Town of Rowe - FY 2014
Board of Selectmen – Minutes
Wednesday, December 18, 2013 - 3:00 pm
Rowe Town Hall

Call to Order: The meeting was called to order by Select Board Chair Marilyn Wilson at 3:05 pm.

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

Audience: Paul McLatchy III, Jim Taylor, Wayne Zavotka

Minutes

The Minutes of December 4, 2013 were reviewed with amendments. It was decided to review the Minutes once additional amendments were added at next meeting.

Motion to accept Minutes of December 11, 2013: Upon review, a motion was made by Chair Wilson to accept the Minutes of December 11, 2013 as presented. The motion, seconded by Vice-Chair Gleason, was unanimously accepted. (3/0/0)

Old Business

1/. DPW Bridge Project: Highway Superintendent Jim Taylor asked Select Board for permission to sign an agreement with Gil Engineering he had presented at a prior meeting, for the Cyrus Stage Road Bridge engineering design, which had the most structural distress of the 3 future projects. It was a small project providing experience to test working with the Gill firm who was recommended by an Engineer at Mass DOT.

Motion to Authorize Engineering Design Agreement: Following discussion, Chair Wilson made a motion to authorize Highway Superintendent Jim Taylor to sign an agreement for 'Proposal for Professional Engineering Services' for the Cyrus Stage Road Bridge Rehabilitation Design with Gill Engineering of Needham, MA. The motion, seconded by Vice-Chair Gleason was unanimously accepted. (3/0/0)

2/. Special Town Meeting Warrant: Nine Articles for the Special Town Meeting (STM) scheduled for Thursday, January 9, 2014 were reviewed, discussed and amended with Finance Committee Member Wayne Zavotka. Chair Wilson reported that she had researched whether or not to include the explanations for the Articles on the Warrant. Vice-Chair Gleason and Selectman Abbott agreed it was a good idea to include explanations, however, expressed concern that the explanations be carefully worded in such a way that in no way advocates for any position and be as neutral as possible.

Motion to Accept Special Town Meeting Warrant: Following review and amendments, Chair Wilson made a motion to accept the Special Town Meeting Warrant as presented for signing and Constable Robert Dykeman to post. The motion, seconded by Vice-Chair Gleason, was unanimously accepted. (3/0/0)

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3/. Outside Post Office Boxes Freezing: It was agreed to take up discussion at a later date.

4/. HCOG Electricity Provision: It was noted that Hampshire Council of Governments (HCOG) had not provided contracts final fixed priced electricity purchase bids for a group of towns.

5/. Noel: CIC Hampshire Cloud Application: Selectman Abbott reported the HCOG Community Innovation Challenge Grant Application for a regional IT infrastructure through the creation of the "Hampshire Cloud" was completed and a copy of the materials was provided.

6/. Noel: Seaboard Solar comments in Greenfield Recorder: Selectman Abbott provided copies of an article that appeared in the Greenfield Recorder and asked Members to review the comments made by Seaboard Solar's Attorney which called the Green Community designation Rowe implemented into question.

7/. Discussion re: Earned Time: It was agreed to take up discussion at a later date.

8/. Mass. Immunization Information System (MIIS) Agreements for signature: Town Nurse provided documents for Select Board signature for Rowe to participate in the state supplied immunization program and reporting system run by Mass. Department of Health.

Motion to Authorize Signature: Chair Wilson made a motion to authorize the Select Board Chair to sign the Massachusetts Immunization Information System Agreements. The motion, seconded by Vice-Chair Gleason was unanimously accepted. (3/0/0)

New Business

1/. Green Community Grant Presentation: Energy Committee Member Paul McLatchy III made a presentation concerning the status of the Green Community Grant and reported that the committee wanted to move forward with a project to add a solar array the roofs of the Fire Department and Department of Public Works buildings. He asked for the Select Board support for this project utilizing the remainder of FY14 grant funds as well as hiring Andrea Woods, Chief Procurement Officer of Franklin Regional Council of Governments (FRCOG) to perform the bidding services for $750.00.

Motion to Support Energy Committee Project: Following discussion, Chair Wilson made a motion to authorize the Rowe Energy Committee to invest the balance of FY14 Green Community Grants funds to add solar panels on the roofs of the Fire and Public Works Departments. The motion, seconded by Vice-Chair Gleason, was unanimously accepted. (3/0/0)

Motion to sign Contract with FRCOG: Chair Wilson made a motion to sign a contract agreement with Andrea Woods, Chief Procurement Officer of Franklin Regional Council of Governments to perform the bidding services for the solar array project using $ 750.00 of the Green Community Grant funds. The motion, seconded by Vice-Chair Gleason, was unanimously accepted. (3/0/0)

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2/. Treasurer Request for Advance of Funds: Chair Wilson presented a form from Town Treasurer Kris Nartowicz for the Select Board to review and sign 'Advance of Funds in Lieu of Borrowing Report' for the amounts of $300,000.00 and $400,000.00 for short term borrowing from Stabilization to the General Fund.

