Rowe Finance Committee
Roundtable Meeting
October 20, 2020
7:00 P.M. via Remote Participation

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

Other Attendees:

Dennis Annear	Fire Chief
Janice Boudreau	Executive Secretary
David Dvore	Municipal Light Plant Manager
Terry Green	Treasurer
William Knittle	School Principal
Molly Lane	Library Director
Lance Larned	Highway Superintendent
Margaret Rice	Board of Health Chair
Joanne Semanie	Board of Selectmen Vice-Chair, Cemetery Commissioner
Julie Shippee	Police Chief
Edward Silva	Board of Selectmen Member
Charles Sokol	Board of Selectmen Chair
Frederick Williams	Board of Assessors Chair
Susan Zavotka	School Committee Chair

Audience of Citizens: None

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 7:03 P.M., a quorum of the committee present.

Finance Committee: Chair Wayne Zavotka opened the meeting by welcoming participants and explained the purpose of the meeting is to provide an opportunity to hear from other boards and committees about ongoing projects and goals.

Cemetery Commission: Joanne Semanie reporting as a Cemetery Commission member, said the Commission is researching costs to perform stone stabilizations and restoration as many stones are in disrepair and fading due to acid rain. She said she would be providing more detail during the budget process and separate out operations with special projects.

Park Commission: Commissioner Laurie Pike hoped the Park would be fully operational in 2021. The Commission requested funding for a new playground structure, and it was to be voted on at Special Town Meeting (STM). It is to be a wooden play structure and installed next Spring for the Summer. Commissioners completed a Forest Stewardship Plan that was part of a grant through the Executive Office of Energy and Environmental Affairs and now deciding what work from the plan that can be accomplished. The full study is on the town website for review. The work

involves plantings, old growth interpretive sites for education, enhancing bird habitat that will foster forest resiliency in climate change. A second grant was awarded for $20,000.00 to be used to add educational kiosks, new trail signs and improved and updated maps.

Board of Selectmen: Chair Sokol said the Board is looking into adding security upgrades to expand from what is soon to be added to the Safety Complex building. There may be some issues with the water system for town buildings as they may be some leaks and the source has not yet been located. The emergency communication radio system will be upgraded for the Police and Fire Depts. to join the state-wide system. Chair Sokol introduced Terry Green, the new Town Treasurer.

Board of Health: Chair Maggie Rice said the Board of Health has been extremely busy with Covid-19 response and attending meetings. The Covid-19 Task Force continues to meet each Tuesday. The Board is still working to fill the Town Nurse position and it has been difficult with little response. There is paving scheduled at the Refuse Gardens outside the trash compactor. The paper compactor will be up and running soon. The Board is talking about the possibility of adding security monitoring to discourage illegal dumping. Chair Rice said she has been in meetings with regional health officials and the topic of Thanksgiving and the spread of Covid-19 is being discussed.

School Committee: School Committee Chair Susie Zavotka shared the projects they are working on:

- Surge protector for the fire pump
- HVAC variable speed device
- Fire controller
- Booster for the dish washer
- Researching and preparing bids for a new tractor since the old one needed extensive repair
- Increasing security and monitoring
- A wish list item is to find a way to add solar panels to reduce electricity consumption and cost

Rowe Elementary School Principal: Principal Bill Knittle was happy to report no Covid-19 cases and explained how they reinvented the school inside and out, incorporating inside and outside classrooms and promoting outdoor education. Using technology and combining in classroom and remote learning, parents can choose their options. It took a huge effort to get school ready and Principal Knittle said the children and parents are very happy to be back in school.

Broadband: Municipal Light Plant Manager David Dvore reported that the construction of the broadband network was essentially completed and was finishing up a few last home installations and the siding and roof on the broadband hut. Outstanding is a $500,000.00 state house note borrowed from the $700,000.00 that was borrowed following the repayment of $200,000.00 from a portion of a state grant. At the end of the first year in operation, we just received a check for a little over $4,900.00 and an additional $13,000.00 will be put into a depreciation reserve account set aside for equipment replacement and repair. With more towns joining the WiredWest cooperative and sharing the overhead, costs should continue to decrease with more profit.

Library: Library Director Molly Lane reported that not very much is going on at the Library due to Covid-19. It is open on a limited basis for curb-side pickup and individual or household visits by appointment that were spread out with sanitizing in between. Molly said she had received a 'library of things' grant amount for $2500.00 and was purchasing some electric power tools. The library hours are currently Tuesday, Wednesday, Saturday 10:00 a.m. to 1:00 p.m. and Thursday 3:15 p.m. to 6:30 p.m.

