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

Call to Order: The meeting was called to order by Chair Wilson at 3:00 pm.

Present: Chair Wilson and Vice-Chair Susan Gleason, Selectman Walt Quist and Administrative Clerk Janice Boudreau

Audience: Jodi Brown, Rosie Gordon, Danielle Larned, Lance Larned, Jim Taylor, Susan Zavotka

Minutes: **Motion to Accept the Minutes of June 4, 2014:** Following review, Chair Wilson made a motion to accept the Minutes of Select Board Meeting of June 4, 2014 with corrections. The motion, seconded by Selectman Quist, was accepted. (3/0/0)

New Business

1. School Building Committee Report- 3:00 pm Susan Zavotka: School Building Committee Chair Susan Zavotka presented an update on the activities of the Committee. The update included the description of responsibilities of the Committee and their accomplishments to date. She indicated the school construction is set for mid-August and a moving date no later than August 26th. Also discussed were the final projects for the completion of the new school. Susan requested that the School Building Committee be reappointed to see the project through completion.

2. DPW Superintendent Jim Taylor:

a). FEMA Account – Jim discussed closing out FEMA monies and that there was $1400.00 left in the account that must specifically be used for storm damage caused by Hurricane Irene.
b). Method for Disposal of 1984 Mack- Jim recommended that the 1984 Mack truck be offered to area towns at $5,000.00 through a lottery system or by bid process. It was agreed to find out specifically its worth from an area dealer
c). Steel Shed removed from site – Jim reported that the shed removed from the school and put on the DPW site was not an appropriate size for use and recommended it be offered to the highest offer by advertising in the Goal Post. It was agreed to do so.
d). Discuss Bid for Equipment for the 2014 6-Wheel Truck- Jim reported that upon review of the bids for the Equipment Only for the 2014 Four Wheel Drive Truck the lowest bid did not meet specifications and the second lowest bid was not signed and therefore ineligible. The next lowest bid was from Zwack Inc. of Stephentown, NY.
e). Jim said that Chapter 90 reimbursement for the Monroe Bridge and Pothole monies would be completed next week.

Motion to Award Bid: Following discussion, Chair Wilson made a motion to accept the lowest bid for the equipment for the 2014 Mack Truck for $33,395.00 from Zwack Inc. of Stephentown, NY. The motion, seconded by Walt Quist, was unanimously accepted. (3/0/0)

Select Board Members thanked Jim for his longtime service to the town.

3. Highway Superintendent Applicants: Chair Wilson reported that there was only one applicant for the position of Highway Superintendent, Lance Larned Assistant Highway Superintendent.

Motion to Appoint: Following discussion, Chair Wilson made a motion to appoint Lance Larned as Highway Superintendent. The motion, seconded by Vice-Chair Gleason, was unanimously accepted. (3/0/0)

Following the motion discussion ensued regarding the remuneration for the position. Chair Wilson said that the Finance Committee had recommended $ 55,000.00 - $ 70,000.00. Discussion ensued about Lance's qualifications and experience and that he was a working Superintendent.

Motion to Set Salary: Following discussion, Chair Wilson made a motion to offer $ 70,000.00 to the newly appointed Highway Superintendent Lance Larned for a period of one year. The motion, seconded by Susan Gleason, was unanimously accepted.

4. Highway Department Discussion: Job descriptions for the positions of Assistant Highway Superintendent and Heavy Equipment Operator/ Truck Driver were reviewed. Following review, it was agreed that Rick Hamilton would move up into the position of Assistant Highway Superintendent and the position of Heavy Equipment Operator/ Truck Driver would be advertised. Following discussion it was agreed Walt Quist would act as liaison to the Highway Department.

5. Discuss Appointments: Select Board Members discussed appointments.

Motion to Appoint: Chair Wilson made a motion to appoint the following positions for one year, unless noted, ending at the end of FY15:

- Sandra Daviau:	Administrative Assistant
- Ed Grinnell:	Animal Control Officer
- Arthur Samuelson:	Animal Control Officer, Assistant
- Janice Boudreau:	Administrative Clerk – (3 years)
- Sandra Daviau:	Assistant Treasurer
- Joanne Brown:	Beautification Committee
- Thom Chiofalo:	Beautification Committee
- John Magnago:	Beautification Committee
- Christine Tower:	Beautification Committee
- Janice Boudreau:	Beautification Committee – Associate Member
- Myra Carlow:	Conservation Commission – (3 years)
- Sandra Daviau:	Constable
- Marilyn Beval:	Council on Aging
- Jo-ann Brown:	Council on Aging
- Mary Ann Dykeman:	Council on Aging
- Sandy Daviau:	Council on Aging
- Doris Fensky:	Council on Aging

