Town of Rowe - FY 2014
Board of Selectmen – Minutes
Wednesday, October 23, 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. Vice-Chair Susan Gleason participated via remote.

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

Audience: Joyce Betwell, Ann Besken, Marilyn Beval, Jodi Brown, Mary Ann Dykeman, Donna Flagg, Ann Foshay, Mary Lenth, Lesley McLatchy, Paul McLatchy III, Paul McLatchy Jr., Doreen Petersen, Susan Zavotka

Minutes: Following review and discussion of edits to the Minutes of October 9, 2013, Chair Wilson decided to review the edited version at the next meeting prior to accepting.

Old Business:

1. School Building Committee (SBC) – Septic System Discussion: SBC Chair Susan Zavotka presented a letter to the Select Board regarding the Rowe School Septic Funding and asked that an Article be added to the next Special Town Meeting Warrant.

Motion to Include Proposed Article: Chair Wilson made a motion to have a proposed Article submitted by the Rowe School Building Committee be placed on the next Special Town Meeting Warrant to read as follows:

"Article X: To see if the Town of Rowe will appropriate $100,000 from the Capital Stabilization Fund for the purpose of replacing the Rowe School Septic Absorption System in the event that it fails a required Title V inspection in 2015. Should the system pass inspection, the $100,000 would be returned to the Stabilization account, resulting in no loss to the Town."

The motion was seconded by Selectman Noel Abbott and a roll call vote was made:

Chair Marilyn Wilson- aye
Vice-Chair Susan Gleason- aye
Selectman Noel Abbott- aye 3/0/0

Vice-Chair Gleason asked that the proposed Article be sent to the Board of Health and the Finance Committee.

2. Fire Chief McLatchy Report: Fire Chief McLatchy presented the Board with a report entitled "Rowe Fire Department - Long-Term Planning - October 23, 2013". The report listed twenty projects, their status and a projected completion date where appropriate.

Projects discussed were:

- Accountability Tags
- Door Lock Modification
- Hazardous Materials Awareness Training
- Hose Tower Ladder Safety
- Maintenance Records System
- Outdated Training Material
- Deerfield River Rescue Plan
- Firefighter 1 & 2 Training
- Hose Inspection
- Fire Department Inventory
- NIMS/ICS Training
- Personnel Records

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- Radio Communications
- Truck Inspection Sheets/Training
- Yearly Training Schedule
- Self-Contained Breathing Apparatus Inspection
- Tree and Brush Removal
- Turnout Gear Inspection

Other Fire Department Items discussed were:

- Need for Safety Complex Discussion with Fire, Police and Emergency Management Departments
- Finding a Life Flight Location due to school construction
- Chief McLatchy asked for approval to join Fire Chiefs Association of MA

Motion to Approve Fire Chief Joining Association: Following discussion, Chair Wilson made a motion to approve Fire Chief McLatchy joining the Fire Chiefs Association of Massachusetts for $145.00
The motion was seconded by Selectman Noel Abbott and a roll call vote was made:
Chair Marilyn Wilson- aye
Vice-Chair Susan Gleason- aye
Selectman Noel Abbott- aye 3/0/0

- Chief McLatchy presented a letter addressed to Rowe DPW Dept. for the Select Board to approve removal of trees near Fire Station with the assistance from the DPW Dept.

Motion to Approve Tree Removal: Chair Wilson made a motion to approve removal of trees near Fire Station with the assistance from the DPW Dept.
The motion was seconded by Selectman Noel Abbott and a roll call vote was made:
Chair Marilyn Wilson- aye
Vice-Chair Susan Gleason- aye
Selectman Noel Abbott- aye 3/0/0

- Chief McLatchy requested that a sign be fabricated to be placed at the intersection of Brittingham Hill Road and Tunnel Road to indicate Tunnel Road numbers.

Motion to Approve Sign: Chair Wilson made a motion to approve the fabrication of a road sign to be placed at the intersection of Brittingham Hill Road and Tunnel Road to indicate Tunnel Road numbers to indicate numbers 350 to 476 and 478 to 487 running north and south.
The motion was seconded by Selectman Noel Abbott and a roll call vote was made:
Chair Marilyn Wilson- aye
Vice-Chair Susan Gleason- aye
Selectman Noel Abbott- aye 3/0/0

- Chief McLatchy reported that the W. MA electricity provider NStar is planning to move their operations from Greenfield to Hadley and it was of concern in regards to the effect of response time in the event of emergency. He planned to write a letter to Representatives for Rowe and urged the Select Board to do so as well.

- Chief McLatchy presented information about a software program that would be beneficial to the Department to help with emergency reporting. It was agreed to review and consider increasing Fire Dept. budget at next Special Town Meeting to accommodate cost. In addition, it was reported a new computer is needed for the Dept. with updated software.

- Chief McLatchy reported on the status of the oil tank removal and that it would be completed shortly.

- Select Board Members thanked and praised Chief McLatchy for creating a plan of action and a schedule for the implementation of the plans.