Fire Department: Fire Chief Dennis Annear reported that the new keycard system for the doors will be installed in November. Training is ongoing in the department and he felt there will be a need to review the mid-size trucks since they are aging out and do most of the medical calls. Chief Annear said he is advertising for a part-time position to do administrative work, answer medical calls, and work with the Board of Health.

Assessors: Board of Assessors Chair Rick Williams said that the new tax rate was set, and taxes would remain at 5.33 for residential and up a bit for commercial/industrial/personal property at 8.64. The bills would be sent to taxpayers this week. Chair Williams said the big issue that has been unresolved are the abatement filed by the utility companies that were to yet go before the Appellate Tax Board (ATB) for FY19 and FY20. In FY19 the values of utilities were appraised much higher, causing the companies to file for abatements. Due to Covid-19, the ATB is not meeting so the cases are unresolved. The Board has funded the Assessors' Overlay fund if decisions of the board to reject abatement requests are reversed. Chair Williams sees no other changes in the coming year.

Police Chief: Chief Shippee said there was not much to report in the police dept. She noted that the department may have to purchase repeater devices to increase the range of the new emergency communication radios. She is working on pricing them and how many may be required. Chief Shippee sent Officer Sweeney to attend the required civil rights training required for Police Departments. Next year new bullet proof vests will be needed to purchase as required by law.

Highway Department: Highway Superintendent Lance Larned reported the crew was busy with culvert cleaning and leaf eradication. He noted that there were many storms with lots of tree debris to deal with. The funding for the Yankee Road was still unknown since the Transportation Bond Bill was still in discussion in the state senate. Superintendent Larned said the department had worked on maintenance this summer on Davis Mine and Davenport roads.

Budget FY22 Planning:

CIRPP: Finance Committee Member Paul McLatchy III explained the Capital Improvement Repair and Property Plan (CIRPP) Request Form that is to be used to request major upgrades, new projects valued over $25,000.00, repairs valued at least $15,000.00 and property purchase or replacement of at least $10,000.00. He indicated that there was an explanation sheet that accompanied the form.

Budget Worksheets: FY22 Budget Worksheets will be sent out to each department or Committee by November 6, 2020 to be returned by January 1, 2021.

Budget Hearings: FY22 Budget Hearing will start on Monday, January 18th with ½ hour slots and, most likely, be in the Zoom meeting format.

COLA: At their recent meeting, the Board of Selectmen voted to recommend the Cost-of-Living Adjustment be 2.5% after reviewing the federal social security recommended amount of 1.3%.

Levy Limit: Board of Assessors Chair Williams said the levy limit increased leaving the town with an excess of over $800,000.00. He said that while that was available, that departments exercise restraint in the event changes occur in the future.

Next Meeting: No meeting time was set at this point.

Adjourn: A motion was made and seconded to adjourn the meeting at 8:18 P.M. The roll-call vote was unanimous in favor:

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

Minutes substantially written by Executive Secretary Janice Boudreau. Minor typographical and formatting changes made by Finance Committee Secretary Paul McLatchy III with Finance Committee approval.

Approved: December 8, 2020

Paul McLatchy III, Secretary

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

Attachments:

- Agenda
- Invitation Letter
- CIRPP Explanation

Meeting Posting

Roundtable Discussion
October 20, 2020
7:00 PM, via Remote Participation

Hosted By:
Finance Committee

Other Committees Meeting:
Board of Selectmen
Park Commission
Board of Health
Board of Assessors
Library Trustees
School Committee

Note: Not all "other" committees will have a quorum present, but are being added to comply with Open Meeting Law notice requirements.

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 - Any Committees with a Quorum Present
2. Welcome – Wayne Zavotka
3. Review of Procedure for Roundtable – Wayne Zavotka
4. Review of CIRPP Plan and Form – Paul McLatchy III
5. General Budget Information – Finance Committee and Board of Selectmen
    a. FY22 COLA
    b. FY22 Goals/General Guidelines
    c. Role of Finance Committee and Board of Selectmen
    d. Spreadsheets, Forms, and Submissions
6. Covid Updates – Board of Selectmen, Board of Health, and "Covid Group"
7. Updates on Departmental Projects, Activities, and Goals
8. Adjourn

Wayne Zavotka, Finance Committee Chair

Posted and filed at 3:30 PM on Thursday, October 15, 2020 by Paul McLatchy III

Town of Rowe

FRANKLIN COUNTY
MASSACHUSETTS
01367

Settled as Myrifield 1763 ▪ Incorporated as Rowe 1785

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Rowe Finance Committee

September 29, 2020

Dear Town Leaders:

Please mark your calendars for the VIRTUAL ROUND TABLE at 7:00 PM on Tuesday, October 20th. This has proved to be an informative and fun gathering of leaders to share their expectations for the coming year as well as any future capital plans.