- Christine Tower:	Council on Aging
- Shirley Veber:	Council on Aging
- Lance Larned:	Department of Public Works Superintendent
- Deborah Katz:	Energy Committee
- Wayne Zavotka:	Energy Committee
- Sandy Daviau:	Field Driver
- Brandon Sprague:	Forest Fire Warden
- FRCOG Rep:	Inspector of Buildings
- Sandy Daviau:	Pound Keeper
- Janet Cowie:	School Building Committee
- Donna Flagg:	School Building Committee
- Cynthia Laffond:	School Building Committee
- William Loomis:	School Building Committee
- Dennis May:	School Building Committee
- Kerri McLatchy:	School Building Committee
- Paul McLatchy:	School Building Committee
- Marjorie Morse:	School Building Committee
- Susan Zavotka:	School Building Committee
- Julie Shippee:	Special Police Officer – Chief (3 years)
- Christopher Hyytinen:	Special Police Officer
- Christopher Mattson:	Special Police Officer
- FRCOG Accountant:	Town Accountant
- Leonard Laffond:	Yankee Land Committee
- William Loomis:	Yankee Land Committee
- Walt Quist:	Yankee Land Committee
- Marilyn Wilson:	Zoning Board of Appeals
- Janice Boudreau:	FC Cooperative Inspection Program - Rep to
- Marilyn Wilson:	Franklin Regional Council of Governments – Rep to
- Marilyn Wilson:	Franklin Regional Planning Board – Rep to
- Marilyn Wilson:	Franklin Regional Transit Authority – Rep to
- Janice Boudreau:	MA Broadband Institute (MBI) – Community Rep
- Vacant:	Municipal Plant Light Manager
- Vacant:	WiredWest Communications Cooperative Corp.

The Motion, seconded by Vice-Chair Gleason, was unanimously accepted. (3/0/0)

6. Line Item Transfers: A request for a Line Item Transfer was reviewed from Treasurer for the amount of $652.41 due to time needed to perform necessary functions.

Motion to Approve Line Item Transfer: Chair Wilson made a motion to accept the request for a Line Item Transfer of $652.41 from Treasurer's Office Reconciliation to Treasurer's Stipend.

7. Regional Control & Adoption Center Contract: Select Board Members reviewed the FY15 Franklin County Sheriff's Office Regional Dog Control & Adoption Center for dog control and regional shelter for stray dogs.

Motion to Sign Contract: Following review and discussion, Chair Wilson made a motion to sign the Franklin County Sheriff's Office Regional Dog Control & Adoption Center Contract for FY15. The motion, seconded by Vice-Chair Gleason, was unanimously accepted. (3/0/0)

8. Sign Liquor License: Select Board Members reviewed the Liquor License for Lefty's Brewing Company to serve beer and wine at Old Home Days as a fundraiser for Rowe Elementary School.

Motion to Sign License: Following review, Chair Wilson made a motion to sign the Liquor License for Lefty's Brewing Company to serve beer at Old Home Days. The motion, seconded by Selectman Quist, was accepted. (2/1/0)

9. Hosting Agreement – Weather Station: Following review and discussion, it was agreed to table the signing of a contract agreement to have Earth Networks, Inc. install a permanent weather station structure. Confirmation about the location of the station needs confirmation.

10. Request for Artwork Congressman Neal: A request from Congressman Neal's office to have a piece of artwork that would represent Rowe to be placed in his office. It was agreed to ask Norma Donalson for an appropriate photograph from her files.

11. Policy for Fundware: Chair Wilson reported that there was unauthorized access to the Fundware and wanted to establish a policy as to who can have access and whether it is appropriate to have Town Accountant provide all necessary information to Department Heads rather than allow complete access. Following discussion it was agreed to table and review again after thinking further on the matter.

12. Town Gazebo: Chair Wilson reported meeting with contractor Steve Crowningsheid to inspect the Town Gazebo and concluded that it was rotting away and the replacement cost would be substantial. Chair Wilson reported finding an alternative source offering a kit to replace the existing structure for under $ 10,000.00.

13. Fire and Police Department Merger: Chair Wilson raised the issue of merging and sharing services between the Police and Fire Departments and shared a handout on the subject. In addition, some concerns were raised about the Fire Chief not naming and reporting an acting chief in his recent absence which caused delay in an emergency situation.

Citizen Comments: Rosie Gordon raised an issue about the Franklin County Regional Transit Authority bus schedule.

Adjournment

Warrants: Warrants FY14 W26 and PW26 were reviewed

Adjournment:
Seeing no further business, Chair Wilson made a motion to adjourn the Meeting at 6:56 p.m

Respectfully Submitted,

Janice Boudreau

Approval Date: July 2, 2014

Approved:

Marilyn Wilson, Chair

Susan Gleason, Vice-Chair

Walt Quist, Selectman

Attachments:

- Agenda 06/18/14
- School Building Committee Report – prepared by Susan Zavotka (2 pages)
- Bid Form – Equipment Only for 2014 Four Wheel Drive Truck
- Liquor License at Old Home Day
- Request for Transfer of Funds Between Existing Line Items
- Job Description – Heavy Equipment Operator/Truck Driver
- Job Description – Assistant Highway Superintendent
- FC Sheriff's Office Reg. Dog Control & Adoption Center FY15Contract
- Earth Networks Hosting Agreement
- Email from Congressman Richard Neal
- Suncast Gazebo Specifications
- Article on Police and Fire Mergers – Presented by Chair Wilson