Rowe Finance Committee
Joint Meeting with the Board of Selectmen
March 16, 2021
6:00 P.M. via Remote Participation

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

Board of Selectmen: Chair Charles Sokol, Vice-Chair Joanne Semanie

Absent: Selectman Edward Silva

Other Attendees: Fire Chief Dennis Annear (Entered at 6:45)

Audience of Citizens: Rosemary Gordon

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 6:01 P.M., a quorum of the committee present. Chair Sokol called the Board of Selectmen to order at 6:02 P.M., a quorum of the board present.

Agenda: Chair Zavotka reviewed the agenda and asked for any additions or corrections. Hearing none, the agenda was approved as submitted.

Finance Committee Minutes: As several members had not yet reviewed the minutes from previous meetings, it was decided to address these at the meeting next week.

Fire Department Capital Requests: Chair Annear had submitted numerous capital requests for the next ten years, totaling $1,315,000. Chair Zavotka reported that he had spoken with the Charlemont Town Administrator regarding the request for a new chief's vehicle. Per the Memorandum of Understanding (MOU) with Charlemont, only Charlemont can purchase the vehicle and make Rowe pay, not the other way around. Charlemont has not approved a new vehicle as of yet. Members of both bodies questioned the chief's vehicle is necessary.

> Ms. Pike asked about the exploration of an area fire district. This has been brought up before, but little has been reported. Mr. Hyytinen, who is a police officer and works for the Fire Department, stated that in order for a district to be formed, a Public Safety Commission (PSC) should be appointed to explore whether a district is suitable or not. As the current fire chief will be retiring in a few years due to age, this was seen as an option to ensure a qualified person is found as his replacement. A district would operate as a regional entity, with an elected board overseeing general operations and an open meeting of all district voters determining the annual budget. Costs for departments may encourage

other towns to enter a district, and Rowe's difficulty in finding qualified candidates for chief may encourage a district membership as well.

Entrance: Chief Annear joined the meeting at 6:45.

Fire Department Capital Requests, Continued: With Chief Annear, the following topics were addressed:

Chief's Vehicle: In speaking with the Charlemont Administrator, Chair Zavotka was told that while the service of the chief was appreciated, Charlemont did not have enough information to make a decision. Per the MOU, Charlemont is the lead town in the agreement and must be the one to purchase a vehicle. Chief Annear said that there have been some issues in Charlemont, but it could be considered again now that some of those issues seem to have been cleared.

Chair Sokol asked what would happen if the Chief's vehicle was not replaced. Chief Annear said that Rowe would pay for half of the ongoing repairs, which could become expensive. He noted that on mutual aid calls, they should be responding in town vehicles, not their personal ones. Per OSHA, firefighters should also not be getting back into the fire trucks after fighting fires, due to the potential for carcinogens on their gear. This vehicle could be used to transport their gear in the bed of the truck.

Vehicle Needs: A prior review of the department years ago recommended four vehicles: a pumper, an attack, a chief's/admin vehicle, and a service vehicle. In his analysis, 84% of calls do not require a large truck's response. Mr. McLatchy asked if there are any types of calls where the large vehicles *wouldn't* be able to respond versus a new $300,000 service. Chief Annear said that the large vehicles have most or all equipment, but a number of firefighters are not comfortable driving the larger vehicles, and that they are not 4-wheel drive and incapable of getting up some driveways.

Chair Zavotka asked why the vehicles need a high amount of medical equipment when we contract with North Adams for ambulance services. Chief Annear explained that this is due to first responders usually being the first to respond, whereas the ambulance can take up to 30 minutes to respond.

Chair Sokol asked if the needs would be different in a stand-alone department versus a district. Chief Annear said no, as each town still has to maintain a facility with equipment. Due to the electronics on board, the NFPA is recommending vehicles be replaced no longer than 15-20 years.

Ms. Pike, whose spoke with her husband (who had served in the Fire Department for years), said that they both agreed that the utility vehicle being requested by the Chief probably should have already been in place, and is highly recommended. Chair Sokol asked if there was a way to eliminate another large vehicle to help reduce the cost, to which Chief Annear said that it is quite possible. Mr. McLatchy asked if this was purchased whether one of the others could be sold to offset some of the expense. Chief Annear will explore.

Building: Chief Annear has requested funding for an architect to do a space study, estimated at $10,000. This would include reviewing the building and determining what would be needed to properly house both the fire department and the police department. OSHA has released new regulations and there are concerns about office space. Chief Annear reported he has tried to get quotes for a roof replacement, but can't get anyone to return his calls or visit the site.

Fire Department Special Projects: A request was also made for $8,000 for a rack for equipment, and $4,500 for wilderness rescue equipment. As these do not meet the criteria for a capital project, they will need to be funded out of taxation or free cash.

