Town of Rowe - FY 2014
Board of Selectmen – Minutes
Wednesday, January 22, 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, Secretary Janice Boudreau, Selectman Abbott was absent from the meeting.

Audience: David Cousineau, Jack Packard, Walt Quist, Marcella Stafford Gore

Minutes:

Motion to Accept Minutes of January 8, 2014: Following Review, Chair Wilson made a motion to accept the Minutes of January 8, 2014 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 January 15, 2014: Following Review, Chair Wilson made a motion to accept the Minutes of January 15, 2014 with amendments. The motion, seconded by Vice-Chair Gleason, was accepted. (2/0/1) Selectman Abbott was not present for the vote.

Budget Hearings

1/. Board of Health Budget:

Board of Health Chair David Cousineau and Clerk Marcella Stafford-Gore presented their FY 15 Budget for review and explanation.

Highlighted Recommendations: The Board presented a level-funding budget.

Transfer Station: Chair Cousineau explained the cost of trash haulers fees could due to the price of gas. He said monies paid to the town for recyclables from Franklin County Solid Waste Management District could be only applied to purchase specific items. He also indicated that Rowe had a lower recycle rate as compared to other towns.

Special Project Funds: Chair Cousineau requested funds for a Special Project to improve the lighting at the Transfer Station and budgeted $ 6505.00. The Board had obtained bids and were reviewing details of the bids.

David Cousineau left the meeting at 3:20 pm.

New Business:

1/. Monroe Request: Administrative Clerk for Monroe Marcella Stafford Gore asked the Select Board if Rowe would be willing to loan one of their DPW trucks to Monroe so a Highway Department

MW

Member of Monroe could test for CDL licensing because Monroe does not have the appropriate truck to meet the requirements of the test. She explained that it had been done in the past and had spoken with Superintendent Taylor and he was agreeable.

Motion to Loan Town of Monroe DPW Vehicle: Chair Wilson made a motion for the Town of Monroe to use a Rowe DPW Vehicle for the purpose of a DPW worker to obtain a CDL License because Monroe does not have an appropriate vehicle. The motion, seconded by Vice-Chair Gleason, was unanimously accepted. (2/0/0) Selectman Abbott was not present for the vote.

Marcella Stafford Gore left the meeting at 4:28pm.

2./ Susan: Protocol for Warrant Review: Vice-Chair Gleason proposed that the Warrant be signed and reviewed within the Select Board Meeting and at the end of the meeting it be locked in the safe. She further explained the reason for the request was a security measure since several warrants have gone missing in the last few months and greater security was now required.

Motion to Adopt Warrant Review Protocol: Following discussion, Vice-Chair Gleason made a motion to adopt the protocol of reviewing and signing the warrant within the confines of the Select Board Meeting and have it stored in the safe following signing. The motion, seconded by Chair Wilson, was accepted. (2/0/0) Selectman Abbott was not present for the vote.

3/ Funding Transfers: Chair Wilson reported Treasurer Nartowicz was in the process of reviewing money transfers from recent Town Meetings and she will put together a report identifying results and if any additional votes will be required to accomplish transfers.

4/. Special Town Meeting (STM)- Treasurer Elected to Appointed:

- Process: Chair Wilson explained process required to change the Treasurer position from elected to appointed starting with asking citizens to vote on the matter at a STM at least 60 days in advance of a Town Election to be added to the ballot for a vote.

- Rationale: Rationale for the change to appointed included MA Department of Revenue offered strong recommendation, Treasurer being the custodian of town funds, invests bond funds, oversees payroll, and a person elected with no experience could be disaster for a town. Chair Wilson said experience and credentials are required and the learning curve from private experience to municipal is large.

- Observations of Experienced Treasurer: Chair Wilson said that since an experienced Professional was hired for the Treasurer position the following was observed:

  - Accounts are balanced
  - Accountant and Treasurer balance monthly
  - Treasurer knows exact cash balance
  - Treasurer is making effort to bring taxes up to date and working on tax liens on properties with delinquent taxes. This has not been done since 2007
  - Reconciliation with Mohawk District is current
  - Kristi Nartowicz has experience with bonds as she works from other areas towns

5/. Energy Committee - Bid Proposals PV array: Energy Committee Chair Jack Packard and member Walt Quist presented a contract for signature for the awarding bid for the Green Communities funded roof-mounted 7.75 kw solar photo voltaic (pv) array scheduled for the Town Garage. The bid awarded to The Solar Store of Greenfield for the amount of $ 31,680.00. It was noted that Chief Procurement Officer Andrea Woods of Franklin Regional Council of Governments managed the bidding process. Chair Packard said the project would be completed in March.

Motion to Award Bid for Solar PV Power System: Chair Wilson made a motion to accept the bid from The Solar Store of Greenfield, MA for a roof-mounted 7.75 kw solar photo voltaic (pv) array for the Town Garage for the amount of $31,680.00.00 funded by monies from the Green Communities Grant. The motion, seconded by Vice-Chair Gleason, was accepted. (2/0/1) Selectman Abbott was not present for the vote.

