Town of Rowe - FY 2014
Board of Selectmen – Minutes
Wednesday, September 11, 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, Jackie Cashin, Marilyn Dykeman, Ann Foshay, Rosey Gordon, John Magnago, Paul McLatchy, III, Paul McLatchy Jr., Ellyn Packard, Julie Shippee

Chair Wilson announced the Executive Session was postponed to Wednesday, September 18, 2013.

Minutes:

Note About Minutes: Chair Wilson noted hearing rumors that she was altering Select Board Minutes and stated on record that it was not true.
Minutes of August 28, 2013: Following review, Chair Wilson made a motion to accept the Minutes of August 28, 2013 as corrected. The motion, seconded by Susan Gleason, was unanimously accepted. 3/0/0
Minutes of September 4, 2013: Following review, Chair Wilson made a motion to accept the Minutes of September 4, 2013 with amendments. The motion, seconded by Selectmen Abbott was unanimously accepted. 3/0/0

Old Business:

1. Well Update: Interim Administrator Janice Boudreau reported that the town water supply had been tested and results would come soon following repair of two pipes, one in the Library and one in Town Hall as well as replacement of Town Hall pressure tank due to a broken seal. Water test results would be forwarded to MA Department of Environmental Protection since it is designated as a town water supply.

2. Police Cage: Police Chief Julie Shippee reported that the free cage she obtained for the cruiser is being installed at Toyota in Greenfield.

3. Discussion of Possible Re-Location of Police Office with Fire Chief and Police Chief:

a./ Police Chief Shippee asked to consider moving the Police Department Office to the front office of the Fire Department due to the handling of arrestees who are belligerent, intoxicated and potentially dangerous thus posing a threat to Town Office Employees and Townspeople when in Town Hall.
b./ Chief Shippee was in the process of seeking grants to help fund a future office expansion and potential to make the building an Emergency Management Division (EMD)
c./ Fire Chief McLatchy agreed to the move of Police Department Office to the Fire Station due to the safety factor of Townspeople, however, did not think it was a good long term solution. He added that it would reduce the meeting space of Training Classroom by moving his office to that space.
d./ Vice-Chair Gleason provided information about area Emergency related Agencies as a resource for information about grants and training.

Motion to move Office: Following discussion, Chair Wilson made a motion to move the Police Department Office to the Fire Station front office space as soon as possible for reasons of public safety. The motion, seconded by Noel Abbott, was unanimously accepted. 3/0/0

4. Other Fire Department Business:

a./ Chief McLatchy reported that due to a resignation there was an opening for the position of Lieutenant in the Fire Department. He recommended appointing Julie Shippee as Lieutenant.

Motion to Appoint: Chair Wilson made a motion to appoint Julie Shippee as Fire Department Lieutenant. The motion, seconded by Selectman Abbott, was unanimously accepted. 3/0/0
b./ Chief McLatchy asked for a job description for the position of Fire Department Administrator.
c./ Chief McLatchy reported that the heating system oil tank for the Fire Department was leaking and needed to be removed and replaced with an above ground steel tank with a concrete pad to bring up to compliance standards. He presented a budget of $13,100.00 for installation, tank and concrete pad construction including cost estimate from White Heating for the installation.

Motion to Approve Purchase and Installation: Chair Wilson made a motion to accept the White Heating recommendation to purchase a Fire Guard Thermally Protected Steel Storage Tank, installation and fabrication of a new concrete pad for replacement fuel tank as well as old tank removal. The motion, seconded by Vice-Chair Gleason, was unanimously accepted. 3/0/0

d./ Due to the urgency of the oil tank replacement there was discussion about requesting a Reserve Fund Transfer be made from the Finance Committee.

Motion to Request Reserve Fund Transfer: Selectman Abbott made a motion to request a Reserve Fund Transfer of $13,500.00 be made to cover the Fire Department urgent oil tank remediation. The motion, seconded by Chair Wilson, was unanimously accepted. 3/0/0

e./ There was discussion about training stipends and reimbursement to fire fighters for the 2nd half of FY 2013.

5. Police Department Discussion:

a./ Chief Shippee discussed the need for a new fax/printer/copy machine to replace an older system which was creating problems. Following discussion it was agreed due to the confidentially of Police business that the machine could not be shared with the Fire Department.

