Town of Rowe - FY 2014
Board of Selectmen - Minutes
Wednesday, August 14, 2013 - 3:00 pm
Rowe Town Hall

Call to Order: The meeting was called to order by Select Board Chair Marilyn Wilson at 3:02 pm.

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

Audience: Marilyn Beval, Jodi Brown, Loretta Dionne, Marianne Dykeman, Ann Foshay, Rosey Gordon, Betty Lenth, John Magnago, Paul McLatchy, III

Minutes:

The Minutes of July 31, 2013 were signed.

Motion to Approve Minutes: Upon review and discussion, Chair Wilson made a motion to accept the Minutes of August 9, 2013 with amendments and was seconded by Susan Gleason. Motion was unanimously accepted. 3/0/0

Chair Wilson reported the Minutes of July 31, 2013 Executive Session were not ready for review.

Old Business:

IT Update: Chair Wilson reported that Northeast IT Systems had ordered the 'Network Attached System' for the backup storage system for town computers. Joel of Northeast IT met with the Select Board to discuss a possible off-premise backup system in addition to the system exclusively installed in Town Hall. He agreed to provide cost in writing of having a file level off site backup for Town Hall and gave a rough estimate of $1800.00 to $2400.00.

New Business:

1./ Town Clerk is the Keeper of Town Records:

a./ Town Clerk needs space for Town Records in Safe: Chair Wilson reported that there is a lack of space available for the Town Clerk to properly store records. She indicated the Town safe was in need of cleaning and reorganizing to accommodate Town Records.

b./ Town Clerk keeps the originals of Meeting Minutes of the Town Boards and Committees: Chair Wilson expressed the need do this which is not being done in all cases.

c./ Town Clerk needs keys: Chair Wilson reported Town Clerk has not been provided with the key to the closet for the ballot box despite requesting a copy from Town Coordinator which is required by MA General Law Chapter 54 Section 28.

d./ Berkshire Enviro Lab double paid: Chair Wilson said she needed to speak with Town Clerk since she was not able to attend the meeting in time to explain further.

e./ Meeting postings and Website Maintenance: Chair Wilson reported Town Clerk had not been provided user name and password from Town Coordinator for website updating and maintenance posting meeting Agendas and Minutes.

2./ Town Hall Security: Susan Gleason expressed concern over Town Hall Security and thought wise to periodically change locks and Chair Wilson reported the Select Board Office and Town Coordinator Office locks were recently changed. In addition, Susan Gleason inquired about the lock on the Town Hall Records Safe and Chair Wilson reported it was a manual combination lock and that she will speak with the Locksmith about the cost of having an electronic programmable lock that could be periodically changed.

3./ Municipal Finance Seminars: Chair Wilson provided information to Select Board about upcoming Meetings and a Municipal Finance Seminar for consideration.

4./ Letter of Resignation: Chair Wilson acknowledged receiving a letter of resignation from Bob Silva to the Rowe School Building Committee.

Other:

Wired West Update: Noel Abbott reported that Axia was wiring the entire area with fiber optic cable for future home and business use. He said that Franklin Regional Council of Governments and many towns had joined forces in an attempt to influence a reasonable pricing structure. It has been reported that Rowe was scheduled have service in December.

MA Teachers' Retirement Board: It was agreed that Town Treasurer be given authority to act as Designee for the MA Teachers' Retirement Board to maintain for the Town of Rowe.

Warrants:

Payroll Warrants and Warrant FY14-04 were reviewed and signed.

Noel Abbott asked that his attached notes be left on warrants in the future. In addition, he spoke to the issue of the $22-25,000. 00 recent expenditures from the School Fire Deficit Account and how that would impact the new school building. He said that Central Office should give a full account of fire expenditures.

Motion to Sign Purchase Requests: Chair Wilson made a motion to sign the Purchase Requests for the Rowe School and was seconded by Susan Gleason. The motion was unanimously accepted. 3/0/0

Audience:

- Jodi Brown asked about the ability to use the automated telephone system and Chair Wilson said she still had not obtained password codes from Ellen Miller.

- Paul McLatchy III, School Building Committee (SBC) Liason reported the SBC voted to approve plans for the school and propane be used as a secondary heating source. The large quantity of oil in the tank could be used in another building since its sole purpose would be for the backup generator. He said the school building plans had gone out to bid for contractors and sub-contractors.

Adjournment: Seeing no further business Marilyn Wilson made a motion to adjourn. The motion, seconded by Susan Gleason, was unanimously accepted at 4:05 pm.

Respectfully Submitted,

Janice Boudreau
Secretary

Approval Date: August 28, 2013

Approved:

Marilyn Wilson, Chair

Susan Gleason, Vice-Chair

Noel R. Abbott

Attachments:

- Agenda 08/14/13
- Kopelman & Paige 'Community Update' – Regulation of Medical Marijuana-Related Uses
- MassBroadband 123 Network Status By Community
- Registration for "What's New in Municipal Law" – MA Dept. of Revenue
- DOT Safety Regulation Update (July 15, 2013)
- FRCOG – Franklin County Fire Services Assessment Survey