

Rowe Finance Committee
June 5, 2020
6:30 P.M. via Remote Participation



Present: Vice-Chair Loretta Dionne, Paul McLatchy III, Laurie Pike
Absent: Chair Wayne Zavotka, Christopher “Selmi” Hyytinen
Audience of
Citizens: Assessors Chair Frederick Williams

Note: Due to the national COVID-19 pandemic, this meeting was held via remote participation as authorized by executive order of the governor. All votes are taken via roll-call vote.

Call to Order: Vice-Chair Dionne called the Finance Committee meeting to order at 6:31 P.M., with a quorum of the committee present.

Reserve Fund Transfers: Two requests for Reserve Fund Transfers were presented to the Finance Committee:

FY20-RFT-01: A request from the Administration for \$3,000 to be transferred to the Legal Expenses Account (01-5-151-400). This is due to some more expensive reviews this last year, known upcoming items to review, and the fact that the town has appointed a more expensive town counsel after the budget was approved at last year’s annual town meeting. As Mr. McLatchy works for general administration, he requested to wait until a fourth committee member was present to vote on this, but would invoke the rule of necessity if needed.

FY20-RFT-02: A request from the Board of Health for \$6,216.86 to be transferred to the Town Nurse Wages Account (01-5-512-000-43). Sheila Litchfield is retiring on June 30th and is entitled to a payout of her accumulated sick/personal/annual leave. The town was not informed of this until May 20th, and could not have been budgeted for.

A motion was made by Mr. McLatchy and seconded by Ms. Pike to approve RFT-02. The vote was unanimous in favor:

Laurie Pike- Yes

Paul McLatchy III- Yes

Loretta Dionne- Yes

Line-Item Transfers: Four Line-Item Transfers (LIT) were received. The Board of Selectmen have already approved them and are now waiting on Finance Committee concurrence.

FY20-LIT-01: A request from the Board of Assessors to transfer \$1,000 from the Assessors Stipend/Wages Account (01-5-141-000) to the Assessors Consultant/Legal Support Account (03-5-141-901). This transfer is needed to cover invoices for legal services, and there is a surplus in the wages account due to reduced hours of the Assistant Assessor.

FY20-LIT-02: A request from the Board of Health to transfer \$264.59 from the Refuse Garden Operations Account (01-5-512-000-58) to the Transfer Station Attendants Account (01-5-512-000-40). This is due to a shortage in funds for staffing.

FY20-LIT-03: A request from the Board of Health to transfer \$1,600.00 from the Board of Health Operations Account (01-5-512-000-80) to the Board of Health Clerk Wages Account (01-5-512-000-42). This is due to increased hours for the clerk.

FY20-LIT-04: A request from the Board of Health to transfer \$4,200.00 from the Board of Health Operations Account (01-5-512-000-80) to the Town Nurse Wages Account (01-5-512-000-43). This is due to increased hours for the nurse.

A motion was made by Mr. McLatchy and seconded by Ms. Pike to concur on all four line item transfers. The vote was unanimous in favor:

Laurie Pike- Yes

Paul McLatchy III- Yes

Loretta Dionne- Yes

Annual Town Meeting Warrant Recommendations: The Board of Selectmen will likely be approving the final warrant for the Annual Town Meeting on Monday, but have more-or-less already approved the content. As the warrant must be in the hands of the voters a week before the meeting, the committee needed to meet before the warrant was signed to make recommendations for them to get printed. Mr. McLatchy took the liberty of writing up draft recommendations based on previous discussions by the committee (attached), which were then reviewed by the committee. The committee then reviewed each article:

Article 1 (Reports of Town Officers): No financial impact, no recommendation made.

Article 2 (Salaries for Elected Officials): No financial impact, no recommendation made.

Article 3 (Planning Board Revolving Fund): Members were in favor of establishing a revolving fund, which would allow the Planning Board to roll over any unused legal expenses year to year. Mr. McLatchy abstained from this recommendation as he serves on the Planning Board.

Article 4 (Refuse Garden Revolving Fund): Members recommended this article.

Article 5 (Park Commission Revolving Fund): Members recommended this article. Ms. Pike abstained as she serves on the Park Commission.

Article 6 (Existing Revolving Funds Approval): Members recommended this article.

Article 7 (Amend Revolving Fund Bylaw): No financial impact, no recommendation made.

Article 8 (Compensating Balance Agreements): No financial impact, no recommendation made.

Article 9 (Apply for Grants): No financial impact, no recommendation made.

Article 10 (Interest on Broadband): Members recommended this article.

Article 11 (General Government): Members recommended this article with one change of reducing the Town Clerk Stipend line to the original amount requested. Mr. McLatchy abstained as he works for General Government.

Article 12 (Planning Board Legal): Members recommended this article. Mr. McLatchy abstained as he serves on the Planning Board.

Article 13 (Reserve Fund): Members recommended this article.

Article 14 (Public Works): Members recommended this article.

Article 15 (Chapter 90): Members recommended this article.

Article 16 (Public Safety): Members recommended this article except for the \$19,000 for part time shift work. The Committee felt that it was too high a price for what would the town would get in return.

Article 17 (Public Health): Members recommended this article, though also recommended reducing the stipends and wages line by \$8,900 as a new nurse will be hired at a lower rate.

Article 18 (School): Members discussed their concerns about school spending and its sustainability. As Mr. McLatchy has family members that work for the school and Ms. Pike occasionally works as a substitute, the committee was not able to vote on any recommendation due to lack of quorum. All three members agreed to add a recommendation that the Selectmen, Finance Committee, and School Administration should work together in the coming year to work on a long-range funding/spending plan.

Article 19 (Library): Members recommended this article.

Article 20 (Parks): Members recommended this article, though Ms. Pike abstained as she serves on the Park Commission.

Article 21 (Culture/Recreation): Members recommended this article.

