Town of Rowe - FY 2014
Board of Selectmen – Minutes
Wednesday, August 28, 2013 - 3:00 pm
Rowe Town Hall

Call to Order: The meeting was called to order by Select Board Chair Marilyn Wilson at 3:00 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, Robin Reed, Jim Taylor

Minutes:
The approved Minutes of August 9, 2013 were signed.

Motion to Approve Minutes: Upon review and discussion, Chair Wilson made a motion to accept the Minutes of August 14, 2013 with an amendment and was seconded by Susan Gleason. Motion was unanimously accepted. 2/0/0

Select Board Member Noel Abbott arrived at 3:08 p.m.

Old Business:

1. Over on IT hours:

   a.) There has been a need for additional hours from Northeast IT Systems to bring the IT systems up to date with specialized software.
   b.) Many modifications have been required for systems in network to function properly.
   c.) Police computer needs to be connected to Town server.
   d.) Upgraded backup system will be in place in September to push out cost to new month.
   e.) Chair Wilson explained that out of commission equipment should be put to bid following MA General Law 30b Procurement procedures and she has not found evidence of the town following procedure. Antiquated computer equipment with no value can be sent to a recycling center once hard drives are removed and destroyed.
   f.) Noel Abbott added that he is in contact with Dave Davies MA State Director of Technology and in discussion about the future off premise technology storage

2. School Fire Account: Chair Wilson reported obtaining figures from the Fundware Accounting system for the amount spent on the school fire replacement items thus far. Noel Abbott said that Central Office had yet to provide final figures for replacement items needed to complete school programs.

3. Town Clerk Update:

   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 and that Town Records in general need a great deal of attention.
   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 has been provided with the key to the closet for the ballot box.
   d.) Chair Wilson said Berkshire Enviro Lab went bankrupt and an $87.00 charge will be dropped since they were unable to locate invoice documentation.
   e.) Chair Wilson reported Town Clerk wanted access to the Town Website for website updating and maintenance posting meeting Agendas and Minutes.

New Business:

1. Chair Wilson reported the Town received a donation of a watercolor painting by artist Joan Boryta of the Town Hall and had sent her a thank you note. An appropriate location for it will need to be decided.

2. Chair Wilson raised the issue of whether the Police Office should be moved to an empty office in the Fire Station due a recent experience of having an unruly person in custody. Following discussion, it was agreed Vice-Chair Gleason would contact Fire Chief to discuss prior to taking any further action.

3. Consolidation of Equipment: Chair Wilson discussed having various offices in Town Hall consolidate the use of equipment and possibly purchasing similar items to purchase things like toner in bulk. Noel Abbott added that confidentiality, workflow and proximity were deciding factors.

Motion to Table Discussion: Chair Wilson made a motion to table discussion of consolidation of equipment to a later date. The motion, seconded by Vice-Chair Gleason was unanimously accepted. 3/0/0.

Motion to Purchase Software: Chair Wilson made a motion to purchase Microsoft Office 2013 for $270.00 for the Nurse Office. The motion, seconded by Vice-Chair Gleason was unanimously accepted. 3/0/0.

4. Increase of Stipend: Following discussion, it was agreed to speak with Finance Committee to obtain their recommendation regarding an increase in the Treasurer's stipend that would match county salaries and determine from which account.

5. FCSWMD Contract: Select Board Members reviewed and signed the Franklin County Solid Waste Management District (FCSWMD) contract for hazardous waste collection set for September 21, 2013 was the Hazardous Waste Collection Day at the GCC Campus and Orange Transfer Station.

Motion to Sign MOU: Chair Wilson made a motion to sign the Memorandum of Understanding by and between the Franklin Franklin County Solid Waste Management District contract for hazardous waste collection on Saturday, September 21, 2013. The motion, seconded by Noel Abbott, was unanimously accepted.

6. Rowe School Payroll Data: Chair Wilson said the Rowe School employee payroll data was not provided to Central Office as it should and she was working on remedying the situation.

7. Paying for Goal Post's Stamps: Chair Wilson asked Town Accountant to address the ongoing problem of purchasing stamps for the Goal Post. Ms. Cashin's recommendation was to have a credit card that could be signed out for such small purchases with a low credit line. It was agreed to look into it further.