Motion to Sign Advance of Funds Form: Chair Wilson made a motion to sign the 'Advance of Funds in Lieu of Borrowing Report' for the amounts of $300,000.00 and $400,000.00 for short term borrowing from Stabilization to the General Fund. The motion, seconded by Vice-Chair Gleason, was unanimously accepted. (3/0/0)

3/. Moody Consulting Concern: Former IT provider, Moody Consulting, called to inquire about the status of the final invoice for services from June 2013 for the amount of $ 4000.00. Chair Wilson reported speaking with a 30b Procurement Officer in the office of Inspector General and Town Counsel along with researching the matter. She recommended the Select Board send a letter to inform Moody Consulting of the decision of the Board voted in early July not to pay the final invoice.

Motion to Send Letter to Moody Consulting: Chair Wilson made a motion to send a letter to Moody Consulting informing him of the decision not to pay the final invoice and the reasons for the decision. The motion, seconded by Vice-Chair Gleason was unanimously accepted. (3/0/0)

4/. Cost of Living Adjustment: Chair Wilson raised the issue of the Cost of Living Adjustment (COLA) and whether or not to approve the 2014 federal amount of 1.5%.

Motion to add COLA Amount: Following discussion, Chair Wilson made a motion to include the 2014 Federal 1.5% Cost of Living Adjustment increase to wages and stipends of town employees to the FY15 budgets. The motion, seconded by Vice-Chair Gleason was unanimously accepted. (3/0/0)

5/. Administrative Clerk Job Description: Chair Wilson reported that the 'Separation Agreement' with Ellen Miller had been signed and that there was an urgent need to fill the position permanently due to the pressing needs of the Town, especially entering into the budget process. She presented a draft 'Job Description for Administrative Clerk' since there was never a bylaw vote to change the position from Administrative Clerk to Town Coordinator. There was discussion about the advertising and hiring process and deadlines for the position.

Motion to Accept Job Description: Chair Wilson made a motion to accept the job description presented with amendments. The motion, seconded by Vice-Chair Gleason, was unanimously accepted.

6/. Administrative Clerk Advertisement: Chair Wilson presented a draft advertisement to post. The Select Board reviewed and decided to advertise in area newspapers, Town Hall, Library, Refuse Gardens, Town Website and Town Bulletin Board.

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Motion to Accept Advertisement for Position: Vice-Chair Gleason made a motion to accept the advertisement for the Administrative Clerk position with amendments to post in Town Hall, Library, Refuse Gardens, Town Website, Town Bulletin Board, the Greenfield Recorder and the North Adams Transcript with a deadline of December 30, 2013. The motion, seconded by Chair Wilson, was unanimously accepted.

7/. CAMA- Citizens Against Municipal Aggregation: Chair Wilson presented materials from CAMA – Citizens Against Municipal Aggregation that were mailed to her and asked Members to review. Selectman Abbott had conducted some research on the group and reported that it was a good idea to review the materials, however, given the background of CAMA's Principal, it was likely that the information presented was biased in nature.

8/. Remote Participation Vote: Chair Wilson said that on the advice of Russ Dupere, Mohawk School District Counsel, Lisa Miller, Chair of the School Committee asked the Select Board to consider making a formal vote to allow remote participation of all Town Boards and Committees.

Motion to allow Remote Participation of Boards & Committees: Following discussion, Chair Wilson made a motion to allow Town Boards and Committees to allow remote participation to be in accordance with Massachusetts Open Meeting Law. The motion, seconded by Chair Wilson, was unanimously accepted. (3/0/0)

Audience: None present
Correspondence Reviewed
Warrants: FY14 Warrant 13 and Payroll Warrant PW13 were reviewed and signed

Adjournment: Seeing no further business, Chair Wilson made a motion to adjourn the Meeting 7:05 p.m. The motion, seconded by Selectman Abbott, was unanimously accepted. (3/0/0)

Respectfully Submitted,

Janice Boudreau
Secretary

Approval Date: January 2, 2014

Approved:

Marilyn Wilson, Chair

Susan Gleason, Vice-Chair

Noel R. Abbott, Selectman

Attachments:

- Agenda 12/18/13
- Special Town Meeting Articles
- Proposal for Professional Engineering Services for Cyrus Stage Bridge Project
- "Professional Services Agreement by and between FRCOG and Town of Rowe for "Rooftop Photovoltaic Systems Procurement Services"
- Greenfield Recorder Article - "Rowe Solar Farm Unlikely to See the Light of Day"
- Letter to Moody Consulting
- Citizens Against Municipal Aggregation (CAMA) presented by Chair Wilson
- Advance of Funds in Lieu of Borrowing Report
- Mass Immunization Information System Agreements – presented by Town Nurse