Rowe Finance Committee
December 10, 2019
6:30 P.M. at Rowe Town Hall – Meeting Room 1

Present: Chair Wayne Zavotka, Vice-Chair Loretta Dionne, Christopher "Selmi" Hyytinen (entered at 6:45), Paul McLatchy III, Laurie Pike

Other Attendees: None

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

Special Town Meeting Warrant: The Committee met to review and make recommendations on the Special Town Meeting warrant for December 19th. The following articles were addressed:

Article 1 (Prior Year Bill): A motion was made by Vice-Chair Dionne and seconded by Ms. Pike to recommend the article as presented. The vote was 4-0-1 in favor, with Mr. McLatchy abstaining as he works for the department.

Article 2 (Accountant Salary): A motion was made by Vice-Chair Dionne and seconded by Ms. Pike to recommend the article as presented. The vote was 5-0-0 in favor.

Article 3 (Mosquito District): A motion was made by Vice-Chair Dionne and seconded by Ms. Pike to recommend the article as presented. The vote was 5-0-0 in favor.

Article 4 (Fire Station Locks): A motion was made by Mr. McLatchy and seconded by Ms. Pike to not recommend this article at this time, as the Committee needs more information as to how it benefits the town. The vote was 5-0-0 in favor.

Article 5 (Fire Vehicle Repairs): A motion was made by Chair Zavotka and seconded by Mr. McLatchy to recommend that $3,200 be paid for out of the existing fire truck line, and the remaining $2,300 be paid out of free cash. The vote was 5-0-0 in favor.

Article 6 (Fire Truck Brokers Fee): A motion was made by Vice-Chair Dionne and seconded by Ms. Pike to recommend the article as presented. The vote was 5-0-0 in favor. Some concern was raised about the procedure and order in which things are done, as the truck has already been sold by the town and the broker needs to be paid.

Article 7 (Office 365): A motion was made by Vice-Chair Dionne and seconded by Ms. Pike to recommend the article as presented. The vote was 4-0-1 in favor, with Mr. McLatchy abstaining as he works for the department.

Article 8 (Interest on Broadband): A motion was made by Vice-Chair Dionne and seconded by Ms. Pike to recommend the article as presented. The vote was 5-0-0 in favor.

Article 9 (Variable Speed Drive): After a great deal of discussion, a motion was made by Vice-Chair Dionne and seconded by Ms. Pike to recommend the article as presented. The vote was 4-0-1 in favor, with Ms. Pike abstaining as she works for the department.

Article 10 (Pump House System): There is an existing $3,950 in an account for lightning protection system replacement at the school. A question was raised about whether this fund could be used to offset the cost. A motion was made by Vice-Chair Dionne and seconded by Ms. Pike to make no recommendation at this time, due to the need for more information regarding existing funding sources. The vote was 4-0-1 in favor, with Ms. Pike abstaining as she works for the department.

Shoveling: Mr. Hyytinen wanted to discuss the funding possibility of providing shoveling services to those in town who are not seniors, but unable to shovel due to a medical or physical reason. Discussion ensued regarding how this would be accomplished, whether it would be acceptable under the public purpose laws, and whether it could be done using volunteers instead. No action was taken, but members were interested in learning more.

Next Meeting: The committee will meet in January to begin budget hearings.

Adjourn: A motion was made and seconded to adjourn the meeting at 8:02 P.M. The vote was 5-0-0 in favor.

Respectfully Submitted,
Paul McLatchy III, Secretary

Approved: 1/16/2020

Wayne Zavotka, Chairman

Loretta Dionne, Vice-Chair

Paul McLatchy III, Secretary

Christopher "Selmi" Hyytinen, Member

Laurie Pike, Member

Attachments:

- Agenda
- Special Town Meeting Warrant
- Special Town Meeting Warrant Explanations

Notice of Meeting

Rowe Finance Committee

Rowe Town Hall – Meeting Room 1

Tuesday, December 10, 2019 – 6:30 PM

Agenda:

1. Call to Order
2. Special Town Meeting Warrant Recommendations
3. Other Business
4. Adjourn

Paul McLatchy III, Secretary
Rowe Finance Committee

Posted and Filed by Paul McLatchy III at 10:45 AM on Friday, December 6, 2019

SPECIAL TOWN MEETING

Town of Rowe
Commonwealth of Massachusetts
at The Rowe Elementary School

on **Thursday, December 19th at 6:30 P.M.**

To act on the following articles:

ARTICLE 1: To see if the Town will vote to **TRANSFER** from **FY20 General Administrations Account** the sum of $176.15 for a bill of prior year consisting of services purchased in FY19, or take any action in relation thereto.

Explanation: These funds are needed to pay for a bill received after the deadline to submit FY19 invoices.

NOTE: 9/10 vote is required to pay a prior year bill.

ARTICLE 2: To see if the Town will vote to **TRANSFER** from Town Accountant Wages Line Item the sum of $13,465.51 to Accountant Accounting Expenses Line Item, or take any action in relation thereto.

Recommended by Rowe Board of Selectmen

ARTICLE 3: To see if the Town will vote to **TRANSFER** from **FREE CASH** the sum of $5,000.00 membership fee to become a member in the Pioneer Valley Mosquito Control District, pursuant to Massachusetts General Laws Chapter 252 §5A and other applicable sections of said law; or take any action in relation thereto.

Recommended by Rowe Board of Health

ARTICLE 4: To see if the Town will vote to **TRANSFER** from **FREE CASH** the sum of $10,000.00 to the Fire Department to purchase a keyless entry control security system and lock change, or take any action in relation thereto.

