Rowe Finance Committee
June 27, 2018
6:30 P.M.
Rowe Town Hall

Finance Committee:	Chair Wayne Zavotka, Loretta Dionne, Paul McLatchy III
Board of Selectmen:	Chair Jennifer Morse, Selectman Dennis May, Selectman Chuck Sokol
Executive Secretary:	Janice Boudreau
Town Counsel:	Attorney Donna MacNichol
Audience of Citizens:	Christopher Hyytinen, Laurie Pike, Julie Shippee, Jim Williams, Jay Williams, Earl Carlow, Ellen Miller, David Dvore

Call to Order: The meeting was called to order by Chair Zavotka at 6:30 P.M., a quorum of the committee present.

Cemetery Commission: The members of the Cemetery Commission attended the meeting as they want to install a fence at the West Cemetery. However, they are having trouble getting three quotes for work. As the total amount is likely less than $10,000, they are not required to get three quotes, and must simply use best business practices. Attorney MacNichol also said that even if the amount was over $10,000, the Commission only has to *attempt* to get three quotes and does not actually need to have three in order to proceed (I.e. leaving a message on a business' answering machine). The Commission will proceed with getting materials with the remainder of their FY2018 funds, but will pursue the labor after July 1st.

County Road: There are currently four lots of land for sale on County Road for $45,000. If two of the lots are purchased, an individual could build on the land. This would require the town to improve the road to be able to plow it during the winter months, which the town currently does not do as there are no homes on the lower half. An informal estimate by Superintendent Lance Larned places the cost for such an improvement project to exceed $500,000.

Attorney MacNichol said that the road is currently a county road (hence the name), County roads are roads that were created by the county but maintained by towns. This means that in order for the town to consider discontinuing maintenance or abandoning it, the FRCOG executive committee would need to hold a public hearing and turn it over to the town. She recommends talking to Bob Dean at FRCOG and starting the process regardless, as it would then allow Rowe to make a decision in the future, even if no action is taken now.

There are concerns about the cost to improve the road, and whether other parcels will be affected by discontinuing maintenance. If the town should decide not to maintain the road any longer, it would be financially liable for any parcels of land that are accessible <u>only</u> from County Road. If a parcel is accessible from another road (i.e. Brittingham Hill Road), then there is no liability.

Any maintenance on the road carries a six-year liability for the town from the date of maintenance. There were individuals present who did not want to see the road diminish and become impassible during the spring/summer/fall seasons. The town could still maintain during those seasons (and be liable for six years) and close it during the winter. This is the current practice.

A landowner in the audience raised concerns about being able to access her parcel if the town should vote to shut down the road or abandon it. It was made clear that there is no desire by either the Finance Committee or the Selectmen to completely abandon it.

Insurance Committee: A question was raised to Attorney MacNichol about whether the recently-appointed Insurance Committee has a conflict of interest, as three of the five members either receive benefits, or have a family member that receives benefits. One suggestion was made to change the committee's charge to a purely fact-finding mission, with no recommendations made. The history of the town's adoption of state laws also needs to be found out.

Departure: Attorney MacNichol left the meeting at 7:47. She was thanked for attending.

All Boards Meeting: A tentative date of Wednesday, September 5th at 6:30 was chosen for another all-boards meeting.

Reserve Fund Transfers: RFT FY18-05, a request from the Police Department to account number 01-5-210-400 in the amount of $130. There is currently $25 in the account. This is to cover a Mass Mobile Inspection. Chair Zavotka made a motion to approve the request and was seconded by Ms. Dionne. The vote was 3-0-0 in favor.

Line Item Transfers: The following line item transfers (LIT) were acted on.

LIT FY18-04: $190 to be transferred from the Tax Collector Account (01-5-124-400) to General Administration (01-5-146-400) for the purposes of tax title work.

LIT FY18-03: $339.50 to be transferred from Municipal General Operations (01-5-192-400) to Municipal Custodian Wages (01-5-192-110). This is as a result of a special project which has left the custodian wages low.

LIT FY18-05: $684 from the Selectmen's Stipend (01-5-122-100) to Municipal Operations (01-5-192-400). Mr. McLatchy asked whether this could be done, as stipends are set by town meeting, not by boards and committees. This will be looked into.

On all three transfers, a motion was made by Chair Zavotka, seconded by Ms. Dionne, and carried 3-0-0 in favor.

Separation: The Finance Committee separated from the Selectboard at 8:04. Ms. Pike and Mr. Hyytinen joined the Finance Committee in the next room.

Capital Improvement Plan (CIP): Joe Markarian of FRCOG is working on helping to develop and update the town's CIP. He has already contacted departments. Mr. Hyytinen asked if the town has an asset list already. There is also a question about what defines a "capital item", and whether there should be a minimum value to include on the CIP.

Minutes: The minutes of June 4th were presented. With no changes made, the minutes were approved.

Regional Association: Mr. McLatchy reported that he had been in contact with Bob Dean and Joe Markarian, both from FRCOG, about the possibility of establishing a regional finance committee association. They both responded positively to the idea and offered to help out. The sense of the committee was to have Mr. McLatchy continue speaking with Mr. Dean and Mr. Markarian towards the formation of a group.

Highway Plan: Mr. McLatchy sent an email to the Selectmen asking about involvement with a highway funding plan. They have yet to respond (but have not met since the email was sent). Some concerns were raised about whether this was needed, and whether other upcoming projects might be impacted by an override vote.

Next Meeting: The next meeting will take place on July 6th to address last-minute reserve fund or line item transfer requests. If none are received, then the meeting will be cancelled. The next regular meeting will take place on July 25th at 6:30.

Adjourn: A motion was made, seconded, and carried unanimously to adjourn at 8:57.

Respectfully Submitted,
Paul McLatchy III, Secretary

Approved on: 9/18/18

Wayne Zavotka

Wayne Zavotka, Chairman

Paul McLatchy III, Secretary

Loretta Dionne, Member