

Town of Rowe
Board of Selectmen – Minutes
Wednesday, March 20, 2019 – 6:30 pm
Rowe Town Hall - Hearing Room 1

Call to Order: The meeting was called to order by Chair Jennifer Morse at 6:30 p.m.

Present: Jennifer Morse, Chair, Dennis May, Vice Chair, Chuck Sokol – Member
Executive Secretary Janice Boudreau
Conservation Commission: Ramon Sanchez, Chair; Virginia Gabert
MLP Manager David Dvore
Walt Quist, Kris Swenson, Robert Dykeman, Marilyn Wilson

OPEN MEETING

Announcement of recording devices & noteworthy information – one recording device

APPOINTMENTS

- Doug Wilson – 6:30 p.m. Discussion regarding the Goal Post: Doug Wilson encouraged members to put advertising for the Goal Post editor position in the Goal Post as soon as possible. It was agreed to do so and that the position will be starting in July for the August issue.

OLD BUSINESS

- Goal Post Editor Job Description: Select Board Members reviewed a draft job description for the editor position and will advertise in the Goal Post and post to the town website.

Motion to Accept: Following review, Chair Morse made a motion to accept the Job Description for the Goal Post Editor. The motion, seconded by Vice-Chair May, was unanimously accepted. (3/0/0)

- Conservation Commission – 7:00 p.m. regarding Broadband : Two members of the Conservation Commission, Member Gabert, and Conservation Commission Chair Sanchez, explained actions that the Commission had taken regarding underground installations for Broadband service. They clarified the process that they are requiring and explained how they consider it the least burdensome possible. They asked that the Conservation Chair be notified 3 days in advance to perform a site visit to determine the exact route of new conduit. MLP Manager Dvore explained the process of how the conduit would be installed. Deputy Manager Sokol summarized the process to be sure that everyone understood the necessary steps. Conservation Chair Sanchez said he was also concerned that there has been an amended list that seemed to increase the original 63 premises to a total of 69 premises. Following discussion, it was agreed a new RDA would be submitted with an updated list of premises.

- Mr. Dykeman asked about his specific situation for broadband installation, using an existing line. Mr. Dykeman asked about who would run the broadband business. The installation process was explained.

Ramon Sanchez, Virginia Gabert and Robert Dykeman left the meeting at 7:49 p.m.

- MLP Updates: Municipal Light Plant (MLP) Manager David Dvore explained the installation process of the fiber in town currently in process. The concentration is currently on the paved roads. The Police detail was discussed and it was confirmed that the Police Dept. are charging just for the hours worked. The installation will take another couple of months to complete. The Onboarding meeting at the school will take place on March 30th and a website will be setup with the ability to take payments. Pre-sign up interest were 164 or 72% of the town. Make ready overrun the state will reimburse and we have to complete an application once all make ready expenses are in.

Walt Quist asked if the Board would consider some remuneration for the position since he has performed and thank him for all his efforts. Dvore said he spoke with Charlemont who needs a strand from Legate to Maxwell Rd. and it was discussed how it could be shared. A contract that gives them Indefeasible Right of Use (IRU) use of fiber for Tatro Road in exchange for using some fiber in the event there is a fault in the line and how those connections will be made and KP Law is drawing up the agreement. An Agreement will need to be signed by the Select Board in the future.

David Dvore, Marilyn Wilson and Walt Quist left the meeting at 8:21 p.m.

- Joanne Semanie – 8:30 p.m. Unemployment Reimbursement: Treasurer Joanne Semanie explained that in 1999 the Select Board decided to change from contributory to reimbursement for Unemployment Benefits. When someone is laid off as a town employee, the town is responsible for paying the unemployment. The reimbursement notices indicating what the town owed were sent to personal email accounts of employees that were no longer employed by the town. The state only communicates through email only and since it was not known that the town was responsible for paying for unemployed former employees, since these notifications were not received, the reimbursement charges had not been paid for many years. No one had signed in to the State website since 2013 via personal email. Treasurer Semanie is investigating after receiving a certified letter indicating that the payments have not been made. It is a site you have to check regularly. Treasurer made a recommendation to the Select Board that the town revert to contributory from reimbursable and pay quarterly payments. They could vote at any time and notify the Unemployment office and start at the beginning of next year to pay quarterly.