Adjourn: Chief Annear was thanked for attending the meeting. A motion was made by Chair Zavotka and seconded by Ms. Pike to adjourn the Finance Committee at 8:14 P.M. The roll-call vote was unanimous in favor:

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

Chair Sokol made a motion to adjourn the Board of Selectmen at 8:14 P.M. The roll-call vote was unanimous in favor:

Charles Sokol	Aye	Joanne Semanie	Aye

Respectfully Submitted,
Paul McLatchy III, Finance Committee Secretary

Approved: March 23, 2021

Paul McLatchy III, Secretary

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

Attachments:

- Agenda
- Fire Department Capital Requests
- Fire Department Special Project Requests

Meeting Notice

Body: Rowe Finance Committee & Board of Selectmen

Dates: Tuesday, March 2, 2021 at 6:00 PM
Tuesday, March 9, 2021 at 6:00 PM
Tuesday, March 16, 2021 at 6:00 PM
Tuesday, March 23, 2021 at 6:00 PM
Tuesday, March 30, 2021 at 6:00 PM

Held via Remote Participation: (Same info for all dates)

URL: https://us02web.zoom.us/j/2880657034
Meeting ID: 288-065-7034
Phone: 312-626-6799

Agenda: (Same for All Dates)

1. Call to Order
2. Recognize Online Guests
3. Review Presented Budgets
4. Review Items for Annual Town Meeting Presentation
5. Financial Planning
6. Any Items of Necessary Business Raised in the Last 48 Hours
7. Audience of Citizens
8. Adjourn

Wayne Zavotka, Chairman
Rowe Finance Committee

Chuck Sokol, Chairman
Rowe Board of Selectmen

Posted at 11:30 AM on Thursday, February 25, 2021 by Paul McLatchy III

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: Pickup Department: Fire/EMS

Project Category: ☐ Capital Improvement ☒ Repair ☐ Property

Age & Life Expectancy (In Years)

Expected Lifespan, In Years: ~~10~~ 15

Current Age, If Applicable: _____

Project Cost

Price For Project Today: $ 65,000

Source of Estimate: Dealers

For Capital Improvements ONLY:

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

Purchase new one ton 4 wheel drive vehicle w/ cap, sliding tray and emergency equipment to be used as chief's vehicle until current one ton is no longer cost effective to maintain

Agreement with Charlemont will pay 5000.00/year

What year do you anticipate this project will be needed? 2022

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: _____

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Project Title: New Vehicle Department: Fire

Project Category: ☐ Capital Improvement ☐ Repair ☒ Property

Age & Life Expectancy (In Years)

Expected Lifespan, In Years: 25

Current Age, If Applicable: N/A

Project Cost

Price For Project Today: $ 300,000.00

Source of Estimate: Vendor

For Capital Improvements ONLY:

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

Purchase small vehicle and equipment to respond to majority of requests for service of Fire/EMS Department. Ability to carry all medical equipment, 4 personnel & first attack for fires

What year do you anticipate this project will be needed? 2021

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? The town would continue to repair current vehicle, respond multiple vehicles to simple incidents for personnel & equipment. ~~No~~

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Project Title: Building Addition Department: Fire / Police

Project Category: ☒ Capital Improvement ☐ Repair ☐ Property

Age & Life Expectancy (In Years)

Expected Lifespan, In Years: 25

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?

Construct Addition to Fire Station to comply with OSHA & National Fire Protection Assoc Standards. Construct Addition to Current Fire Station for Police. 1st Phase - Determine Space Needs and Preliminary Design

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

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? _____

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Project Title: REPLACEMENT ENGINE Department: FIRE

Project Category: ☐ Capital Improvement ☐ Repair ☑ Property

Age & Life Expectancy (In Years)

Expected Lifespan, In Years: 25

Current Age, If Applicable: 2003

Project Cost

Price For Project Today: $ 550,000.00

Source of Estimate: VENDOR

For Capital Improvements ONLY:

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

REPLACE CURRENT 2003 INTERNATIONAL PUMPER TANKER WITH NEW PUMPER TO GET IN ROTATION OF NATIONAL FIRE PROTECTION ASSOC RECOMMENDATION OF 25 YEARS FOR FRONT LINE APPARATUS

What year do you anticipate this project will be needed? 2025

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? INCREASE MAINTENANCE OF CURRENT VEHICLE AND FUTURE NON COMPLIANCE OF NFPA

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Project Title: REPLACEMENT TANKER Department: FIRE

Project Category: ☐ Capital Improvement ☐ Repair ☑ Property

Age & Life Expectancy (In Years)

Expected Lifespan, In Years: 25

Current Age, If Applicable: 2003

Project Cost

Price For Project Today: $ 400,000

Source of Estimate: VENDOR

For Capital Improvements ONLY:

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

REPLACE CURRENT 2003 MACK PUMPER/TANKER WITH NEW TANKER W/ PUMP TO GET IN ROTATION OF NATIONAL FIRE PROTECTION ASSOCIATION OF 25 YEARS FOR FRONT LINE APPARATUS

What year do you anticipate this project will be needed? 2030

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? INCREASED MAINTENANCE OF CURRENT VEHICLE AND NON COMPLIANCE OF NFPA

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Project Title: ROOF REPAIR Department: FIRE

Project Category: ☐ Capital Improvement ☐ Repair ☑ Property

Age & Life Expectancy (In Years)

Expected Lifespan, In Years: 30

Current Age, If Applicable: original

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?

INCREASES LIFESPAN OF FIRE STATION. ROOF IS ORIGINAL AND SHINGLES ARE FAILING

What year do you anticipate this project will be needed? THIS COMING YEAR 2021

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? ROOF FAILURES WITH WATER DAMAGE TO BUILDING

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Project Title: OSHA COMPLIANCE/RESCUE EQUIP Department: FIRE

Project Category: ☐ Capital Improvement ☐ Repair ☐ Property

Age & Life Expectancy (In Years)

Expected Lifespan, In Years: 20

Current Age, If Applicable: _____

Project Cost

Price For Project Today: (1) 8000.00 $(2) 4500.00

Source of Estimate: SALES REP

For Capital Improvements ONLY:

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

(1) PURCHASE LOCKABLE RACKS TO STORE FIRE GEAR TO COMPLY WITH OSHA & NFPA STDS

(2) PURCHASE EQUIPMENT TO FACILITATE WILDERNESS RESCUE

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? _____

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