Bid Opening: Select board Members opened bids for the 2014 Six Wheel Heavy Duty Chassis 47,120 GVW; and Components to Equip Truck, Combination Dump Spreader, Plow Frame, Wing System, Front pump Driven PTO Hydraulics, and Lighting System and 11' Reversible Front Plow:

1. Tri-State Truck Center - Shrewsbury, MA - $98,022.00
2. McDevitt Trucks - $120,495.00
3. Ballard Truck of W. Springfield, MA - $119,165.00
4. J.C. Madigan Inc. of Lancaster, MA - $ 90,750.00
   Equipment: Front Snow Plow - $9,036.00

Jim Taylor agreed to review the bid that was not a Mack truck to see if it was compatible to other bids and return next week with information prior to awarding bid. Jim indicated appropriation at Town Meeting was for $220,000.00.

Bid Opening: Chair Wilson opened bids for Rowe's sale of Surplus 1998 Mac R.D. Truck with sander, dump body and plows: one bid: Richard Cornwell – Bernardston, MA - $20,327.50

8. Mail reviewed:

   a.) Letter from Priscilla + David Little to Park Commission addressing park concerns.
   b.) Town Coordinator received and solicited a quote for software from IQM2 for $ 9120.00.
   c.) Letters from Mohawk Regional School District Mohawk Trail Regional School District – Robert Aeschback, Chair and Ivy Palmer, Chair Hawlemont School District School Committee regarding acknowledgement of withdrawing from current Three-District Shared Expense Agreement providing a 10 month notice to Rowe School Committee.

9. Executive Session Scheduled for September 4, 2014 at 4:00 pm for Purpose # 2.

10. Audit Review: Chair Wilson read a draft version of the Management portion of the 2 part Financial Report Audit from Melanson and Heath Accountants which focused on recommendations for improvements in Town Accounting and Treasurer. It was agreed to speak further with Town Accountant and Treasurer to discuss findings at the next Select Board Meeting on Wednesday, September 4, 2013 at 3:00pm.

Apology to Heidi Cousineau

1. Chair Wilson explained that Donna Flagg was unable to access MA Teachers Retirement Board (MTRB) to file reports as had former Treasurer Heidi Cousineau had difficulty in the past. Vice-Chair Gleason stated that none of the three past parties in the Treasurer's position were able to easily log into the MTRB system. Selectman Abbott stated that Sue Williams, in her capacity as Interim Treasurer, was eventually able to log into MTRB.

2. Audit Report states that Treasurer's Cash Book was not located. Heidi was not able to work in City & Town so had to create and maintain a separate spread sheet. She reported handing it in, however, it was not found for the audit until yesterday, when Chair Wilson located it in a locked cabinet in the Select Board Office. In addition, a flash drive was found with Heidi Cousineau's work which contained Treasurer's cash books and monthly reconciliation statements that were found in a locked cabinet in Treasurer's office. Sue Gleason provided information regarding Trust funds that were stored in the library including the origins and permitted uses of each of the library funds and that copies of will, probate accounts and other photocopies are on record at the Library.

   a.) There was discussion about whether or not to issue an apology to Heidi Cousineau for prior Select Board complaints regarding her performance. Selectman Abbott stated that this was a delicate issue and that there were more issues involved than the discussion regarding her performance. He also stated that by implication if the issue was not on the Treasurer's side that he hoped this apology would not lead to the conclusion that the former Town Accountant was the cause of MTRB issues. Marilyn Wilson stated there was no such implication.

   Motion to Issue Apology: Following discussion, Chair Wilson made a motion to issue an apology to Heidi Cousineau for prior charges against her performance as there were circumstances that have proved to be beyond her control. The motion, seconded by Vice-Chair Gleason, was accepted. Selectman Abbott abstained from the vote. 2/0/1.

Audience:

- Paul McLatchy III asked about the Town voice mail message.
- Betty Lenth made a comment concerning recent audits
- John Magnago asked about Heidi Cousineau's filing electronic reports in the past.

Adjournment: Seeing no further business Marilyn Wilson made a motion to adjourn. The motion, seconded by Susan Gleason, was unanimously accepted at 6:02 pm.

Respectfully Submitted,

September 11, 2013

Janice Boudreau
Secretary

Approval Date: _____

Approved:

Marilyn Wilson, Chair

Susan Gleason, Vice-Chair

Noel R. Abbott, Selectman

Attachments:

- Agenda 08/28/13
- Copy of Letter from Priscilla + David Little sent to Park Commission
- Memorandum of Understanding- Franklin County Solid Waste Management District
- Mohawk Trail Regional School District – Robert Aeschback, Chair
- Mohawk Trail Regional School District – Ivy Palmer, Chair Hawlemont School District School Committee
- IQM2 – Government Price Quotation
- Hazardous Waste Collection Day Flyer