Rowe Finance Committee
September 22, 2020
6:30 P.M. via Remote Participation

Present: Chair Wayne Zavotka, Vice-Chair Loretta Dionne, Christopher "Selmi" Hyytinen, Paul McLatchy III, Laurie Pike

Audience of Citizens: Board of Health Clerk Joanne Semanie (Left at 6:47)

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: Chair Zavotka called the Finance Committee meeting to order at 6:36 P.M., with a quorum of the committee present.

Agenda: Members reviewed the agenda. No changes were made, and it stood as presented.

Reserve Fund Transfer Request: A request was submitted by the Board of Health requesting $3,750 to be transferred into the Compactor Ramp Repair Account (03-439-5018-03122). The Board of Health needs to pave the apron leading to the compactor at the Transfer Station. A quote came in for $5,200, and there is only $1,700 left in the account from the other work done. This needs to be done before winter. The work done at the Transfer Station previously was thought to include the paving work, but due to the "gentleman's agreement" that had been worked out by a previous Board of Health Chair (that is no longer on the board), this could not be proven.

Discussion followed about the use of the Reserve Fund so early in the fiscal year, and whether there are any alternatives. Ms. Semanie did note that due to a lack of a town nurse, there are excess funds in the wages line. This cannot be spent from for paving purposes, and a line-item transfer cannot be conducted until May, but there is likely to be a special town meeting coming up. The Board of Health could spend money out of its operations line, and then replenish it from the wages line.

A motion was then made by Chair Zavotka and seconded by Ms. Pike that the Finance Committee not approve the Reserve Fund Transfer, recommend that the Board of Health spend out of its operations line, and that the town then replenish these funds via a transfer at the next special town meeting. The roll-call vote was unanimous in favor:

Laurie Pike	Yes	Paul McLatchy III	Yes
Loretta Dionne	Yes	Christopher Hyytinen	Yes
Wayne Zavotka	Yes		

Ms. Semanie was thanked for attending and left the meeting at 6:47.

Minutes: The minutes of August 4th were presented. With no additions or corrections, the minutes were approved as submitted.

School Tractor: To begin discussion, a motion was made by Chair Zavotka that the Finance Committee recommend approval of a tractor for the school at the planned Fall Special Town Meeting. The motion was seconded by Mr. McLatchy. The School Committee has requested approximately $27,000 for a new tractor that will better meet their needs. Their current tractor needs $8,000 in repairs and is not well suited for the terrain.

Vice-Chair Dionne stated that if the machine is not safe now, she did not want to invest any more money into it. Ms. Pike asked whether this had been well-researched, to which Chair Zavotka said that he believed it had been. Mr. Hyytinen felt that this was a much smarter choice than what they currently have. Mr. McLatchy liked the idea that by buying a new tractor, the school won't have to replace one of its storage sheds as it will fit into existing outbuildings. This equipment could be shared with the park.

The roll-call vote was unanimous in favor:

Laurie Pike	Yes	Paul McLatchy III	Yes
Loretta Dionne	Yes	Christopher Hyytinen	Yes
Wayne Zavotka	Yes		

A request will be made for this to be added to the special town meeting warrant.

CIRPP/Roundtable: Members discussed how far out they would like departments to make their requests for the Capital Improvement, Repair, and Property Plan (CIRPP). Mr. McLatchy would like to see as far as possible, as many large expenses may not fall in the first 5-10 years of a plan, especially with a fairly new school. Other members did not seem as convinced that this was realistic.

Items for this year's budget will be asked for before budget season begins. Items for future years will be requested by the end of the Fiscal Year, with possible extensions for large departments.

The annual roundtable discussion with other departments will be held remotely on October 20th at 7:00 PM. Chair Zavotka will contact Executive Secretary Boudreau to distribute information. More information about the CIRPP will also be reviewed at this time.

Unemployment: Mr. McLatchy explained that there has been a large monetary unemployment claim that the town is unable to contest due to the terms of a separation agreement. In a normal year, this would have put the town way over its usual budget of $1,000, but due to Covid-19, a much larger amount of $20,000 was requested. However, he is still weary about whether this will be enough and wanted the Committee to be aware that action may need to be taken before the end of the Fiscal Year.

Discussion followed about whether the town should consider joining the insurance pool or continue paying costs directly. If the town joined a pool, larger expenses would not be an issue as they would be paid by the pool. However, if there are no claims in a given year, as has been common, then the annual assessment would have been wasted. On the flip

side, the town currently pays all unemployment claims directly. Due to the historic low number of claims, this has allowed the town to budget a lower amount and to turn it back to free cash if excess funds are left over. However, if large claims come in, then the town is on the hook for the entire amount.

Both Chair Zavotka and Mr. Hyytinen expressed interest in learning more about joining the insurance pool, as they felt it might be the better way to go. The Finance Committee may make a recommendation, but ultimately it will be up to the Board of Selectmen to make the final decision, which must be done before the end of the calendar year.

Conflict of Interest Letter: A letter was drafted by Mr. McLatchy to the Ethics Commission asking for advice on how to study stipends. A copy is attached. Even though the Moderator was empowered to appoint a stipend study committee at the Annual Town Meeting in June, only one person has volunteered to serve. Absent any new volunteers, there is no other body that is any less conflicted to research stipends for elected committees. A number of questions were asked in the letter about how the town might be able to go about this if no more volunteers come forward.

When speaking with the Ethics Commission, Mr. McLatchy was told that he could not ask for advice for the entire committee without permission of the committee. A motion was then made by Chair Zavotka and seconded by Vice-Chair Dionne to send the written letter to the Ethics Commission. The roll-call vote was unanimous in favor:

Laurie Pike	Yes	Paul McLatchy III	Yes
Loretta Dionne	Yes	Christopher Hyytinen	Yes
Wayne Zavotka	Yes		

Ford Hill Culvert: The town has been awarded a grant of $500,000 through the state's small bridge grant program for work on the Ford Hill Culvert. Under the state's definition, this large culvert is classified as a small bridge and is in need of replacement as it has been rated a three out of seven and the road above is starting to sag due to collapse of the culvert. The total expected cost of construction and engineering is expected to run between $560,000-$630,000.

