Town of Rowe - FY 2015
Board of Selectmen – Minutes
Wednesday February 25, 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: Jackie Cashin, Account and Susan Zavotka

Minutes:

Motion to accept Minutes of February 18, 2015: Upon review, a motion was made by Chair Wilson to accept the Minutes of February 18, 2015 as written. The motion, seconded by Selectman Quist, accepted. (2/0/1)

Motion to accept Minutes of February 11, 2015: Upon review, a motion was made by Chair Wilson to accept the Minutes of January 28, 2015 as written. The motion, seconded by Vice-Chair Gleason, was unanimously accepted. (3/0/0)

Old Business

1. School Building Budget Report: School Building Committee Chair Susan Zavotka met with the Select Board to discuss issues associated with the school building budget showing a shortfall of funds to pay a construction bill. Chair Wilson requested that a meeting be set up with the School Committee to discuss the rental monies to Hawlemont that were attributed to the School Budget which may account for the shortfall in the School Fire Construction account if the funds were not attributed correctly. The effort was to make certain that the 'loss of income' insurance funds were properly attributed in the accounting system. An email from Project Manager Dan Pallotta of P3 was reviewed.

   Susan Zavotka and Jackie Cashin left the meeting at 3:54

2. OPEB- (Other Post-Employment Benefits): Chair Wilson said it needs to be set up into the budget and will work on seeing it is set up.

3. Facilities Manager: Chair Wilson said there would not be enough in the budget at this time for the hiring of a facilities manager and that it could be looked into again in the future.

4. Continue Fire Dept. Work:

   - Chair Wilson reported that Town Counsel will provide a CORI Check Policy for the Town since it came up in discussion regarding Fire Dept. CORI checks.

   - Chair Wilson asked for a volunteer from Select Board to act as a 2nd designated CORI check Official for Rowe.
   - Selectman Quist reported that the acting chair Fire Dept meeting had made strides in recruiting new firefighters for the Rowe Fire Dept.

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5. Plan Last Mile Presentations: Marilyn Wilson said that she had worked with a writer to develop a piece to inform Residents about bringing fiber optic to Rowe . It was agreed to set up a town presentation on Saturday, March 14, 2015 at the school. Chair Wilson was working on two Power Point presentations to help to inform residents with the process and need for the fiber optic.

6. Grants Available: Chair Wilson reported that Franklin County Regional Housing Authority (FCRHA) will send a contract needed to be set up to with the collection of funds which Rowe had not completed in 2009. Following that step FCRHA would begin the process of including Rowe in the next round of grants to offer low or no interest loans to qualified residents to make necessary home improvements. In addition, there was another loan program to qualified residents from the Pioneer Valley Planning Commission (PVPC) for disabled and seniors to borrow zero interest loans to make home modifications to allow beneficiary to remain in the home. It was noted that the MA administration had not yet provided any funding for the Community Innovation Challenges (CIC) Grants in FY16.

New Business

1. FRCOG Fuel Bids: Franklin Regional Council of Governments (FRCOG) Fuel bid package was reviewed from their Chief Procurement Officer, Andrea Woods.

Motion to Accept: Chair Wilson made a motion to accept the proposal from Franklin Regional Council of Governments to provide the fuel bids for the towns #2 fuel oil, gas, and diesel fuels. The motion, seconded by Vice-Chair Gleason, was unanimously accepted. (3/0/0)

2. Fire Chief Position: It was agreed to schedule interviews at 6:00pm on Tuesday, March 3, 2015 following review of each candidate's resume and application. Members should individually submit their list of finalists to Administrative Clerk to set up interviews.

3. Purchase Order Systems: Chair Wilson raised the issue of requiring a Purchase Order prior to purchase items and establishing a system. Quote, Purchase Order, Packing Slip and Invoice. There was no consensus in the matter.

Audience: None

Adjournment:

Seeing no further business, Chair Wilson made a motion to adjourn the Meeting at 5:00 p.m. The motion, seconded by Selectman Quist, was accepted. (3/0/0)

Respectfully Submitted,

Janice Boudreau

Approval Date: APRIL 22, 2015

Approved:

Marilyn Wilson, Chair

Susan Gleason, Vice-Chair

Walter J. Quist, Selectman

Attachments:

- Agenda 02/25/15
- Email from D. Pallotta, Project Mgr. P3