Recommended by Rowe Fire Department

ARTICLE 5: To see if the Town will vote to **TRANSFER** from **FREE CASH** the sum of $5,500.00 to the Fire Department for unexpected vehicle repairs, or take any action in relation thereto.

Recommended by Rowe Fire Department

ARTICLE 6: To see if the Town will vote to **TRANSFER** from **FREE CASH** the sum of $1,500.00 to the Fire Department for a broker's fee for the sale of the 1993 Mack Fire Truck, or take any action in relation thereto.

Recommended by Rowe Fire Department

ARTICLE 7: To see if the Town will vote to **TRANSFER** from **FREE CASH** the sum of $6,080.00 to Install Office 365 Software to all stations and add third-party spam filtering, encryption and archiving for Open Meeting Law email compliance, or take any action in relation thereto.

Recommended by Rowe Board of Selectmen

ARTICLE 8: To see if the Town will vote to **TRANSFER** from **FREE CASH** the sum of $2,400.00 to for Interest on Borrowing related to the Municipal Broadband Network Construction for the 2020 fiscal year, or take any action in, or take any action in relation thereto.

Recommended by Rowe Board of Selectmen

ARTICLE 9: To see if the Town will vote to **TRANSFER** from **FREE CASH** the sum of $3,200.00 to replace a variable speed drive equipment to the HVAC at Rowe Elementary School, or take any action in relation thereto.

Recommended by Rowe School Committee

ARTICLE 10: To see if the Town will vote to **TRANSFER** from **FREE CASH** the sum of $7,900.00 for surge protection equipment for the pump house water supply system at Rowe Elementary School, or take any action in relation thereto.

Recommended by Rowe School Committee

ARTICLE 11: To transact any other business of a lawful and pertinent nature that may come before the meeting.

And you are directed to serve this warrant by posting up attested copies thereof at the **Rowe Town Hall** and the **Rowe Transfer Station** in said Town, fourteen days at least before the time of holding said meeting.

Hereof fail not, and make due return of the Warrant, with your doings thereon, to the Town Clerk at the time of said meeting, as aforesaid.

Given under our hands this **Fifth** Day of December, Two Thousand and Nineteen.

ROWE – BOARD OF SELECTMEN

ARTICLE 1:

Explanation: These funds are needed to pay for a bill received after the deadline to submit FY19 invoices. This was due to a change in the billing method of the Greenfield Recorder.

NOTE: 9/10 vote is required to pay a prior year bill.

ARTICLE 2:

Explanation: Transferring salary to accounting operations since we hired accounting services as a vendor rather than an employee for the FY20 year.

ARTICLE 3:

Explanation: Rowe wishes to join the Pioneer Valley Mosquito Control District (PVMCD)due to the increase of threat of EEE – Eastern Equine Encephalitis. The district are tasked with mosquito disease surveillance, public education. PVMCD employs Integrated Pest Management to have a minimum impact on the residents and environment.

ARTICLE 4:

Explanation: Chief Annear reported concerns with the number of people that had keys to the Fire Dept. and proposed an electronic system to eliminate keys and record who enters the building and the duration of the visit. He wanted to design the system to allow access where appropriate and restrict certain areas. Chief would continue to obtain other quotations for the keyless system and security cameras.

ARTICLE 5:

Explanation: Rowe purchased the 2003 International - Fire Truck Model 7000 Series Ft. Gerry from Charlemont in September 2019 for $60,000.00. There were some repairs that were found to be needed for front end for $3200.00.

The 2010 F-550 1 ton Dump Truck Plow and Sander was transferred to the fire dept. from the highway dept. and had some unanticipated repairs of $2300 transmission/cooler repairs.

ARTICLE 6:

Explanation: Fire Chief utilized a broker's service to obtain the best price for the sale of the 1993 Mack Fire Truck and the fee pays the service against the sale of the truck for $15,000.00.

ARTICLE 7:

Explanation: to Install Office 365 Software to all stations and add third-party spam filtering, encryption and true email archiving per state record retention requirements.

Additional Issue: MS Office: Everyone is actually running 2010 Plus versions of MS Office. The bad news is that this is a product with discontinued support after Jan 2020. Moving to Office 365 is a subscription service and, where appropriate will package the email.
Office 365 Pro Plus + Spam Filter & archive $12.00 per user per month.

ARTICLE 8:

Explanation: We borrowed $500,000.00 of the $860,000.00 total slated for the Broadband project and had budgeted in FY20 the first interest payment accordingly due in March. An additional $200,000.00 was borrowed in late fall and the remainder or $160,000.00 will be borrowed in the near future. The sum of $2,400.00 will be put towards interest on the additional borrowed funds related to Interest on borrowing to the Municipal Broadband network construction that had not been budgeted for at the Annual Town Meeting.

ARTICLE 9:

Explanation: School Committee is asking for replacement for Capital Repair/Replacement category as defined by the defined in the Finance Committee's "Capital Improvement Repair and Replacement Plan" and be taken from Free Cash. $3,200.00 to replace a variable speed drive equipment to the HVAC at Rowe Elementary School

ARTICLE 10:

Explanation: School Committee is asking for replacement for Capital Repair/Replacement category as defined by the defined in the Finance Committee's "Capital Improvement Repair and Replacement Plan" and be taken from Free Cash. $7,900.00 for surge protection equipment for the pump house water supply system at Rowe Elementary School which supplies water to the sprinkler system in the event of a fire.