Given that the town loses the grant if the project doesn't move forward, Mr. McLatchy felt that it would benefit the town to appropriate up to $130,000 to finance the difference. He argued that if the town turns down the grant, it will either have to pay for the full amount in the future, reduce the road to a one-lane road, or even consider abandoning that portion of road. No action was needed tonight, but it was felt that the Finance Committee should be kept informed of what was going on.

Next Meeting: The committee will meet on October 20th for the roundtable discussion. No other meetings were set.

Adjourn: A motion was made by Ms. Pike and seconded by Mr. Hyytinen to adjourn the meeting at 7:31 P.M. The roll-call vote was unanimous in favor:

Laurie Pike	Yes	Paul McLatchy III	Yes
Loretta Dionne	Yes	Christopher Hyytinen	Yes
Wayne Zavotka	Yes		

Respectfully Submitted,
Paul McLatchy III, Secretary

Approved: October 8, 2020

Paul McLatchy III, Secretary

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

Attachments:

- Agenda
- Round Table/CIRPP Letter
- Budget Hearing Schedule
- Budget Calendar
- Tractor Repair Estimates
- New Tractor Brochure
- New Tractor Quote
- Draft Ethics Letter
- Reserve Fund Transfer Request

Town of Rowe, MA

Rowe Finance Committee

REVISED Agenda (Changes in **Bold/Underline)**

September 22, 2020

Virtual Meeting @ 6:30pm

Meetings normally held at the Municipal Offices are being held remotely, with adequate, alternative means of public access and, where required, public participation provided, in accordance with the Governor's March 12, 2020 Order Suspending Certain Provisions of the Open Meeting Law, M.G.L. c.30A § 20.

The public is welcome to participate.

REMOTE PARTICIPATION INFORMATION:

Meeting Host:	zoom.us
Meeting ID:	288-065-7034
URL:	https://zoom.us/j/2880657034
Telephone:	312-626-6799

1. Call to Order
2. Announcement of visitors online
3. Agenda Approval
4. Secretary's Report
5. Audience of Citizens
6. Budget Process calendar/who sends out the letter
7. Approve CIRPP letter**/CIRPP Discussion**
   a. **School Tractor Request from CIRPP**
8. Committee Liaison Assignments
9. Review Accountant monthly report
10. Who will begin investigations for:
    a. OPEB fund
    b. High way Plan
    c. Salary Scales: checking with what exists in different departments
    d. Town Financial Policies: set month to review
11. **Unemployment Claim**
12. **Conflict of Interest- Request for Opinion Letter**
13. **Ford Hill Culvert Funding**
14. Any unforeseen business from the last 48 hours

Wayne Zavotka, Chair

Revision posted and filed at 11:30 AM on Tuesday, September 15, 2020 by Paul McLatchy III

September 8, 2020

Dear Town Leaders:

Please mark your calendars for the VIRTUAL ROUND TABLE on _____, October ___. We know you've been waiting with excitement for the dynamic gathering of leaders to share their budget and capital plans for 2021-22 cycle.

We will be using the town Zoom site, so its likely you already have the code to enter the meeting. If not, please contact me or Paul at town hall.

Two items of interest:

1. **CIRRP** guidelines and financial request forms. The Capital Repair, Improvement and Property Plan replaces the Capital Stabilization Plan. We still use the same monies, but this upgrade will help us remain current with actual needs within the next few years. This year, the finance committee will only accept requests using the CIRPP financial request forms. We have attached them to this letter so you have time to review them with your committee. Come with all your thrilling questions!!
2. Please come with an **informal report** of your groups accomplishments and future plans. We are a great town that depends on each other's cooperation and understandings. We all need to know whose needs are imperative and who's needs can wait for a time. Its also nice to see one another in a time of separation.

Please RSVP your intention to attend @ wzavotka@hotmail.com Please limit your groups participation to one leader/staff and one member of your committee.

"See you soon."

Finance Committee
Wayne, Selmi, Loretta, Paul, Laurie

Budget Hearings
2021

Thursday, Jan 18, 2021
- Highway Dept
- Council on Aging
- Library

Thursday, January 25
- Cemetery commission
- Conservation commission
- Planning Board
- Muni Light Plant
- Board of Health
- Board of Assessors

Thursday, Feb 1
- Park
- Police
- Emergency Mgt
- Fire
- Town Clerk

Thursday, Feb 8
- Tax Collector
- Treasurer
- Accountant
- Boar of Selectmen (General Govt)

Thursday 15. (Feb 29?)
- School Committee

ROWE BUDGET CALENDAR FY21

WHEN	EVENT	WHO	
9/30/2019	Free Cash Certification	Town Accountant	*Submitted budgets were not reviewed properly bfore hearings*
10/22/19	Financial Roundtable	BOS, Fin Com and Assessors	When to report conerns back to dept/committees
10/28/2019	Hold Elected/Appointed Officials Form to share information assessment of financial picture	BOS, Fin Com, Dept. Heads	Date for pasting ATM warrant. April 27 Date to deliver annual report: may 4
Oct 31st	Begin Budget Process for FY 21	BOS, Dept. Heads, Fin Com, School	
Oct 31st	Set Tax Rate	Assessors, BOS	
Oct 1 - Nov 15	Help & Review Departmental Budgets Send out Notices and meet with BOS & Fin Com Liaisons	all Depts.	
Nov 1st	Begin Capital Planning process- including 5 year projections	BOS, Fin Com, Acctnt, all Depts.	
Dec 6th	Submit FY 21 Budget & Capital Requests	all Departments	Too early? Jan 1 a better deadline?
Dec 15th	Prepare initial revenue/expenditures projections including capital expenditures	BOS, Fin Com, Accountant	
Jan 1st	Release "House 1" first indication of state aid for FY21	Governor	
Jan-Feb 1	Meet with Dept. Heads to review Budget Recommendations	Fin Com, Dept. Heads	
March	If Legislature passes Local Aid Resolution, Cherry Sheets Issued	State Legislature, DOR	
March	Prepare final revenue/expenditure projection for FY21 in preparation for Annual Town Meeting	BOS/Fin Com	
March	Prepare Town Meeting Warrant Recommendations	BOS/Fin Com	Too rushed this year
April	Finalize Budget		
May	Annual Town Meeting. *May 11*		
June	Make any reserve fund transfers necessary, to complete fiscal year		

