Town of Rowe - FY 2014
Board of Selectmen – Minutes
Wednesday, January 2, 2014 - 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: Paul McLatchy III, Christine Tower

Minutes:

Motion to accept Minutes of December 4, 2013: Upon review, a motion was made by Chair Wilson to accept the Minutes of December 4, 2013 with amendments. The motion, seconded by Vice-Chair Gleason, was accepted. (2/0/1) Selectman Abbott was not present for the vote.

Motion to accept Minutes of December 18, 2013: Upon review, a motion was made by Chair Wilson to accept the Minutes of December 18, 2013 with amendments. The motion, seconded by Vice-Chair Gleason, was accepted. (2/0/1) Selectman Abbott was not present for the vote.

Selectman Abbott arrived at the meeting at 3:07 p.m.

Old Business

1/. Schedule Interviews for Administrative Clerk Position: Following discussion, it was agreed to schedule half hour interviews with Administrative Clerk Applicants on Wednesday, January 8, 2014 starting at 3:00 p.m.

2/. Schedule Department Budget Meetings: Chair Wilson said that the Select Board needed to start meeting with Department Heads and Committees to review budgets for FY15:

Jan. 08 - Library	5:00pm		
Jan. 15 - DPW	3:00pm	- Council on Aging	4:00pm
Jan. 22 - BOH	3:00pm	- Gracy Hse Comm.	4:00pm
Jan. 23 - School	3:00pm		
Jan. 29 - Park Comm.	3:00pm	- Planning Board	4:00pm
Feb. 05 - Police Dept.	3:00pm	- Old Home Day	4:00pm
Feb. 12 - Fire/EMS	3:00pm	- Beautification	4:00pm
Feb. 19 - Assessors	3:00pm	- Conservation Com.	4:00pm
Feb. 26 - Town Clerk	3:00pm	- Energy Comm.	3:30pm
		- Cemetery Com.	4:00pm
Mar. 12 - General Administrative			

Interim Administrative Assistant was asked to contact Departments and schedule appointments.

3/. Broadband Update: Selectman Abbott reported that the fiber optic cables are in place, 'live' and ready to go so the town has to decide the next step to proceed. The report from Brodeur Network Consulting Services (BNCS) indicated that broadband could be utilized in all town locations and we needed to find a provider. Selectman Abbott agreed to contact FRCOG Procurement Officer, Andrea Woods to work on a bid proposal to request service quotations. In addition, he thought to check if BNCS would be available to assist and guide the process for very specific purpose(s). The Library situation was in question as to whether they connect through Central/Western Massachusetts Automated Resource Sharing, Inc. (CWMARS) There was discussion concerning whether the Town's phone system (Avaya phones) would work properly with the Voice Over Internet Protocol and that a new system might be required.

4/. Noel: IT Update: It was noted that Police Chief needed to have the back-up system and Northeast IT Systems was shipping a unit for installation.

5/. Special Town Meeting Warrant:

a. Moderator Suggestions: Chair Wilson reported Town Moderator Bob Clancy was unable to attend the Special Town Meeting (STM) and asked Members to recommend a fill-in candidate. Following discussion, it was agreed to ask Cathy Heiligman and if unable to serve, Henry Dandeneau as an alternate.

b. Re-Work Article 2 - Chair Wilson reported the figures that were presented on Article 2 were incorrect and presented correct figures to Members.

Motion to present Amendment: Following discussion, Chair Wilson made a motion to present Amendment to Article 2 to the floor for Special Town Meeting on January 9, 2014. The motion, seconded by Selectman Abbott, was unanimously accepted. (3/0/0)

c. Discuss Process for Creating Town Meeting Warrants: Chair Wilson asked Interim Administrative Assistant whether Town Clerk had provided an updated voter list and Janice Boudreau reported that she had not, that she had found an old list to work from. It was agreed to make a checklist of what was needed for a future warrant so not to miss any item such as inadvertently not the contacting Town Moderator as had occurred.

6/. Discussion re: Earned Time: Chair Wilson presented additional materials concerning Employee Earned Time for further discussion.

New Business

1/. Town Report: It was agreed to discuss FY14 Town Report in greater detail in the future to decide whether to print in house or not. Following discussion, it was agreed to ask for Town Reports from Departments, Commissions and Committees to be completed by mid February.

2/. Outside Post Office Boxes Freezing: Chair Wilson reported that the Rowe Postal Clerk was provided with de-icing cans to help the lock freezing problem. It had also been suggested to squirt WD-40 into the lock as a freezing prevention measure.

