

Town of Rowe
Board of Selectmen – Minutes
Wednesday, March 9, 2016 – 3:00 pm
Rowe Town Hall

Call to Order: The meeting was called to order by Chair Wilson at 3:03pm.

Present: Chair Wilson, Vice-Chair Gleason, Selectman Quist and Administrative Clerk Janice Boudreau

Minutes

Motion to accept Minutes of February 1, 2016: Upon review, a motion was made by Chair Wilson to accept the Minutes of February 1, 2016 as presented. The motion, seconded by Vice-Chair Gleason, was unanimously accepted. (3/0/0)

Motion to accept Minutes of March 7, 2016: Upon review, a motion was made by Chair Wilson to accept the Minutes of March 7, 2016 as presented. The motion, seconded by Vice-Chair Gleason, was unanimously accepted. (3/0/0)

Old Business

1. Policy Regarding Travel Expenses: Set Monetary Limits: Select Board Members reviewed a policy presented by Town Accountant for Travel/Merit Awards/Food Expenses Policy .

Motion to Accept Policy: Following discussion, Chair Wilson made a motion to accept the Town Accountant for Travel/Merit Awards/Food Expenses Policy with amendments. The Motion, seconded by Selectman Quist, was unanimously accepted. (3/0/0)

2. Notification to Employees of Details of Compensated Absences: Chair Wilson reported that, following discussion with Town Counsel, Department Heads will give all employees the updated Personnel Policy Manual and Addendum. The Policy will affect all Town employees except those under contract at the school. In addition, on advice of Town Counsel, Hire Letters will no longer be issued. Chair Wilson will advise the affected employees of the Sick Time policy that has been in place for at least 14 years.
3. General Administrative Budget for Review: Select Board Members reviewed the General Administrative Budget for FY17. It was agreed to continue to work on the budget.
4. Joe Gill from Gill Engineering/Pamela Marquis Mass DOT/Hoosac Tunnel Bridge: Chair Wilson has spoken with Joe Gill from Gill Engineering regarding performing an assessment of the bridge at Tunnel Road. Mr. Gill said a proper assessment would cost \$50,000.00. Mr. Gill agreed to come out to assess the bridge to determine if safe for emergency and town vehicles. In addition, she is speaking with Pamela Marquis of the Massachusetts Dept. of Transportation regarding the right of way of the bridge. It was agreed that Vice-Chair Gleason and Lance Larned would meet Mr. Gill at the bridge on Friday, March 11, 2016.

5. Consider Sheriff's Office for Painting Town Hall Complex Buildings: There was discussion about having the Sheriff's Office paint the Town Hall and what is involved with having them paint. It was agreed that Walt Quist would contact some area contractors to ascertain cost.
6. Final review of HR Policy with Revisions: Select Board Members reviewed the final draft of the Personnel Policy Manual with revisions and an Addendum with policies recommended by Town Counsel.

Motion to Accept: Upon review and discussion, Chair Wilson made a motion to accept the Personnel Policy Manual and Addendum revision March 9, 2016. The motion, seconded by Vice-Chair Gleason was unanimously accepted. (3/0/0)

7. Job Description for Building Manager: Chair Wilson asked members to review the draft job description for the Building Manager that was drafted last year and bring materials to the next meeting.
8. Insulation Projects to Begin: Walt Quist, acting Chair of the Energy Committee, said that the insulation projects for Town Hall, Library and Highway Building as part of the 2016 Energy Grant would commence on March 14th at the Highway Building, then on to the Library and Town Hall next week. He agreed to speak with Glen White of White Heating to explain how the heating system in the Fitness Room functions since there was some question about its efficacy.

New Business

1. STM Warrant: The Warrant for a Special Town Meeting (STM) for March 23, 2016 was reviewed and discussed.

Motion to Sign: Following review, Chair Wilson made a motion to sign the Warrant for a Special Town Meeting for March 23, 2016. The motion, seconded by Vice-Chair Gleason, was unanimously accepted. (3/0/0)

2. Vote Selectmen's Override: The Select Board voted the Selectmen's Override in the amount of \$187,329.99, which is 2.5% over the previous year's amount of \$182,760.00.
3. Discuss How to Use the Money in the Assessor's Overlay Surplus Account : The Select Board discussed the Assessor's Overlay Surplus Account which the Select Board can request; one possibility discussed was to use it for reducing the tax rate.
4. Appoint Nilman on Scholarship Position: Chair Wilson said there was a need to have an Appointment to serve on the Carl Nilman Scholarship Committee to represent Rowe. She asked that School Committee be contacted to have a member serve.
5. Big Y Customer Charge Card for Department Heads: Following discussion, it was agreed to table and discuss further.
6. Healthy Watersheds Grant Program: Select Board Members reviewed a request from Franklin Regional Council of Governments to provide a letter of support for their effort to develop a Toolkit for a Healthy and Resilient Deerfield River Watershed Consortium.

Motion to Send Letter: Chair Wilson made a motion to send and sign a letter of support for the Franklin Regional Council of Governments effort to develop a Toolkit for a Healthy and Resilient Deerfield River Watershed Consortium grant program application. The motion, seconded by Selectman Quist, was accepted. (3/0/0)

7. Administrative Clerk Updates: Janice Boudreau reported that the Pitney Bowes mail machine can no longer be supported and that a new machine lease would be required. She compared the cost of the old machine with the proposed new version with a cost reduction of \$474.00. Following discussion, Select Board Members agreed to discontinue having a postage meter saving the Town \$1700.00 per year and supporting the in house Post Office.

Warrants: Review FY16W19 and FY16PW19

Adjournment: Seeing no further business, made a motion to adjourn the Meeting at 5:40 p.m. The motion, seconded by Vice-Chair Gleason, was unanimously accepted. (3/0/0)

Respectfully Submitted,

Janice Boudreau

Approval Date: _____

Approved:



Marilyn Wilson, Chair



Susan Gleason, Vice-Chair



Walter J. Quist, Selectman

Attachments:

- Agenda 03-09-16
- Rowe Personnel Policy Manual rev. 03-02-16 (22 pgs.)
- Personnel Policy draft Addendum (5 pgs.)
- Healthy Watersheds Consortium Grant Program Support Letter (2 pgs.)
- STM Warrant (2 pgs.)
- Travel/Merit Awards/Food Expenses Policy