PITTSFIELD LAWN & TRACTOR
1548 West Housatonic St.
Pittsfield, MA 01201
Phone: 413-443-2623
Fax: 413-499-0023
Website: WWW.PLT.COM
Email: plt@plt.com

Work Order Estimate

WO Number : 290686

ROWE ELEMENTARY SCHOOL
86 POND RD
ROWE, MA 01367
Phone: 413-512-5100

Estimate created on 9/4/2020 6:11:10 AM

Unit Mfr	Unit Model #	Unit Description	Unit Serial Number	Machine Hours	Mileage
JDE	1025R	COMPACT TRACTOR	1LV1025RTFH312875	414.00	0

Mfr	Part	Description	Sold	Price	Disc	Tax	Extended
JDP	LVA23807	TRANSMISSION	1.00	$5,893.49	$0.00	$368.34	$5,893.49
SRP	22 SRP	QUARTS HYDRAULIC OIL 39 GULF U	6.00	$4.10	$0.00	$1.54	$24.60

Misc. Charge Description	Misc. Amt	Misc. Tax
SERVICE SUPPLIES / ENVIRONMENTAL CHARGE	$17.50	$1.09
SHIPPING AND HANDLING	$75.00	$0.00

Labor Description	Labor Amt	Labor Tax
1000 Series Transmission R&R	$1,152.88	$0.00
1000 Series cab R&R	$350.00	$0.00

Total Parts:	**$5,918.09**
Parts Tax:	$369.88
Labor Total:	**$1,502.88**
Labor Tax:	$0.00
Misc. Total:	**$92.50**
Misc. Tax:	$1.09
Subtotal:	**$7,513.47**
Discount:	$0.00
Tax Total:	**$370.97**
Order Total:	**$7,884.44**

Problem(s): Tractor was flipped over at some point, machine has been repair since then. Oil runs out of rear PTO shaft.

Work Needed: Diangnose and Estimate Cost Of Repair. ,8/20/2020 1:42:23 PM,HL

Work Completed: -Mid pto shaft bearings failed, severe internal transmission issues.Tansmission will need to be removed and disassembled for further inspection to finalize repair estimate of current transmission.
Tractor has curtis cab installed.
-Complete transmission replacement recommended to maximize reliability and minimize down time.
Called at 9:00 AM 8/26/2020, AM; LM
Called at 9:33 AM 8/26/2020, AM; Will let me know what dirrection to go
Called at 12:14 PM 9/2/2020, AM; LM

Specifications

Model			F2690E	F2690	F3990
			2WD	4WD	
Engine					
Model			Kubota D1105	Kubota D1105	Kubota V1505T-IDI+DPF
Type			Liquid-cooled diesel (3 cyl)		Liquid-cooled diesel (4 cyl)
Engine gross horsepower*		HP	24.8	24.8	36.9
Total displacement		cu.in. (cm³)	68.6 (1,123)	68.6 (1,123)	91.4 (1,498)
Air cleaner	Type		Dual element		
	Air restriction indicator		N/A		Standard
Alternator			12 V, 40A		12 V, 60A
Fuel tank capacity		U.S. gals. (ℓ)	16.1 (61.0)		
Transmission					
Type			HST (F2/R2)		
Max. travel speed	Forward / Reverse	mph (km/h)	12 (19.3)/6.2 (10)	12.5 (20)/6.8 (11)	
4WD mode select			N/A	Auto-assist 4WD with dual acting overrunning clutch/locked 4WD	
Differential lock			Standard		
Cruise control			Optional		
Tire					
Front			23×10.5-12	24×12-12	
Rear			16×6.5-8	18×9.5-8	
Brake			Wet discs		
Steering					
Type			Hydrostatic power		
Tilt steering			Standard		
Turn assist brake			Optional		
Dimension					
Tread (F/R)		in. (mm)	38.4 (975)/34.4 (875)	41.2 (1047)/39.3 (997)	
Wheel base		in. (mm)	51.2 (1,300)		
Overall length		in. (mm)	96.5 (2,450)		98.9 (2,510)
Overall width		in. (mm)	48.8 (1,240)	53.9 (1,370)	
Overall height		in. (mm)	77.8 (1,975)	78.1 (1,985)	
Weight		lbs. (kg)	1,594 (723)	1,606 (730)	1,716 (780)
Ground clearance		in. (mm)	6.9 (175)	7.3 (185)	
Mower mounting					
Type			Independent live, Shaft drive		
PTO revolution			2,545		2,580
Clutch			Wet multi discs, hydraulic		
Lift system			Hydraulic 2-point hitch		
Tilt angle		Degrees	90		
Tilt assist			Standard		
Weight transfer			Standard		
Others					
ROPS			Standard (ISO21299 and OSHA)		
Fuel gauge			LCD Display		
Tachometer			LCD Display		
Toolbox			Standard		
Seat			Reclining suspension seat		
Cup holder			Standard		

Mower Specifications

Model		RCK60P-F39	RCK72P-F39	RCK60R-F36	RCK72R-F36
Discharge		Side discharge		Rear discharge	
Cutting width	in. (mm)	60 (1,520)	72 (1,826)	60 (1,520)	72 (1,826)
Cutting height	in. (mm)	1 (25)-5 (127)			
Cutting height adjustment	in. (mm)	Each 0.25 (6.4)			
Depth	in. (mm)	6.0 (152)		5.5 (140)	
Deck pan		Welded			
Thickness	in. (mm)	Top: 0.101 (4.2), Side 0.108(4.5)		0.108 (4.5)	
Number of blades		3			
Front baffle kit		Standard		N/A	
Mulch kit		Optional			

*SAEJ1995

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For Earth, For Life
Kubota

F

KUBOTA DIESEL FRONT MOWER
F2690E/F2690/F3990

Three updated models, a new powerful engine for the top-of-the-line F3990 and enhanced cutting and discharge performance make the F-Series the new standard in professional front-mount mowers.