Article 22 (Pensions/Insurance): As Mr. McLatchy and Ms. Pike are both on town insurance, the committee was not able to vote on any recommendation due to lack of quorum.

Article 23 (Last Mile Grant): Members recommended this article.

Article 24 (Free Cash Projects): Members recommended this article.

Article 25 (Capital Projects): Members recommended this article.

Article 26 (Finance Bylaw Amendment): Members recommended this article. If approved, this would give the Finance Committee a greater role in the budgeting process than in previous years.

Article 27 (Stipend Study Committee): Members recommended this article as it would provide guidance for stipends for elected committees.

Article 28 (Free Cash to Stabilization): Members recommended this article.

Article 29 (Tax Exemption #1): No financial impact, no recommendation made.

Article 30 (Tax Exemption #2): No financial impact, no recommendation made.

Article 31 (Tax Exemption #3): No financial impact, no recommendation made.

Article 32 (Other Business): No financial impact, no recommendation made.

After reviewing the changes for the school and pensions recommendations, along with shifting the numbers due to absences, a motion was made by Mr. McLatchy and seconded by Ms. Pike to let the recommendations stand as amended. The vote was unanimous in favor:

Laurie Pike- Yes

Paul McLatchy III- Yes

Loretta Dionne- Yes

Mr. McLatchy will provide the recommendations to town hall staff and will also contact Board of Health Chair Maggie Rice regarding the recommended change to the wages line.

Minutes: The minutes of April 28th were presented. A motion was made by Mr. McLatchy and seconded by Vice-Chair Dionne to approve the minutes as presented. The vote was unanimous in favor:

Laurie Pike- Yes

Paul McLatchy III- Yes

Loretta Dionne- Yes

RFT-01: As a fourth member of the Committee had not shown up, a motion was made by Ms. Pike and seconded by Vice-Chair Dionne to approve RFT-01. The votes were as follows:

Laurie Pike- Yes

Paul McLatchy III- Abstain

Loretta Dionne- Yes

Next Meeting: No meeting was planned before the election.

Adjourn: A motion was made by Mr. McLatchy and seconded by Ms. Pike to adjourn the meeting at 7:35 P.M. The votes were as follows:

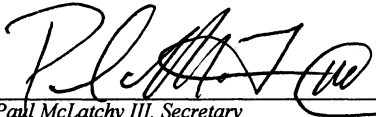
Laurie Pike- Yes

Paul McLatchy III- Yes

Loretta Dionne- Yes

*Respectfully Submitted,
Paul McLatchy III, Secretary*

Approved: July 7, 2020


Paul McLatchy III, Secretary

*Unable to be signed by entire committee due
to COVID-19 pandemic.*

Attachments:

- Draft town meeting warrant with proposed recommendations
- Reserve Fund Transfers #01 & #02 with supporting documentation
- Line Item Transfers #01 - #04



ANNUAL TOWN MEETING – FY2021
Town of Rowe
COMMONWEALTH OF MASSACHUSETTS

FRANKLIN, SS.

To either Constable of the Town of Rowe in the County of Franklin,

GREETING:

In the name of the Commonwealth of Massachusetts, you are directed to notify and warn the inhabitants of the Town of Rowe, qualified to vote in the elections and town affairs, to meet at the **ROWE ELEMENTARY SCHOOL** in said **ROWE** on **SATURDAY**, the **TWENTIETH** day of **JUNE 2020**, at **10:00 A.M.** in the morning, with a rain date of **SUNDAY**, the **TWENTY-FIRST** day of **JUNE 2020** at **1:00 P.M.**

Then and there to act on the following articles:

ARTICLE 1: To act on reports of the Town officers and committees.

Recommended by the Board of Selectmen (3-0-0)

ARTICLE 2: To see if the Town will vote to set the salary compensation for all elected officials of the town as provided by M.G.L. c. 41, section 108, to be made effective from July 1, 2020 as contained in the budget, or take any other action relative thereto.

Recommended by the Board of Selectmen (3-0-0)

ARTICLE 3: To see if the Town will vote to authorize the Planning Board, pursuant to MGL Chapter 44, Section 53E½ and the Town of Rowe General Bylaws, to use a revolving fund with a limit of \$50,000.00 for fiscal year 2021 to accept receipts related to the Town's **Planning Board**, for the purpose of accepting fees related to legal/consulting, in which any remaining funds may be rolled over into a similar revolving fund for fiscal year 2022, or take any action in relation thereto.

Recommended by the Board of Selectmen (3-0-0)

Recommended by the Finance Committee (3-0-1, McLatchy Abstained)

ARTICLE 4: To see if the Town will vote to authorize the Board of Health, pursuant to MGL Chapter 44, Section 53E½ and the Town of Rowe General Bylaws, to use a revolving fund with a limit of \$5,000.00 for fiscal year 2021 to accept receipts related to the Town's **Board of Health**, for the operation of the Refuse Gardens, in which any remaining funds may be rolled over into a similar revolving fund for fiscal year 2022, or take any action in relation thereto.

Recommended by the Board of Selectmen (3-0-0)

Recommended by the Finance Committee (4-0-0)

ARTICLE 5: To see if the Town will vote to authorize the Park Commission, pursuant to MGL Chapter 44, Section 53E½ and the Town of Rowe General Bylaws, to use a revolving fund with a limit of \$2,000.00 for fiscal year 2021 to accept receipts related to the Town's **Pelham Lake Park**, for the operation of the Park Programs, in which any remaining funds may be rolled over into a similar revolving fund for fiscal year 2022, or take any action in relation thereto.