Motion to Approve Purchase: Following discussion Chair Wilson made a motion to approve the purchase of a Fax/Printer/Copier Brother multi-purpose machine for the Police Department for $249.99. The motion, seconded by Noel Abbott was unanimously accepted.

b./ Chief Shippee raised the need to bring the Police Department Office equipment up to date: weapons, bulletproof vests to current code, cruiser lights are outdated and not adequately visible. She indicated researching grants to aid in this effort to upgrade.

c./ Chief Shippee reported working on Police Officer certification and will work on completion in the near future.

6. Appointments:

a./ Chair Wilson made a motion to appoint Ellynn Packard to serve on the Cultural Council. The motion, seconded by Noel Abbott, was unanimously accepted. 3/0/0

b./ Chair Wilson asked Interim Administrative Assistant to send formal appointment letters to Ellynn Packard and recently appointed Animal Control Officer Ed Grinnell.

7. Discuss Audit Report with Treasurer and Accountant : The Select Board reviewed the recent Draft Audit Report from Melanson and Heath with Treasurer and Accountant. It was noted that most of the deficiencies indicated on the report had recently had improvements implemented with the exception:

- Creation of 'Deferred Revenue Account'
- Creation of 'Fixed Asset Records', which could be employed with reviewing insurance, inventory and add purchases to an amortization schedule.
- Considering to adopt an Other Post Employment Benefit (OPEB) actuarial valuation and consider adoption of an OPEB Trust

8. Reserve Fund Transfer: It was noted that the elevator maintenance contract increased causes the account to be under funded requiring a Reserve Fund Transfer.

Motion to Request Transfer: Chair Wilson made a motion to request the Finance Committee to allow a Reserve Fund Transfer to cover the unanticipated higher than expected invoice for the Town Hall elevator maintenance contract for the amount of $269.21. The motion, seconded by Vice-Chair Gleason was unanimously accepted. 3/0/0

9. Fire Department Discussion: Chair Wilson and Vice-Chair Gleason reported attending Town Fire Fighters' meeting the prior evening and reported on members' concerns:

- Fire Fighters' certifications were 15 month out of date
- The Carbon Monoxide Detector was not working
- Equipment returned from a fire left outside without preparation per protocol
- General morale appeared to be down

It was agreed to have Fire Chief and Police Chief attend a Select Board meeting to work on potential action steps for the Fire Department:

1. Increase morale
2. Schedule necessary training
3. Work on member certification updates
4. Create an inventory list with someone responsible for a checklist
5. Discuss stipends
6. Discuss adding Fire Auxiliary

10. Special Town Meeting items will be needed in the near future:

- Treasurer stipend increase due to added duties
- Fire Department on call stipend system
- Police Department equipment upgrades
- Transferring IT hardware to IT Consultant account

New Business

1. FRCOG Broadband and IT Service Project: Noel explained a new project that Franklin County Regional Governments were offering as a pilot program at no charge.

Motion to join Pilot Program: Following discussion, Selectman Abbott made a motion to notify Linda Dunlevy of Franklin Regional Council of Governments that Rowe is interested in participating with a broadband and IT service project offered to Towns at no charge. The motion, seconded by Chair Wilson, was unanimously accepted. 3/0/0

Noel reported that the cloud remote software for town functions will not be available for the foreseeable future.

2. Noel: State-Backed IT Support: Noel provided a letter of support for the Select Board to sign regarding supporting MA Broadband Institute's efforts to fund their project to provide broadband to Western MA towns that will be present to MA Legislators.

Motion to Sign Support Letter: Following discussion, Chair Wilson made a motion to sign the Letter of support to be sent to Massachusetts Legislators in support of MA Broadband Institute's efforts to fund their project to provide broadband service to Western Massachusetts towns. The motion, seconded by Selectman Abbott, was unanimously accepted. 3/0/0

3. Fire Expenditures: An email from Bill Knittle, Rowe School Principal, was read and he indicated that all the fire related expenditures were completed. Noel noted that in the warrant there were $3200.00 of items approved in fire related expenditures.

Audience: None

Adjournment: Seeing no further business Marilyn Wilson made a motion to adjourn. The motion, seconded by Susan Gleason, was unanimously accepted at 6:52 pm.

Respectfully Submitted,

Janice Boudreau
Secretary

Approval Date: SEPTEMBER 18, 2013

Approved:

Marilyn Wilson, Chair

Susan Gleason, Vice-Chair

Noel R. Abbott, Selectman

Attachments:

- Agenda 09/11/13
- Email from Bill Knittle, Rowe School Principal
- Letter of support for MA Broadband funding to MA Legislators
- Draft Management Audit Letter – Melanson and Heath for Year Ended June 30, 2012