Town of Rowe - FY 2015
Board of Selectmen – Minutes
Wednesday July 15, 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 and Vice-Chair Susan Gleason, Selectman Quist and Administrative Clerk Janice Boudreau

Audience: Tracey Baronas, Loretta Dionne, Rosie Gordon, Mitch Soviecke, Ray Wilson, Wayne Zavotka

Minutes:

Motion to accept Minutes of July 1, 2015: Upon review, a motion was made by Vice-Chair Gleason to accept the Minutes of July 1, 2015 with corrections. The motion, seconded by Selectman Quist, was unanimously accepted. (3/0/0)

New Business

1. 3:00 pm - Meet with Finance Committee and Accountant:
   - Town Nurse: Sheila Litchfield explained that there was not an account fund set up to pay for flu vaccines since the State is no longer funding vaccines. Town Accountant agreed to set up a fund and add a line item to the budget for the purpose.
   - Town Accountant: presented a list of transfers that needed to occur to finish out FY15 as well as all the documents to support the request. Select Board and Finance Committee Members reviewed budget lines that had shortfalls and discussed the transfer of funds from another budget line to fund the shortfall.

Motion to Accept Line Item Transfers: Vice-Chair Gleason made a motion to accept the Line Item Transfers requested by Town Accountant to fund unanticipated costs for the following:

- FY15-LIT 17 for the amount of $1223.10 from FRCOG Statutory Assessment to FRCOG Accounting Program due to unanticipated expenses due to accounting program conversion.

- FY15-LIT 18 for the amount of $410.17 from Refuse Garden Operations to Transfer Station Attendent Salary due to extra hours for maintenance

- FY15-LIT 19 for the amount of $248.00 from Town Officer Expense to Bonding Insurance due to unscheduled change in Treasurer in June 2015.

- FY15-LIT 20 for the amount of $230.84 from Municipal Center Operations and Maintenance to Town Hall Electricity due to unanticipated increase in utility charges.

- FY15-LIT 21 for the amount of $281.69 from Town Hall Custodian Wages to BOS Administrative Clerk Wages due to an error in the calculation of a prior recent transfer from the account

- FY15-LIT 22 for the amount of $267.24 from BOH Operations to Town Nurse Wages due to a shortfall

The motion, seconded by Selectman Quist, was unanimously accepted for the FY15 Line Item Transfers numbers 17 to 22. (3/0/0)

2. Green Communities Grant Award: Selectman Quist reported attending a Green Community Award Ceremony on behalf of Rowe Energy Committee and at the event Rowe was awarded $154,776.00 to use on energy projects at Town Hall, Library, Safety Complex and DPW buildings. He presented paperwork to be completed and signed.

Motion to Sign Grant Contract: Chair Wilson made a motion to sign the MA Standard Contract Form with the Department of Energy Resources to receive up to $154,776.00 in grant monies for Green Energy projects. The motion, seconded by Vice-Chair Gleason, was unanimously accepted. (3/0/0) Chair Wilson commended the work of the Energy Committee.

3. Recorder Editor's Visit: Chair Wilson reported Ed Forcier from the Greenfield Recorder will visit on August 11, 2015 between 5-6:30 to speak with any interested citizens in Town Hall.

4. FC Sheriff Office Reg. Dog Control & Adoption Center: Select Board Members reviewed and Agreement by and between the Franklin County Sheriff's Office and the Town of Rowe regarding Regional Dog Control Services for a fee of $350.00 per year.

   Motion to Sign Contract: Following review, Chair Wilson made a motion to sign the Agreement by and between the Franklin County Sheriff's Office and the Town of Rowe regarding Regional Dog Control Services. The motion, seconded by Vice-Chair Gleason, was unanimously accepted. (3/0/0)

5. MassDOT: Title VI Nondiscrimination Assurances: Select Board Members reviewed the Mass Department of Transportation (MassDOT) Title VI/Nondiscrimination Assurance Requirement to have a clear record of Rowe's commitment not to discriminate in any program, service or activity supported by federal financial assistance.