Recommended by the Board of Selectmen (3-0-0)

Recommended by the Finance Committee (2-0-2, Hyytinen/Pike Abstained)

ARTICLE 6: To see if the Town will to vote to authorize, pursuant to General Laws Chapter 44 § 53 E ½ and the Town of Rowe General Bylaws, the following sums for **Revolving Funds**, or take any action in relation thereto:

Revolving Fund	Entity Authorized to Spend from Fund	Fees, Charges, or Receipts Credited to Fund	Program or Activity Expenses Payable from Fund	Restrictions or Conditions on Expenses Payable from Fund	Fiscal Years
Emergency Dispensing Site	Board of Health	Receipts Related to the Emergency Dispensing Site Operations	Dispensing medicines or medical supplies during an emergency	Limit of \$1,000.00	Fiscal Year 2021
Recycling Program	Board of Health	Receipts Related to the Recycling Program	Operation of solid waste and recycling programs, membership in and services of the Franklin County Solid Waste Management District, and the purchase of recycled content or environmentally preferable products	Limit of \$5,000.00	Fiscal Year 2021
Vaccine Services	Board of Health	Receipts from Insurance Billing	Vaccine Services	Limit of \$6,000.00	Fiscal Year 2021
School Programs	School Committee	Fees for School Programs	Offset Department Costs of School Programs	Limit of \$10,000.00	Fiscal Year 2021
Old Home Day	Old Home Day Committee	Receipts Generated by Old Home Day Activities and Programs	Expenses of Old Home Day	Limit of \$2,000.00	Fiscal Year 2021

Recommended by the Board of Selectmen (3-0-0)

Recommended by the Finance Committee (4-0-0)

ARTICLE 7: To see if the Town will vote to **AMEND** Article III, § 13 of the Town's General Bylaws by adding the following wording, or take any action in relation thereto:

Revolving Fund	Entity Authorized to Spend from Fund	Fees, Charges, or Receipts Credited to Fund	Program or Activity Expenses Payable from Fund	Restrictions or Conditions on Expenses Payable from Fund	Fiscal Years
Refuse Garden	Board of	Receipts	Operation of the town Refuse	Limit of	Fiscal Year

Refuse Garden	Board of Health	Receipts Related to the Refuse Garden Operations	Operation of the Town Refuse Garden	Limit of \$5,000.00	Fiscal Year 2021 and Subsequent Years
Planning Board Legal/ Consulting	Planning Board	Receipts Related to Fees for Special Permits and Other Work of the Planning Board	Legal consultation and representation	Limit of \$50,000.00	Fiscal Year 2021 and Subsequent Years
Park Programs	Park Commission	Receipts Related to Park Programs	Operation of programs run by the Pelham Lake Park	Limit of \$2,000.00	Fiscal Year 2021 and Subsequent Years

Recommended by the Board of Selectmen (3-0-0)

ARTICLE 8: To see if the Town will vote to authorize the Treasurer to enter into compensating balance agreements during the 2021 fiscal year pursuant to M.G.L. c. 44, section 53F, or take any action in relation thereto.

Recommended by the Board of Selectmen (3-0-0)

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ARTICLE 9: To see if the Town will vote to **AUTHORIZE** the Board of Selectmen to apply for, accept, and expend federal and state grants as may be available, or take any action in relation thereto.

Recommended by the Board of Selectmen (3-0-0)

ARTICLE 10: To see if the Town will vote to **RAISE** and **APPROPRIATE** the sum of \$7,190.00 for **Interest on borrowing related to the Municipal Broadband network construction** for the 2021 fiscal year, or take any action in relation thereto.

Recommended by the Board of Selectmen (3-0-0)

Recommended by the Finance Committee (4-0-0)

ARTICLE 11: To see if the Town will vote to **RAISE** and **APPROPRIATE** the following sums for the conduct of **General Government**, including the charges and expenses of the various town offices, and compensation for elected and appointed officials for the 2021 fiscal year, or take any action in relation thereto:

Administration

General Administration	\$139,788.00
Municipal Audit	8,000.00
Executive Secretary	49,238.00
Administrative Assistant to the Boards	42,640.00
Town Hall Custodian Wages	18,948.00
Custodian Expenses	3,775.00
Moderator Stipend	439.00
Select Board Stipends	5,928.00
Legal	8,000.00
Tax Collector Stipend	8,528.00
Town Collector Operations	7,997.00
Treasurer Stipends and Wages	21,240.00
Treasurer Operations	10,000.00
Town Clerk Stipends	15,035.00
Town Clerk Expenses	6,425.00
Conservation Commission	1,600.00

Council on Aging	3,800.00
Goal Post Editor Wages	6,150.00
Goal Post Operations	4,500.00
Veteran's Services	2,646.00
FRCOG Services	23,948.00
Town Accountant	29,245.00
<u>Town Accounting Expenses</u>	<u>3,972.00</u>
Subtotal General Government	\$421,842.00

Assessor's Office

Assessors' Stipends and Wages	17,354.00
Assessors' Reval/Annual Updates	22,600.00
<u>Assessors' Operations</u>	<u>9,600.00</u>
Subtotal Assessors	\$49,554.00

Planning Board

<u>Planning Board Operations</u>	<u>2,000.00</u>
Subtotal Planning Board	\$2,000.00

TOTAL GENERAL GOVERNMENT FROM TAXATION

\$ 473,396.00

Recommended by the Board of Selectmen (3-0-0)

The Finance Committee recommends reducing the Town Clerk Stipends Line by \$1,200 to the amount originally requested by the Town Clerk (\$13,835). All other lines are recommended as proposed (3-0-1, McLatchy Abstained)

ARTICLE 12: To see if the Town will vote to **RAISE** and **APPROPRIATE** the sum of \$5,000 to the Planning Board Legal/Consulting Revolving Fund for FY2021, or take any action in relation thereto.

Recommended by the Board of Selectmen (3-0-0)

Recommended by the Finance Committee (3-0-1, McLatchy Abstained)

ARTICLE 13: To see if the Town will vote to **RAISE** and **APPROPRIATE** the sum of \$20,000.00 to be used as a **Reserve Fund** pursuant to Massachusetts General Laws Chapter 40, Section 6 for the extraordinary or unforeseen expenditures for the 2021 fiscal year, or take any action in relation thereto.

