Marilyn Wilson to accept the School Fire Purchase Requisition Orders was seconded by Susan Gleason and unanimously accepted. 3/0/0

b/. Harpers FY 2014 contract: Noel recalled not approving automatic renewal for the Harpers and it was agreed to review the paperwork of the prior contract.

c/. FRCOG FY 2014 contract: It was agreed to review the prior year contract to check for automatic renewal clause for Franklin Regional Council of Governments (FRCOG) contract.

d/. FRCOG Regional Shelter Plan: It was agreed to review FRCOG Regional Shelter Plan at next the meeting as more time was needed to review.

e/. OHD Parade: The Select Board agreed to march in the Old Home Day Parade on July 13, 2013.

f/. FY14 Appointments:

-FCCIP: There was discussion concerning the increased fees of the Franklin County Cooperative Inspection Program (FCCIP) and their effect on the local homeowner. Following discussion of the high fees, Noel thought that setting aside funds in the budget for sliding fee scale to assist citizens on a tight budget would help. It was agreed to research the matter further.

Motions to Appoint:

A motion to appoint the Registrars of voters and Election Workers as listed was made by Susan Gleason and seconded by Marilyn Wilson was unanimously accepted. 3/0/0

A motion to appoint Mark Fitzpatrick as Agent for Veterans was made by Marilyn Wilson and seconded by Noel Abbott. The motion was unanimously accepted. 3/0/0

Following discussion, a motion was made by Marilyn Wilson to appoint Marilyn Wilson as Franklin Regional Transportation Authority Representative with Rosie Gordon acting as her Designated Representative was seconded by Susan Gleason. The motion was unanimously accepted. 3/0/0

Next Meetings: The next meetings of the Select Board were scheduled for:

- Wednesdays: July 17, 24 & 31 2013 at 3:00 pm. (7/24 :Depot Bridge 'Order of Taking')
- Wednesdays: August 14, & 28 2013 at 3:00 pm.

Warrants: Warrants TW13-27, TW14-01, PW14-01 were reviewed and signed.

Motion to Withhold: A motion was made by Susan Gleason to withhold the $4000.00 final installment to Moody Consulting until they satisfactorily addressed the lack of providing licenses to all town software was seconded by Noel Abbott. The motion was unanimously accepted. 3/0/0

Motion to Disconnect: Following discussion, a motion was made by Marilyn Wilson to disconnect the phone service from Town Hall to Ellen Miller's residence was seconded by Susan Gleason. The motion was unanimously accepted. 3/0/0

Audience: Rosie Gordon voiced concern over high FCCIP fees and the Pre-K fire expenditures and urged Select Board to review.

Adjournment: Seeing no further business Marilyn Wilson made a motion to adjourn. The motion seconded by Noel Abbott was unanimously accepted at 6:15 pm.

Respectfully Submitted,

Janice Boudreau
Secretary

Approval Date: July 25, 2013

Approved:

Marilyn Wilson, Chair

Susan Gleason, Vice-Chair

Noel R. Abbott

Attachments:

- Agenda 07/03/13
- Contract for Services: James Fisher- Real Estate Appraisal (53 pages)
- FY14 Appointments
- US Postal Service Handicap Accessibility Regulations
- Warrants: TW13-27, TW14-01, PW14-01