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Two items of interest:

The Capital Improvement, Repair, and Property Plan (CIRPP) 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 Request Form. We have attached this form to this letter, so you have time to review them with your committee. Come with all your thrilling questions!

Please come with an informal report of your group's accomplishments and future plans. We are a great town that depends on each other's cooperation and understanding. We all need to know whose needs are imperative and whose needs can wait for a time. It is also nice to see one another in a time of separation.

Please RSVP your intention to attend to wzavotka@hotmail.com by October 14th. Please limit your groups participation to one leader/staff and one member of your committee.

"See" you soon.

Sincerely,

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

Rowe Finance Committee

The Capital Improvement, Repair, and Property Plan (CIRPP)
Proposed Guidelines for the use of the Capital Stabilization Fund

Capital Improvement: Major upgrades to town buildings, properties, and permanent fixtures that are valued at at least $25,000, have a useful lifespan of 20 years or more, and have at least one of the following properties:

- Increases the lifespan of the overall building/property
- Increases energy efficiency or provides cleaner energy sources, AND reduce operating expenses
- Improves work efficiency/quality
- Improves community/government use of building/property
- Adds additional space that has a proven need
- Replaces an existing building or property at the end of its expected lifespan

New projects (that are not on the original CIRRP) must be requested in advance based on the value:

- $25,000-$49,999: Presented 1 year or more in advance
- $50,000-$99,999: Presented 2 years or more in advance
- $100,000-$249,999: Presented 3 years or more in advance
- $250,000+: Presented 4 years or more in advance

Note: Emergency needs may be exempted.

Capital Repair/Replacement: A repair or replacement of a building or portion of a building that is valued at at least $15,000, has a useful life of at least 10 years, and has at least one of the following properties:

- Brings a building up to code if not in compliance
- Major repairs due to damage or wear from time
- Replacement of fixed/stationary major building components (heating systems, roofing, windows, stairs, doors, carpeting, etc.) that have reached the end of their lifespan or would save on operating expenses to replace

Property: Replacement or purchase of town property* that is valued at at least $10,000, has a useful lifespan of 7 years or more, and has at least one of the following properties:

- The item is required for the work of town officials/staff
- The item greatly improves the efficiency of town officials/staff
- Not replacing the property would hinder work or make certain services unavailable

**Property being defined as any equipment, vehicle, technology, or other physical object that would not be considered part of a building.*

Notes:

- Priority will be given to projects where equipment and/or facilities are utilized/benefited by multiple departments (sharing)
- Capital improvements under $25,000 and/or useful life of 20 years should be requested as a special project** from free cash***
- Capital repairs/replacements under $15,000 and/or useful life of 10 years should be requested as a special project from free cash
- Property replacements under $10,000 and/or useful life of 7 years should be requested as a special project from free cash
- Replacement does not necessarily mean with an identical item: upgrades or different styles/models are acceptable (i.e. tile instead of carpets, propane vs. oil boiler, Chevy vs. Ford, etc.)

**Special Project being defined as a non-recurring, non "operating" cost.
***Free Cash is the total of all unspent funds, receipts, etc. from the previous fiscal year.

Rowe Capital Improvement, Repair, and Property Plan (CIRPP) Request Form

The CIRPP is a plan formulated by the Finance Committee in conjunction with the town's various departments and committees to help budget for future capital projects and replacement of existing assets. A detailed definition of what qualifies for a CIRPP project can be found on the back of this form.

Project Title: _____ Department: _____

Project Category: □ Capital Improvement □ Repair □ Property

Age & Life Expectancy (In Years)

Expected Lifespan, In Years: _____

Current Age, If Applicable: _____

Project Cost

Price For Project Today: $_____

Source of Estimate: _____

For Capital Improvements ONLY:

How does this project improve the community or otherwise meet the objectives of the CIRPP?

_____

_____

_____

What year do you anticipate this project will be needed? _____

For Repairs ONLY: (Circle your answer)

How urgent is the need for this repair? *Not Urgent* 1 2 3 4 5 *Extremely Urgent/Emergency*

Is this repair necessary (i.e. by law), helpful/useful, or a nicety? Necessary Helpful Nicety

For Property ONLY: (Circle your answer)

Does the town currently own or lease this or a similar item? Yes No

How urgent is the need for replacement? *Not Urgent* 1 2 3 4 5 *Extremely Urgent/Emergency*

What benefit(s) would be lost if this asset was not purchased/replaced? _____

_____

_____

Finance Committee Use Only Received: _____ Date Acted On: _____

Status: Approved Approved With Changes Rejected Needs More Information

Notes: _____

_____

Budget Hearings 2022

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
- Board of Selectmen (General Govt)

Thursday 15. (Feb 29?)

- School Committee