Recommended by the Board of Selectmen (3-0-0)

Recommended by the Finance Committee (4-0-0)

ARTICLE 14: To see if the Town will vote to **RAISE** and **APPROPRIATE** the following sums for the operation and maintenance of **Public Works and Facilities** for the 2021 fiscal year, or take any action in relation thereto:

Highway Department

DPW Salary and Wages	\$285,885.00
Roadside Mowing	15,000.00
DPW Operations	210,178.00
<u>Winter Roads</u>	<u>68,612.00</u>
Subtotal Highway Department	\$579,675.00

Other Public Works & Facilities

Street Lighting	\$5,000.00
Municipal Light Plant Operations	1,000.00

Municipal Light Plant Manager Stipend	6,800.00
<u>Dam Maintenance/Repair</u>	<u>1,200.00</u>
Subtotal Other Public Works & Facilities	\$14,000.00
Cemetery	\$15,000.00
TOTAL PUBLIC WORKS & FACILITIES FROM TAXATION	\$608,675.00

Recommended by the Board of Selectmen (3-0-0)
Recommended by the Finance Committee (4-0-0)

ARTICLE 15: To see if the Town will vote to **APPROPRIATE** from available funds the sum of **\$156,357.00** for the maintenance, repair, improvement and construction of town highways, or any other purpose allowed under Chapter 90, which amounts shall be reimbursed by the Commonwealth of Massachusetts through funds made available by Chapter 90, or take any action in relation thereto.

Recommended by the Board of Selectmen (3-0-0)
Recommended by the Finance Committee (4-0-0)

ARTICLE 16: To see if the Town will vote to **RAISE and APPROPRIATE** the following sums for **Public Safety** for the 2021 fiscal year, or take any action in relation thereto:

Police Department	
Police Salaries	\$54,949.00
<u>Police Operations</u>	<u>10,300.00</u>
Subtotal Police Department	\$65,249.00
Fire Department	
Fire Department Stipends	\$34,850.00
Fire Department Shift Work	19,000.00
<u>Fire Department General Operations</u>	<u>41,690.00</u>
Subtotal Fire Department	\$95,540.00
Emergency Management	
Emergency Management Director	\$3,864.00
Emergency Management Operations	1,000.00
<u>Generator Maintenance</u>	<u>3,500.00</u>
Subtotal Emergency Management	\$8,364.00
Animal Control and Inspection	
Animal Control Stipends	\$1,157.00
Animal Inspector	532.00
<u>Regional Dog Kennel</u>	<u>350.00</u>
Subtotal Animal Control	\$2,039.00

TOTAL PUBLIC SAFETY FROM TAXATION **\$ 171,192.00**

Fire Department Recommended by the Board of Selectmen (2-0-1, Morse Abstained)
All Other Departments Recommended by the Board of Selectmen (3-0-0)

Police Recommended by the Finance Committee (3-0-1, Hyytinen Abstained)
Emergency Management & Animal Control Recommended by the Finance Committee (4-0-0)

The Finance Committee does NOT Recommend the \$19,000 new line for Fire Department Shift Work. While all police and fire/ems personnel are to be commended for their service Rowe is a small town and short of funding a

full-time department, there will always be gaps in coverage. Adding a new position to fill in gaps around existing volunteers and police coverage only adds slightly more coverage while carrying a hefty price tag. The rest of the Fire Department lines are recommended (4-0-0).

ARTICLE 17: To see if the Town will vote to **RAISE and APPROPRIATE** the following sums for **Public Health and Sanitation** for the 2021 fiscal year, or take any action in relation thereto:

Health Department Stipends and Wages	\$80,787.00
Board of Health Operations	\$68,300.00

TOTAL PUBLIC HEALTH AND SANITATION FROM TAXATION **\$ 149,087.00**

Recommended by the Board of Selectmen (3-0-0)

Recommended by the Finance Committee (4-0-0)

ARTICLE 18: To see if the Town will vote to **RAISE and APPROPRIATE** the following sums for **Public Schools** for the 2021 fiscal year, or take any action in relation thereto:

School Committee Stipend	\$4,564.00
Rowe School Budget	
Rowe School Pre K-6 Operating Budget	\$985,262.00
Rowe School Secondary 7-12	\$552,675.00

TOTAL PUBLIC SCHOOLS FROM TAXATION **\$ 1,542,501.00**

Recommended by the Board of Selectmen (3-0-0)

Recommended by the Finance Committee (2-0-2, McLatchy/Pike Abstained).

The Finance Committee also recommends that in the coming year the Board of Selectmen, Finance Committee, and School Officials come together to work on formulating a long-term plan to balance educational needs and financial feasibility.

ARTICLE 19: To see if the Town will vote to **RAISE and APPROPRIATE** the following sums for the **Rowe Town Library** for the 2021 fiscal year, or take any action in relation thereto:

Library Salaries and Wages	\$42,902.00
Library Operations	\$28,323.00

TOTAL ROWE TOWN LIBRARY FROM TAXATION **\$ 71,225.00**

Recommended by the Board of Selectmen (3-0-0)

Recommended by the Finance Committee (4-0-0)

ARTICLE 20: To see if the Town will vote to **RAISE and APPROPRIATE** the following sums for the **management and operation of Pelham Lake Park** for the 2021 fiscal year, or take any action in relation thereto:

Park Wages	\$95,185.00
Operation and Maintenance	\$22,000.00

TOTAL PARK FROM TAXATION **\$ 117,185.00**

Recommended by the Board of Selectmen (3-0-0)

Recommended by the Finance Committee (2-0-2, Hyytinen/Pike Abstained)