Fire Chief McLatchy left the meeting at 4:59 pm.

3. Robo Calls: Put in Request Ahead of Time: Chair Wilson reported there are a large number of requests from groups for robo calls and following discussion asked Interim Administrative Assistant to develop a formal policy.

Vice-Chair Gleason ended remote participation at 5:03pm.

4. Seaboard Solar: Chair Wilson reported that the Public Hearing regarding Seaboard Solar's plan submitted to the Planning Board for a Ground Mount Solar Array on Tunnel Road would be continued. She indicated that Seaboard Solar confirmed they had been no prior experience with construction of installations of this type. It was noted that Seaboard Solar was asked to comply with a request for bonding required from construction through each year through to decommissioning.

5. Website Getting up to Date: Chair Wilson reported the Town website was getting updated as time allowed.

6. Actuarial Assessment for Other Post-Employment Benefits: Chair Wilson reported there was software available through Franklin Regional Council of Governments (FRCOG) for the Actuarial Assessment of Other Post-Employment Benefits that could calculate the Town's Liability to fulfill a recent audit recommendation.

7. Noel: - Participation in CIC Challenge Grant for Cloud-based Storage: Selectman Abbott explained the merits of the town having a remote location back-up system of the Town's information and records. Hampshire Council of Government (HCOG) was in the process of applying for a Community Innovation Grant to cover expenses for the conversion of data. He felt that HCOG was in the best position to be working on this and was in favor of supporting.

   Motion to Participate: Following discussion, Selectman Abbott made a motion to participate in Hampshire Council of Government's (HCOG) Community Innovation Challenge (CIC) Grant application for the Hampshire Cloud. The motion, seconded by Chair Wilson was accepted. 2/0/1 – Vice-Chair Gleason was not present for the vote.

8. Vaccine Billing Contract: Select Board Members received a Contract, that had been previously signed, for vaccine purchases and vaccine administration enabling reimbursement for flu vaccine from MassHealth insurance who will be billed by on behalf of the Town and needed to be resubmitted as it arrived a day past due date.

   Motion to Sign Vaccine Billing Contract: Chair Wilson made a motion to sign the MassHealth Flu Vaccine Program Provider Application' Between the Town of Rowe and MassHealth for services related to collecting reimbursement for vaccines that are administered on behalf of the Town of Rowe. The motion, seconded by Selectman Abbott, was accepted. 2/0/1- Vice-Chair Gleason was not present for the vote.

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9. IT Update: Following discussion, Selectman Abbott agreed to work on getting internet service to the Safety Complex for the Police Department.

   Motion to Authorize Selectman Abbott to interface with Northeast IT Systems to obtain internet services for the Police Department: Chair Wilson made a motion to authorize the expense of up to $500.00 for Noel Abbott to work with Northeast IT Systems to get the Police Department operational with internet service. The motion, seconded by Noel Abbott, was accepted. 2/0/1 - Vice-Chair Gleason was not present for the vote.

New Business

1. Park Commission to have Halloween at Town Hall Complex: It was agreed to allow Sean Loomis to host most of the Halloween events here at the Town Hall Complex on Saturday, October 26th starting at 4:30 pm.

2. Desk for Goal Post with Locked Drawer: Paul McLatchy III asked to have a locked file cabinet available for the Goal Post staff to use since the one that had been used was taken by the Town Clerk. Chair Wilson said that there was a need to inventory storage needs for all Departments and plan purchases following budget review.

3. Energy Committee Request: Paul McLatchy III requested the Select Board to approve the Reduction of Energy Committee from 5 to 3 members as a result of the resignation of Robin Booth.

   Motion to Reduce Energy Committee Members: Chair Wilson made a motion to approve the reduction of the Energy Committee from 5 to 3 members. The motion, seconded by Selectman Abbott was accepted. 2/0/1 - Vice-Chair Gleason was not present for the vote.

Adjournment: Chair Wilson made a motion to adjourn the meeting at 5:47 p.m. The motion, seconded by Selectman Abbott was unanimously accepted. 2/0/1 Vice-Chair Gleason was not present for the vote.

Respectfully Submitted,
Janice Boudreau
Secretary

Approval Date: NOVEMBER 20, 2013

Approved:

Marilyn Wilson, Chair

Susan Gleason, Vice-Chair

Noel R. Abbott, Selectman

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Attachments:

- Agenda 10/23/13
- 'Rowe Fire Department - Long-Term Planning - October 23, 2013'– prepared by Fire Chief McLatchy
- Letter Requesting Tunnel Road Signs – prepared by Fire Chief McLatchy
- Fire Chiefs Association of MA – Application – presented by – prepared by Fire Chief McLatchy
- Letter Requesting Tree Work Assistance to Highway Dept. – prepared by Fire Chief McLatchy
- 'Cloud Based Storage Motion' – prepared by Selectman Abbott
- Memo Re: School Septic Funding – presented by Rowe School Building Committee
- Emails between Northeast IT Systems and Selectman Abbott concerning IT issues

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