3/. Gold Cane for Florence Bjork: Chair Wilson reported finding the gold cane that was historically presented to the oldest citizen in town, who now is Florence Bjork, and discussed when it would be appropriate to do so. It was agreed Susan Gleason would contact Alan Bjork to discuss how best to proceed.

4/. Logging Trucks on Shippee Road: Chair Wilson reported that a citizen had expressed concern about the heavy logging trucks passing on Shippee Road to log on Yankee property passing where a number of children lived. She proceeded to research the practice and learned that the application process involved first presenting a Forest Cutting Plan to Department of Conservation and Recreation, then go to Town Conservation Commission for review. Since this was, in this case, completed and in compliance and is a public road, nothing could be done. Both Chair Wilson and Selectman Abbott noted that this approval had gone through without the knowledge of the Select Board at any point in the process. It was agreed that there was a need for greater communication among various town committees regarding significant projects of this kind.

5/. FRCOG - DLTA Letter: Select Board Members reviewed a Franklin Regional Council of Governments (FRCOG) 2-page request to rank interest potential projects. Members ranked twelve projects of potential interest to the Town to submit to FRCOG.

Motion to Convene into Executive Session: At 5:12 p.m. Chair Wilson made a motion to convene into Executive Session for Purpose # 8 and to reconvene into Open Session to review applicants for the position of Administrative Clerk:

> *To consider or interview applicants for employment or appointment by a preliminary screening committee if the chair declares that an open meeting will have a detrimental effect in obtaining qualified applicants; provided, however, that this clause shall not apply to any meeting, including meetings of a preliminary screening committee, to consider and interview applicants who have passed a prior preliminary screening.*

The motion was voted upon:

Chair Wilson:	aye	
Vice-Chair Gleason:	aye	
Selectman Abbott:	aye	The motion was unanimously accepted. (3/0/0)

The meeting reconvened from Executive Session into Open Session at 5:40 p.m..

6/. HCOG Electricity Provision: It was noted that Hampshire Council of Governments (HCOG) provided contracts just prior to the meeting for fixed priced electricity purchase bids for a group of towns and it was agreed to review them for next meeting.

7/. Real Estate Refunds Report: Tax Collector presented a Real Estate Refunds Report for James McKee for the overpayment of $393.61 for approval.

Motion to Accept Real Estate Refund Report: Chair Wilson made a motion to accept the refund amount of $393.61 as presented by Tax Collector on Real Estate Refund Report of 12/30/13. The motion, seconded by Selectman Abbott, was unanimously accepted. (3/0/0)

8/. Agreements for Signature: Town Nurse provided documents for approval for Rowe to receive payments from Medicare and Medicaid for immunization. Following discussion it was agreed to speak with Sheila Litchfield further since the document language was in question.

Vice-Chair Gleason left the meeting at 5:45 p.m.

9/. MEMA Form for FEMA: Documents were reviewed concerning obtaining funds from MEMA for FEMA funds relating to the February 2013 winter storm.

10/. Other Post Employment Benefits (OPEB): Chair Wilson reported that she had done research in area of developing a plan for knowing the town liabilities for other post-employment benefits and learned the town had paid AFS Associates $750.00 in 2009 to provide assistance in developing the program. Jay Fountain of AFS said he will honor the prior payment and assist the Town with process of data gathering , analysis and cost appraisal. Chair Wilson wanted to present information at the Annual Town Meeting.

Audience: None
Correspondence Reviewed
Warrants: FY14 Warrant 14 and Payroll Warrant PW14 were reviewed and signed

Adjournment: Seeing no further business, Chair Wilson made a motion to adjourn the Meeting 6:00 p.m. The motion, seconded by Selectman Abbott, was accepted. (2/0/1) Vice-Chair Gleason was not present for the vote.

Respectfully Submitted,
Janice Boudreau
Secretary

Approval Date: January 15, 2014

Approved:

Marilyn Wilson, Chair

Susan Gleason, Vice-Chair

Noel R. Abbott, Selectman

Attachments:

- Agenda 01/02/14
- Special Town Meeting Article 2 Revision - presented by Chair Wilson
- Real Estate Refunds Report - for James McKee
- Selectman Abbott email concerning Outside Post Office Boxes
- FRCOG - DLTA funding potential projects
- Brodeur Network Consulting Services Report - presented by Chip Brodeur
- Broadband Visioning Report - presented by Bernie Kubiak
- MBI - MassBroadband FAQ - 2 pgs.
- Selectman Abbott email concerning broadband comment