6/. BOS Meeting Cancelled: Chair Wilson said she made a decision to attend the MA Municipal Association Annual Convention in Boston and leaving on Friday she has rescheduling the Select Board Meeting Scheduled for Friday, January 24, 2014 at 10:00am to Tuesday, January 28, 2014 at 9:00 am. The Meeting was scheduled to work on the Town Personnel Manual and Personnel Policies. Following discussion it was agreed the Vice-Chair Gleason would meet with Administrative Clerk to work on standardizing the language of Personnel Manual. Chair Wilson reported that Town Counsel presented the opinion that there was nothing preventing the Town from adopting Earned Time Credit policy. There may be some limitations such as school employees.

Motion to Allow Vice-Chair to Work on Personnel Manual: Chair Wilson made a motion to give Vice-Chair Gleason authority to work on standardizing the language of the Personnel Manual with Administrative Clerk. The motion, seconded by Vice-Chair Gleason was accepted. (2/0/1) Selectman Abbott was not present for the vote.

7/. Motor Vehicle Refund: Tax Collector Sandy Daviau requested a motor vehicle refund be paid to Terry Veber for the amount of $47.50 due to an overvalued vehicle.

Motion to Accept Refund Request: Chair Wilson made a motion to accept the Tax Collector's request for a refund be made to Terry Veber for the amount of $47.50 due to an overvalued vehicle. The motion, seconded by Vice-Chair Gleason was accepted. (2/0/1) Selectman Abbott was not present for the vote.

8/. Cell Tower: Chair Wilson reported she wanted to explore whether it was feasible for Rowe to have a cell tower to improve communications in emergency situations. Following discussion, it was agreed to be a good idea to pursue.

Motion to Give Chair Wilson Authority to Obtain Cell Tower Information: Vice-Chair Gleason made a motion to give Chair Wilson authority to investigate whether it was a viable option to have a cell tower in Rowe. The motion, seconded by Chair Wilson, was accepted. (2/0/1) Selectman Abbott was not present for the vote.

9/. Regional Dog Control & Adoption Center: Animal Control Officer Art Samuelson presented the Select Board with a verification form for review and signing.

Motion to Sign FC Sheriff's Office Regional Dog Control & Adoption Center: Chair Wilson made a motion to certify that Arthur Samuelson is the authorized Animal Control Officer for Rowe for utilizing the Franklin County Sheriff's Office Regional Control and Adoption Center. The motion, seconded by Vice-Chair Gleason, was unanimously accepted. (2/0/0) Selectman Abbott was not present for the vote.

Old Business

3/. HCOG Electricity Provision: Following discussion, it was agreed to table the Hampshire Council of Governments (HCOG) contracts for fixed priced electricity purchase bids at this time.

Audience: None
Correspondence Reviewed

Adjournment: Seeing no further business, Chair Wilson made a motion to adjourn the Meeting 5:29 p.m. The motion, seconded by Vice-Chair Gleason, was accepted. (2/0/1) Selectman Abbott was not present for the vote.

Respectfully Submitted,

Janice Boudreau
Secretary

Approval Date: FEBRUARY 6, 2014

Approved: Marilyn Wilson
Marilyn Wilson, Chair

Susan Gleason
Susan Gleason, Vice-Chair

Noel R. Abbott, Selectman

Attachments:

- Agenda 01/22/14
- BOH Proposed Budget Sheets
- Town Counsel email to Chair Wilson – 2 pages
- Rationale for Appointed Treasurer- presented by Chair Wilson – 2 pages
- Motor Vehicle Refunds Report – presented by Tax Collector
- Final Contract with The Solar Store – presented by Energy Committee – 25 pages
- FC Sheriff Office Certification
- Letter from Art Samuelson

Town of Rowe - FY 2014
Board of Selectmen – Minutes
Addendum
Wednesday, January 22, 2014 - 3:00 pm
Rowe Town Hall

Amendment attached to the Minutes of January 22, 2014 under the heading:

4/. Special Town Meeting (STM)- Treasurer Elected to Appointed:

to be added to the paragraph as follows:

... a Selectman from *Eastern Massachusetts said, " a person elected with no experience could be disaster for a town"*

The new paragraph would now read as follows:

- Rationale: Rationale for the change to appointed included MA Department of Revenue offered strong recommendation, Treasurer being the custodian of town funds, invests bond funds, oversees payroll, and a Selectman from an eastern Massachusetts Town said, " a person elected with no experience could be disaster for a town" . Chair Wilson said experience and credentials are required and the learning curve from private experience to municipal is large.

Respectfully Submitted,

Janice Boudreau
Secretary

Approval Date: FEBRUARY 26, 2014

Approved:

Marilyn Wilson, Chair

Susan Gleason, Vice-Chair

Noel R. Abbott, Selectman