ARTICLE 21: To see if the Town will vote to **RAISE and APPROPRIATE** the following sums for **Culture and Recreation** items for 2021 fiscal year, or take any action in relation thereto:

Gracy House Operations	\$ 1,000.00
Beautification	\$ 500.00
TOTAL GRACY HOUSE and BEAUTIFICATION FROM TAXATION	\$ 1,500.00

Recommended by the Board of Selectmen (3-0-0)

Recommended by the Finance Committee (4-0-0)

ARTICLE 22: To see if the Town will vote to **RAISE and APPROPRIATE** the following sums for **Pensions and Insurance** for the 2020 fiscal year, or take any action in relation thereto:

Franklin County Retirement Assessment	\$140,839.00
Unemployment Insurance	20,000.00
Group Health/Dental/Life Insurance	650,000.00
FICA/Medicare Tax – Town Share	43,000.00
TOTAL PENSION & INSURANCE FROM TAXATION	\$ 853,839.00

Recommended by the Board of Selectmen (3-0-0)

Recommended by the Finance Committee (2-0-2, McLatchy/Pike Abstained)

ARTICLE 23: To see if the Town will vote to **APPROPRIATE FROM** the Last Mile Grant Account from the Executive Office of the Housing and Economic Development the sum of \$200,000.00 for Principal on borrowing related to the Municipal Broadband network construction for the 2021 fiscal year, or take any action in relation thereto.

Recommended by the Board of Selectmen (3-0-0)

Recommended by the Finance Committee (4-0-0)

ARTICLE 24: To see if the Town will vote to **APPROPRIATE** from **FREE CASH** the following sums:

SCHOOL – Fire Pump Controller	\$ 7,000.00
SCHOOL – Dishwasher Booster	\$ 3,050.00
<u>BOARD OF ASSESSORS - Assessors Consulting and Legal Support</u>	<u>\$ 50,000.00</u>

TOTAL FREE CASH PROJECTS **\$60,050.00**

Recommended by the Board of Selectmen (3-0-0)

Recommended by the Finance Committee (4-0-0)

ARTICLE 25: To see if the Town will vote to **APPROPRIATE** from the **CAPITAL STABILIZATION FUND**, the following sums for **capital repairs and improvements**, or take any action in relation thereto:

DPW – Front End Loader	\$ 200,000.00
<u>BOH – Paper Compactor</u>	<u>\$ 15,000.00</u>

TOTAL CAPITAL STABILIZATION FUND **\$215,000.00**

Recommended by the Board of Selectmen (3-0-0)

Recommended by the Finance Committee (4-0-0)

Note: Two-thirds vote is required to pass Articles removing sums from Stabilization funds.

ARTICLE 26: To see if the Town will vote to **AMEND** the Town of Rowe General Bylaws, Article III §4, by **DELETING** the following wording from the last sentence:

“Omnibus article at the”

which will result in the following wording:

“The Finance Committee shall have the powers and duties delegated to it by said Section 16 and other applicable laws including the duty of submitting a budget for the annual Town Meeting and such recommendations shall be printed on the annual Town Meeting warrant.

or take any action in relation thereto.

Requested and Recommended by the Finance Committee (4-0-0). This change would give the Finance Committee a greater role and authority in the budgeting process, but takes no power away from the Board of Selectmen.

ARTICLE 27: To see if the Town will vote to authorize and direct the Moderator to appoint a Stipend Study Committee of three (3) or five (5) voters to study stipends for elected town committees. For the purpose of this study, “committee” shall be defined as a public body consisting of three or more people elected for a defined term. No member of this committee shall hold an elected office, or be related (parents, children, siblings, spouse, and spouse's parents, children, and siblings) to an individual that serves on an elected committee. This committee will be responsible for compiling a report and making recommendations on matters related to stipends including, but not limited to, the following:

- The definition of a stipend for the purpose of paying committee members
- An objective method for determining whether a committee should receive a stipend or not.
- Which committees should or should not receive a stipend, and how to ensure that all committees are valued for their contribution to the town's wellbeing.
- An objective method of determining how much a committee should receive and the reasons for the amount.
- If a committee should receive a stipend, how much should they receive
- Whether officers of a committee should receive more than other members, or receive a stipend if the committee as a whole is not recommended to receive one.
- Recommendations on how to address increases/changes to stipends in the future
- Recommendations for which person or body/bodies should be responsible for reviewing stipend-related matters in the future.

This committee shall submit a report to the members of all elected committees no later than January 31, 2021.

Or take any action in relation thereto.

Requested and Recommended by the Finance Committee (4-0-0). A request for a new stipend was made by an elected board that is not currently receiving one. Before making any decisions, the Finance Committee wished to explore the concept of stipends for elected committees as a whole, but is unable to do so due to conflicts of interest. As the Board of Selectmen could also be affected by a change in stipend, it was felt that the elected

Moderator would be most appropriate to appoint said committee.

ARTICLE 28: To see if the Town will vote to TRANSFER from FREE CASH the sum of \$156,845 to the Stabilization Fund, or take any action in relation thereto.

Recommended by the Board of Selectmen (3-0-0)
Recommended by the Finance Committee (4-0-0)

ARTICLE 29: To see if the Town will vote to accept General Laws Chapter 59, Section 5, Clause 17F, which authorizes an annual increase in the amount of the exemption granted to senior citizens, surviving spouses and surviving minors under General Laws Chapter 59, Section 5, Clause 17D by up to 100% of the percentage increase in the U.S. Department of Labor, Bureau of Statistics, Consumer Price Index (CPI) for the previous year as determined by the Commissioner of Revenue, and to fix that annual increase at 100% of CPI to be effective for exemptions granted for any fiscal year beginning on or after July 1, 2020, or take any action in relation thereto.