Powerful front-mount mowers with greater productivity and cleaner performance satisfy both professionals and the environment.

Whatever your mowing application, there's a Kubota F-Series mower that can do the job with power, precision, and efficiency.

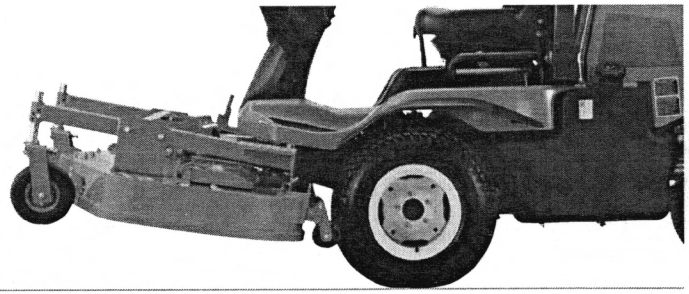
The line of three updated models includes the F3990 with the highest-ever horsepower among all Kubota front-mount mowers. And all offer powerful yet more economical and cleaner performance, greater safety, easier maintenance, superior operator comfort as well as a higher level of productivity and reliability making them the right choice to meet all your mowing needs.

DIESEL FRONT-MOUNT MOWERS

F2690E 2WD
F2690/F3990 4WD

HIGH-PERFORMANCE

Get more jobs done in less time with Kubota's powerful and clean diesel engines and high lifting capacity.



High lifting capacity

A high lifting capacity gives the F-Series the versatility to handle an array of implements, including a grass catcher, snow blower, rotary sweeper and debris blower.

Kubota diesel engines

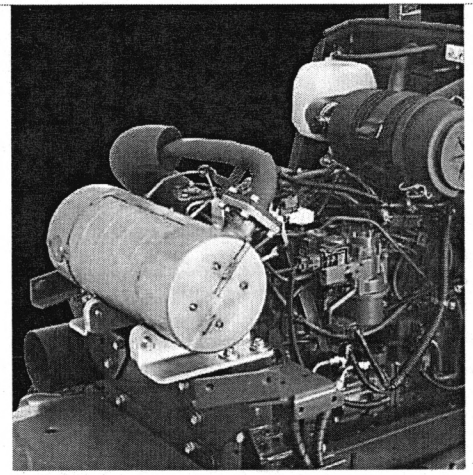
Powerful Kubota diesel engines mean faster, more efficient job performance. These F-Series engines have power to spare. Their high torque rise ensures faster, smoother recovery under sudden loading, letting you power through tall or wet grass without skipping a beat. They're also environmentally and economically friendly thanks to their compliance with the EPA's Tier IV emissions regulations, enhanced combustion efficiency, low vibration and noise levels, and reduced fuel costs.

Large tires with wide tread

Four large-sized tires provide a wide tread for greater stability and maneuverability on slopes, better flotation and less ground compaction.

Single HST pedal

A powerful hydrostatic transmission provides quick response, excellent working speed and more muscle for tough mowing jobs. The single pedal design lets you easily change the direction as well as control the speed (4WD: 12.5 mph max. forward speed; 6.8 mph in reverse), keeping your hands free for steering and implement control for increased productivity.



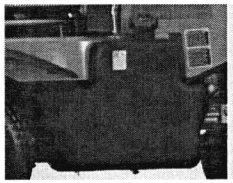
Clean emission diesel engine

The F-Series diesel engines are built for greater power with cleaner emissions. The F3990's liquid-cooled E-TVCS (vortex combustion system) engine delivers increased power and high torque for all the tractor strength you need while lowering emissions. Its combination with the Diesel Particulate Filter (DPF) Muffler further reduces emissions to make it compliant with the TierIV Emissions regulations.

Electronic governor

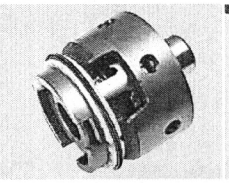
The F3990 diesel engine features an electronic governor that stabilizes the engine speed at 2,500rpm with the PTO switched on for enhanced cutting and discharge performance, and increases engine speed to 2,700rpm with the PTO switched off for faster traveling speed.

F2690E 24.8HP/3000RPM
F2690 24.8HP/3000RPM
F3990 36.9HP/2500RPM



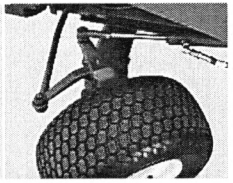
Large capacity fuel tank

A large, 16.1 gallon fuel tank not only keeps you working longer between fuel stops, it also reduces the number of fueling stops needed to complete long jobs. That means more time working and less time fueling up. The refueling pipe is now conveniently located right behind the ROPS.



4WD and Auto-Assist 4WD

Auto-Assist 4WD works in forward and reverse, automatically controlling the drive loads on the wheels during turns. Auto-Assist 4WD lets you turn with greater efficiency and ease with less wear and tear on the turf. Full-time 4WD can also be engaged.



