Town of Rowe - FY 2014
Board of Selectmen - Minutes
Wednesday, July 25, 2013 - 3:00 pm
Rowe Town Hall

Call to Order: The meeting was called to order by Select Board Chair Marilyn Wilson at 3:04 pm.

Present: Select Board Chair Marilyn Wilson, Vice-Chair Susan Gleason, Select Board Member Noel Abbott, Town Coordinator Ellen Miller, Secretary Janice Boudreau

Audience: Anne Besgin, Marilyn Beval, Maryanne Dykeman, Kenneth Fensky, Anne Foshay, Rosie Gordon, Cindy Laffond, Mary Lenth, John Magnago, Paul McLatchy, III, Christine Tower

Minutes:

Noel Abbott requested that all Draft Minutes, Minutes in revision and finalized Minutes be forwarded to all Select Board Members.

Minutes signed: The approved Minutes of 6/19/13, 7/3/13 and 7/17/13 were signed.

Minutes June 19: Following review and discussion Marilyn Wilson made a motion to accept the Minutes of June 19, 2013 with amendments. The motion, seconded by Susan Gleason, was unanimously accepted. 3/0/0

Minutes July 3: Following review and discussion Marilyn Wilson made a motion to accept the Minutes of July 3, 2013 with amendments. The motion, seconded by Susan Gleason, was unanimously accepted. 3/0/0

Minutes July 17: Following review, a statement was read that Marilyn Wilson asked to be added to the Minutes of July 17, 2013. Noel Abbott asked that it be noted that the issue relating to the discussion was not about questioning Marilyn Wilson's veracity, it has to do with the decision to implement a Select Board's policy relative to the inclusion of citizen's letters into the meeting Minutes.

Marilyn Wilson made a motion to accept the Minutes of July 3, 2013 with amendments. The motion, seconded by Noel Abbott, was unanimously accepted. 3/0/0

Old Business:

a/ Town Treasurer: Marilyn Wilson reported speaking with the Applicant for the Treasurer position and that she had withdrawn her application. Discussion ensued about revisiting the issue of changing the position from elected to appointed since the position required searching a wider pool of candidates with a the appropriate background and experience. The following related issues were discussed:

- An experienced Treasurer is needed as soon as possible and a new ad to be published
- The job description needs updating to include added responsibilities of maintaining MA Retirement System including filing and all payroll duties for town employees
- An increase in the stipend offered to reflect the added duties needs to be decided

Discussion ensued regarding how to simplify the payroll system and it was decided to have new hires see Sandy Daviau to start process, then have the Treasurer take the responsibility to set up the employee on the payroll system with Harpers, the current payroll service providers.

Motion to Advertise Position: A motion was made by Marilyn Wilson to re-advertise for the position of Treasurer in local newspapers, with the MA Municipal Association and in the MA Tax Collectors and Treasurer Association. The motion, seconded by Noel Abbott, was unanimously accepted. 3/0/0
Motion to Increase Stipend: A motion was made by Marilyn Wilson to call a Special Town Meeting to ask citizens to increase the stipend of the Town Treasurer position due to added responsibilities. The motion, seconded by Susan Gleason, was unanimously accepted. 3/0/0

Motion to Change Job Description: A motion was made by Marilyn Wilson to re-structure the job description of the Town Treasurer to include the payroll function with the exception of the outsourced portion of the function of the Harpers Payroll Service. The motion, seconded by Susan Gleason, was unanimously accepted. 3/0/0

b/ Sign Letter Concerning Scott Sawyer's Conflict of Interest: Members reviewed a letter regarding filing a formal complaint of Scott Sawyer's Conflict of Interest.

Motion to Sign Letter of Complaint: Following review, Marilyn Wilson made a motion to sign and file a Formal Complaint with the Division of Professional Licensure for Scott Sawyer's Conflict of Interest. The motion, seconded by Noel Abbott, was unanimously accepted. 3/0/0

c/ Volume Licensing Agreement and Licensing Keys: Marilyn reported the new Information Technology (IT) Consultant Brian Sullivan was still unable to access a server and pass through a firewall with the password provided and had exhausted time allotted under the monthly service contract. Certificates of license were provided by the former IT provider, Moody Consulting, but have not been validated. Since the new IT Consultant required 100% access to the Town's system, Noel Abbott proposed the Select Board authorize the spending of additional money to pay for Mr. Sullivan to continue to work on the matter and put on the agenda to discuss action to be taken if problem persists. It was noted that a new server is required, the backup system needs updating and more comprehensive anti-virus software be added to system.

Motion to Authorize Funding: A motion was made by Marilyn Wilson to authorize spending additional funds to have Brian Sullivan of Northeast IT Systems work extra hours to resolve the problems relating to accessing the Town's computer servers. The motion, seconded by Susan Gleason, was unanimously accepted. 3/0/0

New Business:

a/ Discuss Whether or Not Town Counsel Should Review General Ledger Reports: It was decided to table discussion until next meeting.

b/ Discuss Baystate Medical Center's Continued Move of Services from Greenfield to Springfield: Marilyn expressed concern with a letter received from the Baystate Medical Center's Nurses Association about the impact to area citizens with services moving to Springfield. Following discussion, it was agreed there was potential impact to Rowe citizens with having to drive further for medical services. Marilyn agreed to craft a letter the Select Board to review for next week's meeting in support of the efforts to have services remain in Greenfield.

c/ Cross Training on Automatic Robo Calling: Following discussion it was agreed that the Police Chief and the Fire Chief be able to login to the website for the town wide automatic calling service in the event of emergency it was prudent to have them know how to do so. It was agreed Ellen Miller would train them and provide the login user name and password.

d/ Bid Files: Marilyn requested Ellen Miller provide her with the files pertaining to bids the town was involved with for the last three years to review. Ellen reported being unable to do so due to not having the key for the file, it was left at home.

e/ Mail problem solved: Susan Gleason reported that Sandy Daviau agreed to take responsibility to mail items left by the Board of Health when access to the town's mail machine was not available.

f/ Goal Post Article Reviewed: Marilyn Wilson presented the intended article for the Goal Post reporting Select Board activities for Members to review. Upon review, it was agreed it was fine.

Audience:

- Cindy Laffond made a Public Records request.

- Rosie Gordon made a Public Records request.

- Paul McLatchy III made a Public Records.

- Rosie Gordon made comments concerning BayState Medical Center

- Betty Lenth asked for clarification on Open Meeting Law

Schedule Meetings: The next Select Board Meeting is scheduled for Wednesday, July 31, 2013 at 3:00 pm. It was agreed to schedule a meeting on Friday, August 2, 2013 at 3:00 pm if needed.

Adjournment: Seeing no further business Marilyn Wilson made a motion to adjourn. The motion, seconded by Susan Gleason, was unanimously accepted at 5:12 pm.

Respectfully Submitted,

Janice Boudreau
Secretary

Approval Date: _____

Approved:

Marilyn Wilson, Chair

Susan Gleason, Vice-Chair

Noel R. Abbott

Attachments:

- Agenda 07/25/13
- Scott Sawyer Conflict of Interest Complaint to Division of Professional Licensure
- Melanson & Heath Treasurer's Audit 2012 - Independent Accounting Report
- Goal Post Select Board Article for August 2013