Town of Rowe - FY 2015
Board of Selectmen – Minutes
Wednesday February 18, 2015 – 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, Vice-Chair Susan Gleason, Selectman Quist and Administrative Clerk Janice Boudreau

Audience: Ed May, Gail May

Minutes:

Motion to accept Minutes of January 20, 2015: Upon review, a motion was made by Chair Wilson to accept the Minutes of January 20, 2015 as written. The motion, seconded by Vice-Chair Gleason, was unanimously accepted. (3/0/0)

Motion to accept Minutes of January 28, 2015: Upon review, a motion was made by Chair Wilson to accept the Minutes of January 28, 2015 as written. The motion, seconded by Selectman Quist, was unanimously accepted. (3/0/0)

Old Business:

1. Continue Work on Fire Department:

   - A draft 'Code of Ethics for Firefighters' was reviewed and amended to be added to part of an employment package for all firefighters.

   - The Draft Job Description for Firefighters was reviewed and amended.

   - Chair Wilson said she is waiting for an answer from Town Counsel as to whether an out of town person can be a member of the Fire Department.

2. Ed May at 4:30 pm – EMD: Ed May Emergency Management Director explained what he does in emergency situations and the maintenance of the generator at the Elementary School. He indicated he had applied for a grant to fund the necessary materials and plans needed for the installation of generators to town buildings. Ed discussed running a National Incident Management Systems (NIMS) course 100 and 200 once the new Fire Chief is appointed. Mr. May acknowledged The Comprehensive Emergency Management Plan needed updating. It was agreed that the Town needs to get set up with System Awards Management (SAM.gov) to expedite the grant process.

3. Gail May at 5:00 pm – EMT and First Responders: Chair Wilson opened with a thank you for Gail May's long years of service as Emergency Medical Technician Coordinator. Gail indicated she may return as a First Responder after a break.

   - Discussion ensued to clarify that First Responders did not need to be Firefighters, however, Needed to be part of the Fire Dept. Chair Wilson agreed to outreach to citizens with this information.
   - Having a CPR class in town was discussed to make training convenient.

- The great lack of volunteers was discussed as well as methods to encourage people to become First Responders.

4. Wired West Letter: Chair Wilson presented revisions to the letter that the Select Board had approved at the prior meeting drafted by WiredWest that is to be mailed to each Rowe household.

Motion to Sign Amended Letter: Following review and discussion, Chair Wilson made a motion to sign the amended letter version that is to be mailed to Rowe households regarding working with WiredWest to fund and obtain fiber optic to Rowe. The motion, seconded by Selectman Quist, was unanimously accepted. (3/0/0)

New Business

1. Sign Advance of Funds in Lieu of Borrowing Report: Select Board Members reviewed the 'Advance of Funds in Lieu of Borrowing Report' to transfer $400,000.00 from Stabilization Fund to the General Fund until tax revenues come in as voted on at Special Town Meeting on January 28, 2015.

Motion to Sign Borrowing Report: Chair Wilson made a motion to sign 'Advance of Funds in Lieu of Borrowing Report' Dept. of Revenue Report to transfer $400,000.00 from Stabilization Fund to the General Fund. The motion, seconded by Selectman Quist, was unanimously accepted. (3/0/0)

2. Selectman Quist Meeting With Ben Weil: Selectman Quist reported meeting with Ben Weil , Professor Building Energy, Dept. of Environmental Conservation at UMass to review all town buildings to prepare an energy savings recommendation plan. His recommendations will be used to apply for the next round of energy grants.

3. Postmaster Request: Select Board Members reviewed a Rowe Post Officer McLatchy request to attach a shelf to the Rowe Post Office wall area. It was agreed Selectman Quist would review and speak with Mr. McLatchy.

4. Bulletin Board: There was discussion about making up a policy for the town bulletin boards. It was agreed Administrative Clerk would prepare a policy for next meeting.

5. Elevator Contract: Chair Wilson reported speaking with Andrea Wood, Chief Procurement Officer for Franklin Regional Council of Governments (FRCOG) and that there would be savings by joining with FRCOG purchasing program to bid for a maintenance contract for the Town Hall elevator. If something major happened then FRCOG would bid out for the work.

Motion to Join the Purchasing Program: Following discussion, Chair Wilson made a motion to join the FRCOG purchasing program for an elevator maintenance contract. The motion, seconded by Selectman Quist, was unanimously accepted. (3/0/0)

Vice-Chair Gleason left the meeting at 4:12 p.m.

6. Motor Vehicle Refunds Report: Select Board members reviewed Motor Vehicles Refund Report and a Real Estate Refunds Report.

Motion to Sign Refunds Reports: Following review, Chair Wilson made a motion to sign the Motor Vehicles Refunds Report to Barbara Gottesman for the amount of $1.25 and a Real Estate Refund Report to Kris Swenson for the amount of $215.62 both tax overpayments. The motion, seconded by Selectman Quist, was accepted. (2/0/1)

Audience:

Adjournment:

Seeing no further business, Chair Wilson made a motion to adjourn the Meeting at 6:08 p.m. The motion, seconded by Selectman Quist, was accepted. (2/0/1)

Respectfully Submitted,

Janice Boudreau

Approval Date: FEBRUARY 25, 2015

Approved: Marilyn Wilson

Marilyn Wilson, Chair

Susan Gleason, Vice-Chair

Walter J. Quist

Walter J. Quist, Selectman

Attachments:

- Agenda 02/18/15
- Motor Vehicle Refunds Report 02/02/15
- Real Estate Refunds Report 02/09/15
- Advance of Funds in Lieu of Borrowing Report
- Draft Firefighter Code of Ethics