Hydrostatic power steering

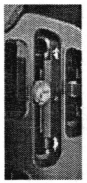
Hydrostatic power steering reduces operator fatigue and makes it easier to mow around trees and other obstacles.

Tilt steering wheel

The tilt steering wheel can be quickly adjusted to several positions for optimum operator comfort and further driving ease.

High/Low lever

The handy Hi/Low lever is standard equipped on all models so you can adjust the mower speed to better match the terrain or situation.

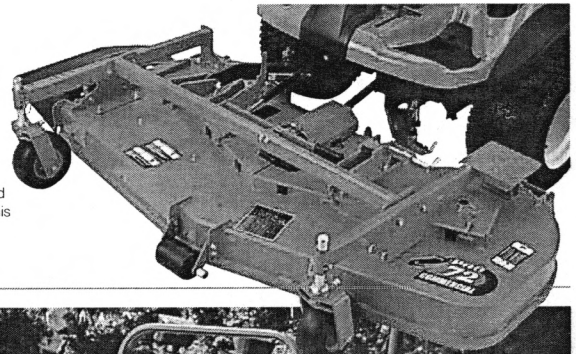


F-Series options

F8255	Worklight Kit (ROPS Mounted)
F8281	Cruise Control
F8282	Turn Assist Brakes (not compatible with cab)
F8283	Remote Hydraulic Single Valve
F5206	Deluxe Hard Cab

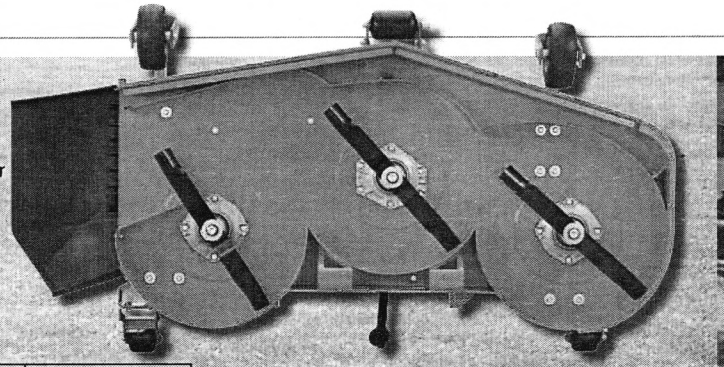
PROFESSIONAL MOWER DECK

A durable, hard-working deck that's ready for a wide range of mowing jobs.



6.0" deep mower deck

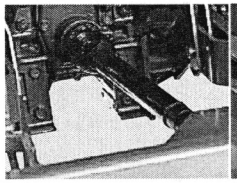
Tall grass is no problem for this side-discharge professional mower deck. Its 6.0"-deep deck design lets tall grass stand up so that it can be cut more efficiently. This results in a faster cut and a cleaner appearance.



Pro-Commercial mower deck

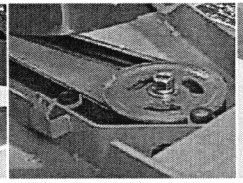
The Pro-Commercial mower deck comes with an inner baffle to prevent cut grass from discharging to the front. A larger discharge chute improves discharge performance requiring less power to run the mower.

	Side discharge		Rear discharge	
	60"	72"	60"	72"
F3990	O	O	O	O
F2690	O	O	O	O
F2690E	O	O	O	O



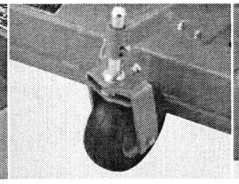
PTO shaft drive

Shaft drive means no belts or pulleys – just smooth and direct power transfer from the engine to the deck and other PTO-driven attachments. Shaft drive also requires less maintenance and provides greater dependability.



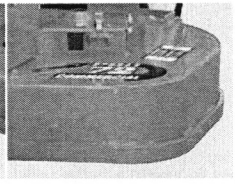
Multi-V-belt/Steel pulleys

In addition to providing greater wear resistance, the heavy-duty cast-iron pulleys and a multi-V-belt drive system effectively distribute and reduce tension while transmitting power to the mower blades. The multi-V-belt won't twist or slip, thus reducing the chance of damage to the mower. You get more performance and power – and fewer problems.



Swivel anti-scalp wheels

The mower deck is equipped up front with two large wheels that swivel independently through 360 degrees. The wheels ensure that the deck remains above the turf, preventing unsightly turf damage.

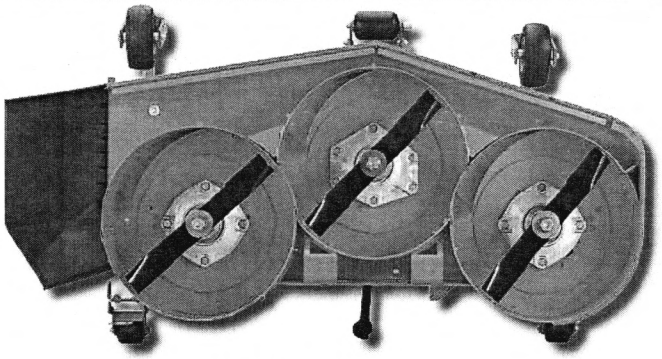


Fabricated deck with sturdy steel construction

Stronger and more durable than conventional pressed steel decks, the F-Series' fabricated steel decks are designed to provide years of reliable cutting performance with minimal maintenance.

Rear discharge mower

When side discharge won't do, mount a rear discharge mower deck. Two sizes—60" and 72"—are available. Both decks tilt up 90 degrees for easier cleaning and blade sharpening. They also feature sturdy steel construction for greater durability and front lift arms that attach directly over the center of gravity for better control. Mulching kits are also available.



