Town of Rowe - FY 2015
Board of Selectmen – Minutes
Wednesday November 18, 2015 – 3:00 pm
Rowe Town Hall

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

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

Audience: Rosie Gordon

Minutes:

Motion to accept Minutes of October 21, 2015: Upon review, a motion was made by Chair Wilson to accept the Minutes of October 21, 2015 with amendments. The motion, seconded by Vice-Chair Gleason, was unanimously accepted. (3/0/0)

The Minutes of November 4, 2015 were reviewed.

Old Business

1. Hoosac Tunnel Bridge Update: Chair Wilson read an email from Mark Devyler of MA DOT discussing the Tunnel Bridge ownership. He questioned whether the property lines extended to the center of the River and that Rowe may own half of the bridge with the Town of Florida owning the other half. Ownership must be confirmed. MA DOT program for repair or replacement with State and/or Federal funds can only be utilized on a publically owned bridge. Town Counsel recommended a formal Title search be made to clarify ownership of the bridge. It was agreed to do so.

2. Listening Tour: Chair Wilson reported she was attending the 'Listening Tour' conducted by members of Governor Baker's Administration on behalf of Rowe next Tuesday, November 24th.

New Business

1. New Budget Format as Encouraged by Mass DOR; Set Meeting with Fin Com: MA Dept. of Revenue (MA DOR) is encouraging a simpler format to present to citizens at Town Meeting and still offer the greater detail, as was done in the past, through the website and handouts for voters. This format gives flexibility to each Department and makes it a simpler process to adjust for unanticipated expenses such as energy costs that affect a particular line item during the course of the year.

Motion to Adopt Format: Following discussion, Vice-Chair Gleason made a motion to adopt the more simplified format to present to Town Meeting. The motion, seconded by Chair Wilson, was unanimously accepted. (3/0/0)

2. Memo from Fin Com and BOS to Dept. Heads: Review: A draft memo was reviewed by Select Board Members to send to Department Heads and it was agreed to send to Department Heads for FY17 Budget preparation discussion beginning in January.

Motion to Approve Memo: Chair Wilson made a motion to approve the draft Memo to send to Committee Chairs and Department Heads for FY17 Budget Preparation. The motion, seconded by Vice-Chair Gleason, was unanimously accepted. (3/0/0)

3. Safety Complex Designation: There was discussion about the fact that the Fire Department building now houses several Town Departments and that designating it as a Safety Complex more appropriately described its function.

Motion to Designate: Vice-Chair Gleason made a motion to designate the Building currently known as the Fire Department Building to be the Rowe Safety Complex. The motion, seconded by Chair Wilson, was unanimously accepted. (3/0/0)

4. What Pay Raises to Recommend: There was discussion about what the Select Board wants recommend to Finance Committee for Cost of Living Adjustment (COLA) for Town Employees. It was noted that the Social Security Administration COLA was often used for reference and that there was no COLA added for FY 17. It was agreed to revisit the topic at a later date.

5. STM Items: Chair Wilson reported that Town Accountant anticipated certifying Free Cash in early December and that Wilson thought it better to fund unanticipated items from Free Cash rather than Stabilization Fund. She suggested scheduling a Special Town Meeting once Free Cash was certified and apprised the Board on the items that had come up and anticipated a few others. It was agreed to proceed in that manner and finalize a Warrant in early December.

6. Update on Franklin County Regional Housing Authority: Administrative Clerk gave an update on the timeline of the Franklin County Regional Housing Authority (FCRHA) Application to apply for Rowe to participate in the 2016 Housing Rehabilitation program. The Application needed to be finalized in January 2016 and the outcome would be known in mid-July. In September or October contracts would be then presented to the Board with money becoming available to qualified homeowners by the end of October. She further explained that a second activity needed to be planned and Bruce Hunter of FCRHA would provide additional information at the meeting scheduled on Thursday, November 19, 2015 at 7:00pm.

7. Schedule Meeting for Service Zone Plan: Chair Wilson explained the extensive research she conducted to verify that it was within the Select Board's authority to sign the contract agreement with North Adams Ambulance Service. Research verified that since the Town is not appropriating money the Select Board had the authority to enter into agreement and formulate the Service Zone Plan. The Service Zone Plan is highly technical and will require a meeting with Fire Chief, Police Chief, EMS, EMD and Select Board to finalize with the assistance from a technical Consultant who agreed to help with the process. It was agreed to meet on December 2, 2015 at 5:00pm.

8. FCSWMD Contract to Sign: Select Board Members reviewed the Small Initiatives Grant contract through the Franklin County Solid Waste Management District.

Motion to Sign: Upon review, Chair Wilson made a motion to sign the Small Initiatives Grant contract through the Franklin County Solid Waste Management District for $ 500.00. The motion, seconded by Vice-Chair Gleason, was unanimously accepted. (3/0/0)

9. DPW Pellet Boiler Contracts: Selectman Quist presented contracts to sign with Sandri Energy for the pellet stove boiler for the DPW building.

Motion to Sign Contract: Following review, Chair Wilson made a motion to sign the contracts to sign with Sandri Energy for the pellet stove boiler for the DPW building. The motion, seconded by Selectman Quist, was unanimously accepted. (3/0/0)

10. Create Position: Vice-Chair Gleason spoke about creating a position entitled the Keeper of the Dams for someone to maintain Pelham Lake and King's Highway Dams to be Henry Dandeneau with Julie Shippee as an alternate. It was a situation that recently came to light and needed to be made public.

Motion to Create Position: Vice-Chair Gleason made a motion to create a position entitled the Keeper of the Dams for someone to maintain Pelham Lake and King's Highway Dams to be Henry Dandeneau with Julie Shippee as an alternate. The motion, seconded by Chair Wilson, was unanimously accepted. (3/0/0)

Selectman Quist left the meeting at 5:15 pm.

8. Administrative Clerk Updates: Janice Boudreau reported speaking with Vaughn Tower about assessing the 5 municipal buildings and making a list of priorities to establish what needed to be done to maintain each facility and prioritize the work with a timeline for the next 5 years. He agreed to do so for $35.00 per hour.

Motion to Hire: Chair Wilson made a motion to have Vaughn Tower assess Town Hall, Safety Complex, Gracy House, DPW Building and Library at the rate of $35.00 per hour. The motion, seconded by Vice-Chair Gleason, was accepted. (2/0/1)

Other Town Hall facility issues were discussed: Town Hall outdoor lighting, the elevator room updates, smoke alarm repair and the Town Hall sign.

Warrants: Review FY16W11 and FY16PW11

Audience of Citizens: None

Adjournment: Seeing no further business, Chair Wilson made a motion to adjourn the Meeting 5:55 p.m. The motion, seconded by Selectman Quist, was unanimously accepted. (3/0/0)

Respectfully Submitted,

Janice Boudreau

Approval Date: DECEMBER 2, 2015

Approved:

Marilyn Wilson, Chair

Susan Gleason, Vice-Chair

Walter J. Quist, Selectman

Attachments:

- Agenda 11/18/15
- Email from Mark DeVylder MassDOT (2 pages)
- Draft Memo to Dept. Heads and Committee Chairs
- Nexamp proposal (3 pages)
- Contract with Sandri (26 pages)
- FCSWMD Contract (3 pages)