Requested by the Board of Assessors
Recommended by the Board of Selectmen (3-0-0)

ARTICLE 30: To see if the Town will vote to accept General Laws Chapter 59, Section 5, Clause 17E, which authorizes an annual increase in the asset (whole estate) limit for exemptions granted to senior citizens, surviving spouses and surviving minors under General Laws Chapter 59, Section 5, Clause 17D by the percentage increase in the U.S. Department of Labor, Bureau of Statistics, Consumer Price Index (CPI) for the previous year as determined by the Commissioner of Revenue, to be effective for exemptions granted for any fiscal year beginning on or after July 1, 2020, or take any action in relation thereto.

Requested by the Board of Assessors
Recommended by the Board of Selectmen (3-0-0)

ARTICLE 31: To see if the Town will vote to accept General Laws Chapter 59, Section 5, Clause 41D, which authorizes an annual increase in the income (gross receipts) and asset (whole estate) limits for exemptions granted to senior citizens, under General Laws Chapter 59, Section 5, Clause 41C, by the percentage increase in the U.S. Department of Labor, Bureau of Statistics, Consumer Price Index (CPI) for the previous year as determined by the Commissioner of Revenue, to be effective for exemptions granted for any fiscal year beginning on or after July 1, 2020, or take any action in relation thereto.

Requested by the Board of Assessors
Recommended by the Board of Selectmen (3-0-0)

ARTICLE 32: To transact any other business that may lawfully 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, seven 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 **EIGHTH** day of **JUNE** in the **YEAR TWO THOUSAND and TWENTY**.

Charles Sokol, Chair

Jennifer Morse, Vice-Chair

Edward Silva, Selectman

SELECT BOARD OF ROWE

A true copy, Attest: _____
Henry Dandeneau, Constable

FRANKLIN, SS.

Pursuant to the within Warrant, I have notified and warned the inhabitants of the Town of Rowe by posting up attested copies of the same at the **ROWE TOWN HALL** and the **ROWE TRANSFER STATION**, **SEVEN** days before the date hereof, as within directed.

Henry Dandeneau, Constable

Date



Request for Transfer from the Reserve Fund

Date of Request: 05-29-2020

To the Finance Committee:

Request is hereby made for the following transfer from the Reserve Fund in accordance with Chapter 40, Section 6 of the MA General Laws:

Amount Requested: \$3000.00

Transfer To (Account Name): Legal Expense

Account Number: 01-5-151-400

Current Balance in Said Account: \$776.58

Requested Amount to be Used for (give specific purpose):

ATM Warrant for review and ATM Attendance is pending as is questions about Town Administrator Bylaw.

This expenditure is extraordinary and/or unforeseen for the following reasons:

Review of the Personnel Policy Manual, Town Bylaws Revision and change of Town Counsel who bills at a higher rate. Board of Health also had an extensive issue that took time to resolve.

Signature of Department Head: _____

Finance Committee Action

Date of Meeting: _____ Number Present and Voting: _____

Transfer voted in the amount of: _____

Signatures of Committee Members:

Accepted by Select Board

Distribution: Original, Finance Committee, one copy to each Dept. Head, Select Board and Accountant

KP LAW, P.C.
KP LAW, P.C.
101 ARCH STREET
FLOOR 12
BOSTON, MA 02110

FEDERAL TAX ID: 042746356
INVOICE NO: 124374

BOARD OF SELECTMEN

ROWE TOWN HALL
P.O. BOX 462
ROWE, MA 01367

January 24, 2020

IN REFERENCE TO: PROFESSIONAL SERVICES THROUGH December 31, 2019

GENERAL LEGAL SERVICES

12/04/2019	JTB	BYLA W AMENDMENTS - REVIEW AND ANALYZE GENERAL BYLA WS AND PROPOSED SUBSTANTIVE CHANGES; LEGAL RESEARCH RE: STATUTORY REFERENCES IN SUBSTANTIVE CHANGES; DRAFT AND REVIEW COMMENTS.	3.00	525.00
12/09/2019	JTB	BYLA W AMENDMENTS - REVIEW PROPOSED BYLA W AMENDMENTS; FORWARD COMMENTS TO TOWN.	0.40	70.00
12/09/2019	JTB	PERSONNEL HANDBOOK - PREPARE FOR AND PARTICIPATE IN CALL WITH BOARD OF SELECTMEN MEMBER RE: HANDBOOK.	0.50	87.50
12/12/2019	TDZ	REVIEW AND ANALYZE LEGAL ISSUES RE: PERSONNEL POLICY HANDBOOK.	1.20	210.00
12/26/2019	JGM	COMMUNITY SHOVELING PROGRAM - LEGAL RESEARCH RE: PUBLIC USE OF PUBLIC FUNDS DOCTRINE; DRAFT AND REVIEW E-MAIL RESPONSE TO ADMINISTRATIVE ASSISTANT TO THE BOARDS.	2.40	420.00
12/27/2019	MGF	WRRP - REVIEW AND ANALYZE DUAL STREAM AGREEMENTS AND TELEPHONE CONFERENCE WITH DEPARTMENT OF ENVIRONMENTAL PROTECTION RELATIVE TO COMMENTS THERETO; RESEARCH APPLICABLE LA W RELATIVE TO LIABILITY EXEMPTION AND RELATED MATTERS.	1.10	192.50
12/30/2019	MGF	WRRP- REVIEW AND ANALYZE FILE AND PREPARE E-MAIL RESPONSE TO TOWN.	0.20	35.00
12/30/2019	TDZ	REVIEW AND ANALYZE COMMENTS TO PERSONNEL POLICY HANDBOOK.	0.80	140.00
12/31/2019	MGF	WRRP - REVIEW AND ANALYZE DEPARTMENT OF ENVIRONMENTAL PROTECTION FORM AGREEMENT AND PREPARE COMMENTS IN E-MAIL TO TOWN.	0.70	122.50
		SUBTOTAL:	10.30	\$1,802.50
		TOTAL FEES:	10.30	1,802.50

KP LAW, P.C.