Mulching kit (option)

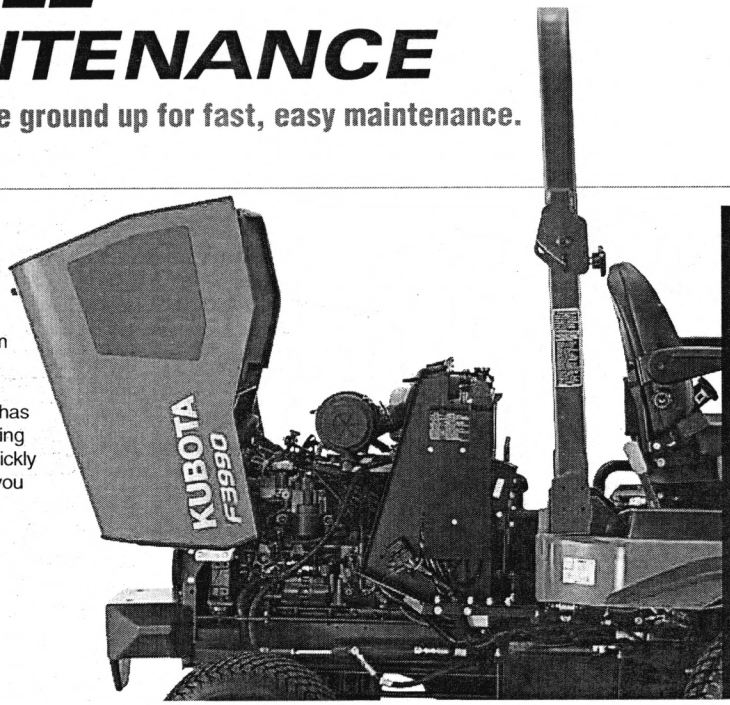
The professional mulching kit converts the standard deck into a high-precision mulching deck that produces an even finer mulch and sends it straight back into the turf.

SIMPLE MAINTENANCE

Designed from the ground up for fast, easy maintenance.

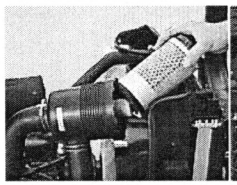
Easy maintenance

Downtime is unproductive time, so the F-Series is designed for quick and simple maintenance. From the quick-release engine cover to the 90-degree tilt mower deck, every detail has been geared towards getting you back on the job as quickly as possible and keeping you there as long as possible.



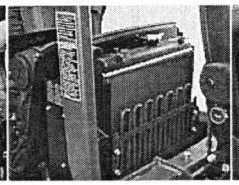
90-degree tilt mower deck

The mower deck lifts a full 90 degrees, providing unobstructed access to the blades and deck underside for easier cleaning and maintenance.



Dual-element air cleaner

The dual-element air cleaner helps keep the engine running smoothly and efficiently. Only the outer filter needs to be replaced—the inner filter can be cleaned with a pressured air—helping to reduce maintenance costs. The F3990 air cleaner is equipped with a choke indicator that turns red when the filter needs cleaning or replacement.

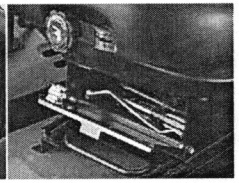


Integrated radiator screen

The new, easy to clean radiator screen is integrated into the engine cover to help keep the engine running cool and efficiently. A water temperature gauge and overheating alarm are also provided to help prevent overheating.

New digital panel

The new easier to read LCD digital panel provides vital information about the F-Series mower at a glance, including DPF-related information, engine speed, remaining fuel, water temperature and hour meter.



Tool box

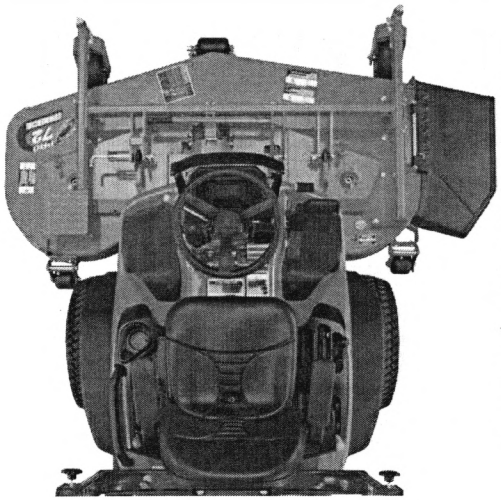
Conveniently located under the seat, the tool box provides fast-access storage for your tools. It's also an ideal place to store your operator manual for quick and easy reference while on the job.

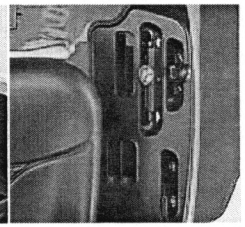
DRIVING COMFORT

The all-important key to safe, efficient, productive mower operation.

Comfort

Long hours on the job can take a toll on operator efficiency. That's why all Kubota F-Series mowers are equipped with a large operator's platform and a variety of features to keep you comfortable and productive under all working conditions. You'll notice the difference after a long day behind the wheel.





Deluxe seat

The F-Series' high level of comfort starts with a deluxe high-back seat with four separate adjustments—weight control, lumbar support, back angle, and arm rests—to provide every operator with a custom fit and optimum comfort.

Operator levers

For easier operation and greater convenience, the High/Low speed lever and deck-lifting lever are positioned beside the operator's seat. The lever guides have also been designed for quick, at-a-glance identification.

IMPLEMENTS

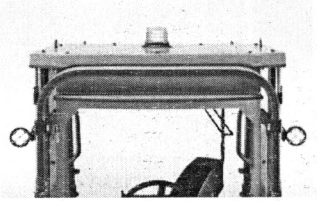
Heavy-duty options for specialized applications.

All-season cab

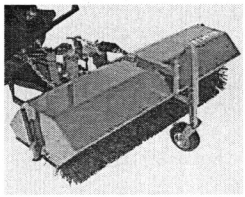
The cab has been redesigned for easy attachment and removal for all-season use.