Motion to Sign Assurance: Following review, Chair Wilson made a motion to sign the Mass Department of Transportation Title VI/Nondiscrimination Assurance Requirement to have a clear record of Rowe's commitment not to discriminate in any program, service or activity supported by federal financial assistance. The motion, seconded by Selectman Quist, was unanimously accepted. (3/0/0)

6. 4:00 pm - Police Chief Regarding Parking Matter: Having issues with parking at Number 5 Dam. There are people that are parking and blocking passage for motorists. Police Chief asked to get Monroe involved and put up jersey barriers prevent parking at the condemned building which prevents passage on the road. Select Board Members agreed that Police Chief should have the cars towed if they are parked in posted 'No Parking' areas. Chair Wilson agreed to attend a Select Board Meeting in Monroe to discuss the ongoing problem.

7. Urban Green Technologies: Chair Wilson reported receiving information from Urban Green Technologies (UGT) who proposed net metering projects for Rowe. There was discussion about

Yankee Land and the Sewell property as a possible locations. UGT agreed to provide more paperwork and details.

8. MMPA: Select Board Members reviewed and discussed joining the Massachusetts Municipal Personnel Association (MMPA) for the $100.00 dues.

Motion to Join: Following discussion, Chair Wilson made a motion to join the Massachusetts Municipal Personnel Association for the $100.00 dues. The motion, seconded by Vice-Chair Gleason, was unanimously accepted. (3/0/0)

9. MMA: Select Board Members reviewed and discussed joining the Massachusetts Municipal Association (MMA) for the $1100.00 dues. Chair Wilson explained that they were strong advocates for small municipalities, especially with regards to highway improvement funding.

Motion to Join: Following discussion, Vice-Chair Gleason made a motion to join the Massachusetts Municipal Association for the $1100.00 dues. The motion, seconded by Selectman Quist, was unanimously accepted. (3/0/0)

10. Fire Department Administrative Assistant: Chair Wilson reported speaking with Town Counsel about the potential of conflict of interest as the Fire Dept. Admin Assistant's Supervisor is her husband. Town Counsel advised that the Select Board be made Supervisor in this particular case and that the Fire Chief would coordinate her work responsibilities.

Motion on Reporting: Vice-Chair Gleason made a motion to have Jennifer Morse report to the Select Board in supervisory matters. The motion, seconded by Selectman Quist, was accepted. (2/0/1)

OLD BUSINESS

1. Format for Annual Performance Reviews: Item was tabled for a later date.

2. Annual Reviews:
   - Administrative Assistant Janice Boudreau: Select Board Members discussed the accomplishments of the past year of the Administrative Assistant as well as ways to improve the workings of the office.
3. Sidewalk Repair: Select Board Members reviewed a proposal for the sidewalk repair to Town Hall. Janice Boudreau reported that after contacted several vendors only one followed through with a proposal. Following review of the proposal and site it was agreed to ask Theroux Brothers to provide a cost for one additional sidewalk panel that had deteriorated.

4. Generator for Town Complex: Chair Wilson said she was continuing her research to find an alternative for the $100,000.00 emergency generator for Town Hall Complex and thought it was possible to find a much less expensive alternative.

Warrants: Review FY15W28 , FY16W02 and FY16PW02

Audience of Citizens: Rosie Gordon asked a question about the unused legal fees of the Planning Board and how it would be used.

Adjournment: Seeing no further business, Chair Wilson made a motion to adjourn the Meeting at 5:30 p.m. The motion, seconded by Vice-Chair Gleason, was accepted. (3/0/0)

Respectfully Submitted,

Janice Boudreau

Approval Date: July 29, 2015

Approved:

Marilyn Wilson, Chair

Susan Gleason, Vice-Chair

Walter J. Quist, Selectman

Attachments:

- Agenda 7/15/15
- Memo from Town Nurse (3 pgs)
- Town Accountant Requests for Line Item Transfers #17-22 (14 pages)
- MassDOT Title VI/Nondiscrimination Assurance Requirement (23 pages)
- MA Standard Contract with DOER for Green Community Grant Funds (8 pages)
- FC Sheriff Office Regional Dog Control & Adoption Center (6 pages)