PAGE:

2

TOTAL DUE:

\$1,802.50

KP LAW, P.C.
101 ARCH STREET
FLOOR 12
BOSTON, MA 02110

FEDERAL TAX ID: 042746356
INVOICE NO: 124697

BOARD OF SELECTMEN

ROWE TOWN HALL
P.O. BOX 462
ROWE, MA 01367

February 21, 2020

IN REFERENCE TO: PROFESSIONAL SERVICES THROUGH January 31, 2020

GENERAL LEGAL SERVICES

01/02/2020	MGF	WRRP - TELEPHONE CONFERENCE WITH DEPARTMENT OF ENVIRONMENTAL PROTECTION RE: DUAL STREAM DESIGNATED COMMUNITY AGREEMENT COMMENTS; REVIEW AND ANALYZE FILE.	0.50	97.50
01/03/2020	MGF	WRRP - REVIEW AND ANALYZE COMMONWEALTH CONTRACT, NOTABLY RELATIVE TO INSURANCE REQUIREMENTS, AND PREPARE FURTHER COMMENTS TO CLIENT.	0.30	58.50
01/06/2020	TDZ	PERSONNEL POLICY - REVIEW AND ANALYZE SELECTMEN'S COMMENTS TO PERSONNEL POLICIES; E-MAIL TO ADMINISTRATIVE ASSISTANT RE: RESPONSES TO COMMENTS AND SUGGESTED REVISIONS TO PERSONNEL POLICIES.	2.80	546.00
01/09/2020	MGF	WRRP - REVIEW AND ANALYZE E-MAIL AND DRAFT AGREEMENT.	0.70	136.50
01/10/2020	JTB	WRRP - EXCHANGE E-MAILS WITH ADMIN ASSISTANT RE: TERMS OF DRAFT CONTRACT; CONFIRM DRAFT IS CONSISTENT WITH OTHER COMMUNITY CONTRACTS.	0.40	78.00
01/10/2020	TDZ	TOWN ADMINISTRATOR - LEGAL RESEARCH AND OPINION E-MAIL TO ADMINISTRATIVE ASSISTANT RE: PROPOSED REORGANIZATION OF ADMINISTRATIVE POSITION AND CREATION OF TOWN ADMINISTRATOR POSITION.	2.20	429.00
01/16/2020	JTB	SNOW SHOVELING PROGRAM - DRAFT AND SEND OPINION LETTER TO TOWN RE: USE OF PUBLIC FUNDS FOR SNOW SHOVELING OF DISABLED OR ELDERLY RESIDENTS.	0.50	97.50
01/16/2020	MGF	SHARED SERVICES - REVIEW AND ANALYZE E-MAILS RELATIVE TO SHARED SERVICES CONTRACT.	0.10	19.50
01/17/2020	JTB	FIRE CHIEF MEMORANDUM OF UNDERSTANDING - BEGIN REVIEW OF MEMORANDUM OF UNDERSTANDING TO SHARE FIRE CHIEF.	0.30	58.50
01/29/2020	MGF	FINE IMA - REVIEW AND ANALYZE FILE AND PREPARE COMMENTS TO IMA WITH CHARLEMONT FOR FIRE CHIEF SERVICES.	1.80	351.00
SUBTOTAL:			9.60	\$1,872.00

TOTAL FEES:

9.60

1,872.00

ACCUMULATED DISBURSEMENTS AT COST; REPRODUCTION OF
DOCUMENTS, EXPRESS MAIL, SPECIAL POSTAGE, TOLL CALLS AND
ON-LINE RESEARCH

TOTAL COSTS:

\$50.42

TOTAL DUE:

\$1,922.42

KP LAW, P.C.
101 ARCH STREET
FLOOR 12
BOSTON, MA 02110

FEDERAL TAX ID: 042746356
INVOICE NO: 125060

BOARD OF SELECTMEN

ROWE TOWN HALL
P.O.BOX 462
ROWE, MA 01367

March 16, 2020
IN REFERENCE TO: PROFESSIONAL SERVICES THROUGH February 29, 2020

GENERAL LEGAL SERVICES

02/03/2020	MOF	INTERMUNICIPAL AGREEMENT ACCOUNTING - REVIEW AND ANALYZE E-MAIL FROM TOWN ADMINISTRATION AND PREPARE FORM IMA FOR SHARED TOWN ACCOUNTANT SERVICES.	1.70	297.50
		SUBTOTAL:	<hr/> 1.70	<hr/> \$297.50

TOTAL FEES:	1.70	297.50
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TOTAL DUE:	<hr/>	<hr/> \$297.50
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KP LAW, P.C.
101 ARCH STREET
FLOOR 12
BOSTON, MA 02110