Cab options

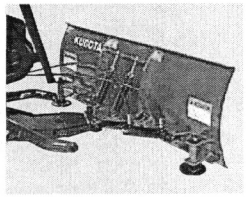
- Rear Worklight
- Rear View Mirror
- Heater
- Beacon Light



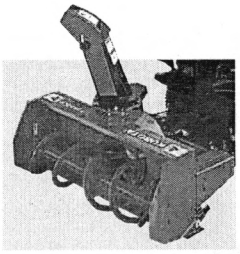
Cab shown with optional rear LED work lights that improve rear visibility. And an optional flashing LED beacon is also available.



Rotary sweeper

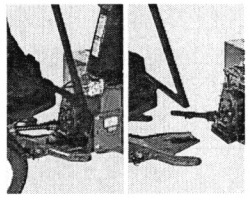


Front blade

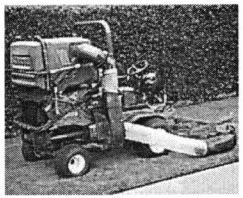


Snow blower

Debris blower



Quick-hitch



Grass catcher

Kubota

Quote Number: 119370
Effective Date: 06/23/2020
Valid Through: 06/30/2020

›hip To

owe Elementary School
ill Knittle
1A
(413) 337-8417
'knittle@roweschool.org

Kubota Dealer

BACON'S EQUIPMENT
29 GOSHEN RD.
WILLIAMSBURG, MA 01096

Luke Lafleur
Phone: (413) 268-3620
Email:
llafleur@baconsequipmentinc.com

Bill To

Rowe Elementary School
Bill Knittle
MA
: (413) 337-8417
wknittle@roweschool.org

:quipment Detail

)escription	Manufacturer	Model #	Qty	MSRP	Price Each	Tota
2690 - 4WD FRONT MOWER W/FOLDABLE ROPS	**Kubota**	**F2690**	**1**	**$20,004.00**	**$18,003.37**	**$18,003.3**
RONT WEIGHT BOLT KIT (REAR FOR F)	Kubota	BL8062	4	$9.00	$9.00	$36.0
RONT WEIGHT BRACKET	Kubota	BX8064A	1	$104.00	$104.00	$104.0
1ALE QUICK HITCH (F-SERIES)	Kubota	F5212A	1	$319.00	$311.03	$311.0
EMOTE HYDRAULIC KIT	Kubota	F5216	1	$179.00	$174.53	$174.5
YDRAULIC VALVE FOR IMPLEMENTS WITHOUT CATCHER	Kubota	F8283	1	$459.00	$447.53	$447.5
0" MOWER DECK FOR F SERIES TRACTOR	Kubota	RCK60P-F39	1	$3,559.00	$3,470.03	$3,470.0
RONT SUITCASE WEIGHT	Kubota	BL8060-1	4	$72.00	$72.00	$288.0
LECTRIC CHUTE DEFLECTOR KIT FOR REAR SNOWBLOWER	Kubota	B2516A	1	$627.00	$627.00	$627.0
1" TWO STAGE SNOWBLOWER	Kubota	F5220B	1	$3,829.00	$3,733.28	$3,733.2
USPENSION SEAT	Kubota	F8280	1	-Included	-Included	-Include
-TIRE 18x9.50-8 R3 Kenda Supr Tf K500		AF9398A	2	-Included	-Included	-Include
-TIRE 24x12.00-12 R3 Maxxis Pro Tech		AR8641	2	-Included	-Included	-Include

:ash Details

quipment Total	$27,194.7
ash Incentives	($500.0
:ash Sale Price	**$26,694.7**

ubota Disclaimer
ıles quote can only be provided by a participating Kubota dealer. Only Kubota and Kubota performance-matched Allied equipment are eligible. Inclusion of ineligible equipment may result in a higher blended PR. Stand Alone Kubota or Allied implements and attachments/accessories are subject to stand alone programs. Financing is available through Kubota Credit Corporation, U.S.A.; subject to credit approval. 'ogram eligibility requirements are subject to change without notice and may be withdrawn without notice. Some exceptions apply. See dealer or go to KubotaUSA.com for more information.

F Series

F2690

* * * EQUIPMENT IN STANDARD MACHINE * * *

DIESEL ENGINE
Model #D1105
3 Cyl., 1123 cu. cm.
+24.8 Gross Eng. HP
@3000 Eng. RPM
CARB Certified
Alternator -- 40 Amps
Hand Throttle
Dual Element Air Cleaner

OPERATING FEATURES
Tilt Steering Wheel
Power Steering
Deluxe Suspension Seat
w/ 4 Adj. Controls

HYDRAULICS
Open Center -- Gear Type
2 Point Hitch Lift
Cap at Lift Point -- 573 lbs
8.6 GPM Hyd. Pump Cap.
6 GPM Remote Outlet

HYD. INDEPENDENT PTO
Hyd. Multi-Disc PTO
Single Speed PTO
2545 rpm @ 3000 Eng. rpm

+ Manufacturer Estimate

TRANSMISSION
Hydrostatic Drive (F2/R2)
Forward Speed -- 0 - 12.5 mph
Reverse Speed -- 0 - 6.8 mph
Front Differential Lock

FLUID CAPACITY
Fuel Tank 16.1 gal
Cooling System 4.9 qts
Engine Oil 3.7 qts
Transmission and Hydraulics 14.8 qts

SAFETY EQUIPMENT
2 Post Foldable ROPS w/
Retractable Sear Belt
ROPS meet ISO and OSHA
Safety Start Switch
Operator Presence Control
Parking Brake
Overheat Alarm Buzzer

INSTRUMENTS
Liquid Chrystal Dispay (LCD)Panel
Hour Meter
Electric Fuel Gauge
Temperature Gauge
Easy Checker ™
Oil Light
Charge Light
Glow Plug Light

To: Massachusetts Ethics Commission

From: Rowe Finance Committee

Re: Role of Finance Committee in Stipend Study

We are writing to the Ethics Commission to obtain advice on the following matter.