Treasurer Semanie and the Select Board discussed the payroll errors that were going to be reimbursed to employees and she said that the figures provided by School Committee Member Ellen Miller were incorrect and did not match the figures she had. Vice-Chair May would continue to work on correcting.

OLD BUSINESS

- Town Collector Job Description: Select Board Members reviewed and amended the draft Town Collector Job Description.

Motion to Accept: Following review and discussion, Chair Morse made a motion to accept the Town Collector Job Description. The motion, seconded by Member Sokol, was unanimously accepted. (3/0/0)

- Gracy House – Feasibility Committee to explore options: Select Board Members discussed the Gracy House situation and decided to have the indoor air quality study performed and hold off on further work. Concerns expressed at Special Town Meeting raised the need to have further discussion about the Gracy House and review its future and expense to the town. It was agreed to form a Gracy House Study Committee and seek members willing to serve.
- Street Lighting – Next steps to Move Forward: Member Sokol said that there have been several discussions with a few residents about streetlights near the town center and on King’s Highway and it was decided to contact affected residents for input about specific lights to be shut off. Member Sokol also said he said spoken to Police, Fire and DPW for input in this effort to reduce street lighting in town where unnecessary to reduce “light pollution” and reduce high costs. It was agreed to continue discussion at the April 17th meeting.
- Current Grant Projects - Small Bridge, Culvert, Green Community Updates: Chair Morse reported meeting with Administrative Assistant Paul McLatchy III to discuss grant projects. Paul was following up on the Small Bridge Grant and King’s Highway Bridge Projects and has written a grant proposal for the Cross Road culvert replacement through a Small Culvert Project Grant for a \$90,000.00 request. After annual town meeting he will get in touch with the Green Communities Regional Coordinator to see about getting involved with potential Green Community Grants. She said that Paul was also applying for a small bridge grant for the Ford Hill Culvert replacement engineering costs estimated to be \$90,000.00.
- DCR Grant Award: Chair Morse said Rowe was awarded a Forest Warden matching grant from Dept. of Conservation and Recreation (DCR) for the purchase of 6 new personal protection equipment for fighting forest fires and 500 feet of forestry hose. Rowe has to match the contribution with DCR for the amount of \$1,531.50. Chair Morse said the total amount or \$3063.00 would have to be funded at Town Meeting and then request the 50% reimbursement.

Motion to Sign DCR Matching Grant: Member Sokol made a motion to sign the Department of Conservation and Recreation for a Volunteer Fire Association Grant in the amount of \$3,063.00 with the Town of Rowe providing a fifty percent match or \$1,531.50. The motion, seconded by Vice-Chair May, was unanimously accepted. (3/0/0)

- Chapter 90 – Paving Summer 2019: Select Board Members reviewed MassDOT Project Request for State Aid Reimbursable Programs – Chapter 90 Funds for Type I paving for Cyrus Stage Road for the amount of \$171,000.00.

Motion to Sign Chapter 90 Funding Request: Chair Morse made a motion to sign the the Request for State Aid Reimbursable Programs for Chapter 90 Funds for Type I paving for Cyrus Stage Road for the amount of \$171,000.00. The motion, seconded by Vice-Chair May was unanimously accepted. (3/0/0)

NEW BUSINESS

- Work Order for Light Maintenance & Special Projects: A draft ‘Work Order Form’ was reviewed and amended for use to keep track of project requests for those that are above the normal jobs in a job description.

- Boards/Committee Meeting Date: Chair Morse said she would like to close the Annual Town Meeting Warrant by April 15 at 7:00 p.m. and have it signed by that date. She wanted to then have an all Boards/Committee Meeting on April 15th at the Rowe Elementary School.

GENERAL GOVERNMENT BUDGET

- Administrative Discussion – Funding, Job Descriptions: General budget items were discussed and the need for an administrative position. Chair Morse said she had spoken with Charlemont Select Board Member Sarah Reynolds who indicated they were interested in a Town Administrator position but for less hours than their prior employee. It was agreed to speak with Charlemont about the idea of a shared position that might attract a good candidate. Chair Morse wants someone to oversee departments, grants and facilities management.
- Zoar Road/Shippee Brook Bridge Repair Proposal from Gill Engineering for Signature: Select Board Members reviewed a proposal from Gill Engineering for the \$ 5,980.00 for engineering services for the bridge repair design of the Zoar Road over Shippee Bridge.