FEDERAL TAX ID: 042746356
INVOICE NO: 126066

BOARD OF SELECTMEN

ROWE TOWN HALL
P.O.BOX 462
ROWE, MA 01367

May 29, 2020

IN REFERENCE TO: PROFESSIONAL SERVICES THROUGH April 30, 2020

GENERAL LEGAL SERVICES

04/03/2020	JTB	SOCIAL MEDIA POLICY - REVIEW REQUEST FOR ADVICE RE: EMPLOYEE PERSONAL USE OF SOCIAL MEDIA; STRATEGIZE RE: SAME.	0.40	78.00
04/07/2020	JTB	SOCIAL MEDIA POLICY - DRAFT E-MAIL TO TOWN RE: EMPLOYEE USE OF SOCIAL MEDIA.	0.40	78.00
04/07/2020	TDZ	SOCIAL MEDIA POLICY - LEGAL RESEARCH AND OPINION E-MAIL TO ADMINISTRATIVE ASSISTANT RE: EMPLOYEE OFF-DUTY SPEECH MATTER.	2.20	429.00
04/17/2020	JTB	163 HAZELTON ROAD - ADVISE BOARD OF HEALTH RE: ORDER TO CORRECT SANITARY CODE VIOLATIONS AND LANDLORD'S REQUEST FOR AN AFFIDAVIT FROM HEALTH AGENT.	0.50	97.50
04/23/2020	JTB	163 HAZELTON ROAD - EXCHANGE E-MAILS WITH BOARD OF SELECTMEN ASSISTANT RE: CONTACTING COUNSEL FOR LANDLORD; REVIEW DOCUMENTS PROVIDED BY ASSISTANT RE: SAME.	0.30	58.50
04/27/2020	JTB	163 HAZELTON ROAD - REVIEW NOTICE TO CORRECT AND NOTICE TO QUIT; TELEPHONE CONFERENCE WITH COUNSEL FOR LANDLORD RE: REQUEST TO HAVE HEALTH AGENT EXECUTE AN AFFIDAVIT.	0.50	97.50
		SUBTOTAL:	4.30	\$838.50

TOTAL FEES: 4.30 838.50

TOTAL DUE: \$838.50



Request for Transfer from the Reserve Fund

Date of Request: 6/3/20

To the Finance Committee:

Request is hereby made for the following transfer from the Reserve Fund in accordance with Chapter 40, Section 6 of the MA General Laws:

Amount Requested: \$6,246.86

Transfer To (Account Name): Town Nurse Wages

Account Number: 01-5-512-000-43

Current Balance in Said Account: (84,187.82)

Requested Amount to be Used for (give specific purpose):

Benefits buyout for Sheila Litchfield - retiring 6/30/20

This expenditure is extraordinary and/or unforeseen for the following reasons:

Did not know about retirement until 5/20/20

Signature of Department Head: _____

Finance Committee Action

Date of Meeting: _____ Number Present and Voting: _____

Transfer voted in the amount of: _____

Signatures of Committee Members:

Accepted by Select Board

Sheila's Benefits Buyout 5/27/2020

Vacation		40 @ 38.22	1,528.80
Sick Time	25% of 471.84	119.46 @ 38.22	4,565.76
Personal Time		3.2 @ 38.22	122.30
			<hr/>
Total			\$ 6,216.86

No. FY20 - LIT 01



REQUEST FOR LINE ITEM TRANSFER OF FUNDS

To: Select Board
Town of Rowe
Rowe, Massachusetts

Request is hereby made for the following transfer of funds, in accordance with the MGL Chapter 44, MUNICIPAL FINANCE, Section 33B, Transfer of Appropriations:

1. Amount Requested: \$1000

2. Transfer From:

Transfer To:

Acct No.: 01-5-141-000

Acct No.: 03-5-141-901

Acct Name: Assessors Stipend/Wages

Acct Name: Assessors Consultant/Legal Support

3. Comments: Latest invoicing from Appraisal Consultant (Sansoucy) through April 2020 has exceeded the amount of funding remaining in FY20 Assessors Consultant/Legal Support account. Minimal work performed on part of Appraisal Consultant/Legal Counsel during May/June 2020 due to COVID-19 suspension of ATB activities. FY20 Assessors Stipend/Wages account has excess funds due to late hiring of Assistant Assessor to replace retired Assessors Clerk and due to reduced hours resulting from COVID-19 restrictions. BOA FY21 budget contains request for \$50,000 funding for Assessors Consultant/Legal Support account.

FW Williams

Officer or Department Head

5-27-20

Date

Approved: _____

Date Approved: _____

Select Board

Finance Committee Concurrence: _____

Date

Transfer Complete: _____

Date

Rev. 07-17-17



FY 20
No. ~~ES19~~ - LIT 02

REQUEST FOR LINE ITEM TRANSFER OF FUNDS

To: Select Board
Town of Rowe
Rowe, Massachusetts

Request is hereby made for the following transfer of funds, in accordance with the MGL Chapter 44, MUNICIPAL FINANCE, Section 33B, Transfer of Appropriations:

1. Amount Requested: 264,59

2. Transfer From:

Acct No.: 01-5-512-000-58

Acct Name: Release Garden Ops

Transfer To:

Acct No.: 01-5-512-000-40

Acct Name: TS Attendants

3. Comments:

Officer or Department Head

Approved: _____

Date Approved: _____

Select Board

Finance Committee Concurrence: _____
Date

Transfer Complete: _____
Date



REQUEST FOR LINE ITEM TRANSFER OF FUNDS

To: Select Board
Town of Rowe
Rowe, Massachusetts

Request is hereby made for the following transfer of funds, in accordance with the MGL Chapter 44, MUNICIPAL FINANCE, Section 33B, Transfer of Appropriations:

1. Amount Requested: 1600.00

2. Transfer From:

Acct No.: 01-5-512-000-80

Acct Name: Bot Operations

Transfer To:

Acct No.: 01-5-512-000-42

Acct Name: Bot Clerk Wages

3. Comments:

Officer or Department Head

Approved: _____

Date Approved: _____

Select Board

Finance Committee Concurrence: _____ Date

Transfer Complete: _____ Date

F/20

No. P219 - LIT 04



REQUEST FOR LINE ITEM TRANSFER OF FUNDS

To: Select Board
Town of Rowe
Rowe, Massachusetts

Request is hereby made for the following transfer of funds, in accordance with the MGL Chapter 44, MUNICIPAL FINANCE, Section 33B, Transfer of Appropriations:

1. Amount Requested: \$ 4,200.00

2. Transfer From:

Acct No.: 01-5-512-000-80

Acct Name: Both Operations

Transfer To:

Acct No.: 01-5-512-000-43

Acct Name: Town Nurse Wages

3. Comments:

Officer or Department Head

Approved: _____

Date Approved: _____

Select Board

Finance Committee Concurrence: _____ Date _____

Transfer Complete: _____ Date _____