Finance Committee Background

Because Rowe is a small town with limited volunteers and there were previous restrictions on who could serve, we have historically had difficulty getting people on the Finance Committee. In 2018 we revised our bylaw and relaxed restrictions on holding multiple offices. As a result, we now have a full complement and have had a full committee for two years and will for the coming year as well. One provision in our bylaw change is that members holding other positions in town must recuse themselves on matters pertaining to that department.

Stipend Requests

The Town of Rowe annually appropriates funds to provide stipends to four elected bodies: The Board of Assessors, Board of Health, Board of Selectmen, and School Committee. None of the other five elected bodies (Cemetery Commission, Finance Committee, Library Trustees, Park Commission, or Planning Board) receive stipends.

The Planning Board has requested a stipend in the last two budget seasons. Before acting on this request, the Finance Committee wished to review the concept of stipends for all boards/committees as the existing amounts seemed arbitrary and lacked historic information or guidance on how to handle new requests or increases. However, four of the five members of the committee were unable to act due to the following conflicts:

- One member's husband is an Assessor and receives a stipend and is herself a member of the elected Park Commission, which could potentially receive a stipend.
- One member's wife is the chair of the School Committee and receives a stipend.
- One member is also a member of the elected Park Commission, which could potentially receive a stipend, and is a part-time employee in a department under the purview of the Board of Selectmen (whose stipend could be affected by a study)
- One member serves on the elected Planning Board who could potentially receive a stipend and works directly for the Board of Selectmen (whose stipend could be affected by a study).

A vote was held at the annual town meeting in June 2020 to have the moderator appoint a study committee of three or five individuals not related to any elected official to study and produce recommendations on stipends for elected bodies. Since then, only one person has shown interest. It had been advertised on our website and through our town newsletter on multiple occasions.

The Planning Board is getting frustrated that no proposal has been put before the voters and no study has been conducted.

Questions

If after a reasonable period (4-6 months), a committee is unable to be formed due to lack of volunteers, how should this study be conducted?

- Would it be appropriate for one member of each elected body to be part of a committee to explore this, with each body's member abstaining when reviewing that particular stipend?

- Would the Finance Committee be appropriate if these conflicts were publicly declared, since any resulting numbers would still be subject to voter approval?
- Could town meeting authorize the Finance Committee to study this issue knowing that there are potential conflicts of interest?
- Are there any exemptions since the stipend levels for existing officials would not likely be increased and are relatively small sums (per member):
    - Board of Selectmen: $1,976.00
    - School Committee: $1,521.33
    - Board of Assessors: $1,784.66
    - Board of Health: $1,646.00
- There are 31 seats between our elected bodies that would be subject to review, with a town population of just under 400. That means up to 31 elected officials, potential for 31 spouses and even more relatives (that fall under the conflict of interest definition). Would this qualify under the 10% exemption as it impacts more than 10% of the population? With the current membership, there are 39 affected people just based on husband/wife pairings and not taking other relatives into consideration.
- Would this be covered under the rule of necessity, since there is no ability for another public body to handle this with any less conflict (other than a volunteer group which can't find membership).
    - If not, would it make a difference if the town voted to assign this task to the Finance Committee as part of its duties?

While the Finance Committee has expressed interest in studying this, it has determined that existing relations could rightly raise concerns about conflict of interest. The problem is that no other board or committee that is elected would be any less conflicted, and there have been insufficient volunteers to be appointed. In larger towns this may not be an issue, but because we're such a small town, there is a very small pool of people to pull from.

In short: **How does this get studied when the only people willing to do so have conflicts?**

Sincerely,

Wayne Zavotka, Chairman
Loretta Dionne, Vice-Chair
Paul McLatchy III, Secretary
Christopher Hyytinen
Laurie Pike

Rowe Finance Committee

NO. FY 18 – RFT – __

Request for Transfer from the Reserve Fund

Date of Request:

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: $3750.00

Transfer To (Account Name): Compactor Ramp Repair

Account Number: 03-439-5018-03122

Current Balance in Said Account: $1500.00

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

Finish paving entrance ramp to compactor.

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

Original job quote was understood to include paving, contractor disputed, contractor cannot produce written quote, board member who hired no longer here.

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
REV. 07-17-17

Barlow Landscaping, Excavation, Paving & Construction Corp

Company Address	PO Box 386 Turners Falls, MA 01376	Created Date	9/10/2020
		Quote Number	00000066
Prepared By	Scott Barlow	Email	boh@rowe-ma.gov
Email	sbarlow87@gmail.com		
Bill To Name	Town of Rowe		
Bill To	321 Zoar Rd. Rowe, MA 01367 US		

Product	Line Description	Quantity	Sales Price	Total Price
26 Landscaping & Paving	excavate& remove old asphalt up to saw cut 40'x13' regrade& compact all areas (vibratory) apply 2.5" of base coat asphalt apply 1.5-2" of top coat asphalt (commercial spec)	1.00	$5,250.00	$5,250.00

Total Price $5,250.00

Quote Acceptance Information

Signature

Name

Title

Date

Board of Health

From: David Fierro Jr <dfierro@hill-town.com>
Sent: Wednesday, September 09, 2020 12:32 PM
To: Board of Health
Subject: Re: Special Projects Balance

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Hi Joanne,

I am showing $1500.00 under account number 03-439-5018-03122 Compactor Ramp Repair.

Thank you,

Dave Fierro Jr.
Hill-Town Municipal Accounting Services, L.L.C.
5131 Main Road
Stamford, VT 05352
413-652-1284
dfierro@hill-town.com

On Wed, Sep 2, 2020 at 7:49 PM Board of Health <boh@rowe-ma.gov> wrote:
Hi Dave.

Would you be able to tell me what the balance is on the special project account for the ramp at the Refuse Gardens?

Thanks.

Joanne