Motion to Accept Proposal: Member Sokol made a motion to accept the proposal from Gill Engineering for engineering services for the bridge repair design of the Zoar Road over Shippee Bridge. The motion, seconded by Vice-Chair May, was unanimously accepted. (3/0/0)

- Yankee Road Engineering Final Design Proposal for Signature: Select Board Members reviewed a proposal from Lamson Engineering Corp. for a ‘Request for Approval for Final Design Phase Services’ for partial Yankee Road Reconstruction.

Motion to Sign Proposal: Vice-Chair May made a motion to sign the ‘Request for Approval for Final Design Phase Services’ for partial Yankee Road Reconstruction. The motion, seconded by Member Sokol, was unanimously accepted. (3/0/0)

- Proposal from Gill Engineering for King’s Highway Bridge Replacement – Resident Engineering Services - possible signature: Tabled to a later date
- Proposal from Gill Engineering for King’s Highway Additional Services – possible signature: Tabled to a later date
- FY20 Fuel Bids- FRCOG Bids: Select Board members reviewed and signed the paperwork to have Franklin Regional Council of Governments (FRCOG) perform out FY20 Fuel Bids.

CORRESPONDENCE

- Jim Lively letter- A letter from Jim Lively was read concerning the Gracy House. It was agreed to respond and acknowledge receipt of his letter and ask if he would be willing to serve on the Gracy House Study Committee.

MINUTES

- March 6, 2019:

Motion to accept Minutes of March 6, 2019: Upon review, a motion was made by Chair Morse to accept the Minutes of March 6, 2019 as amended. The motion, seconded by Vice-Chair May, was unanimously accepted. (3/0/0)

EXECUTIVE SECRETARY UPDATES

- Town Hall Oil Tank Replacement Update: Executive Secretary said she was told by White Heating that the oil tank for the town hall that was underground and no longer used should be removed. It was agreed to obtain estimates.
- Nomination of Inspector of Animals: Ms. Boudreau said she would be taking care of the paperwork for the Animal Inspector.

Next Meeting: It was agreed to meet next week with the Finance Committee to discuss FY20 budget only.

WARRANTS:

FY19 W20 and Payroll FY19 W19 were reviewed and signed.
Vice-Chair May invoked the Rule of Necessity since he had a family member on the payroll.

AJOURNMENT: Seeing no further business, Member Sokol made a motion to adjourn the Meeting at 9:54 p.m. The motion, seconded by Vice-Chair May, was unanimously accepted. (3/0/0)

Respectfully Submitted
Janice Boudreau, Executive Secretary

Approval Date: April 17, 2019

Approved:



Jennifer Morse, Chair



Dennis May, Vice-Chair



Chuck Sokol, Select Board Member

Documents:

Highway/Bridge:

- Proposal from Gill Engineering for Zoar Road over Shippee Brook Bridge Repair
- Proposal from Gill Engineering for Kings Highway over Pelham Brook Bridge Replacement – Resident Engineering Services
- Proposal from Gill Engineering for Bridge Replacement Final Design Services Additional Services – King’s Highway
- Lamson Engineering Corp. - Request for Approval – Cost Proposal for Final Design Phase Services re: Yankee Rd.
- Chapter 90 – State Aid Reimbursable Programs- Project Request

Job Descriptions:

- Draft Job Description Town Collector
- Draft Job Description Goal Post Editor

Other:

- Notice of Certified Assessment – Dept. of Unemployment Assistance
- Town Votes Re: Change of Contributory Status Employer Status
- Executive Secretary Update
- Draft Work Order Form for Building Maintenance
- From David Dvore: CMR 310 DEP
- Dept. of Agricultural Resources – Nomination of Inspector of Animals
- FY20 Fuel Bid Survey – FRCOG Chief Procurement Officer

Mail:

- Police Log February
- MassDOT Letter re: Depot St. Bridge
- Letter: Jim Lively re: Gracy House