

Town of Rowe
Board of Selectmen – Minutes
Wednesday, April 6, 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

Also Present: Danielle Larned, Lance Larned, Gail May, Dan Miller, Deborah Miller, Brittani Sprague

Minutes

Motion to accept Minutes of March 9, 2016: Upon review, a motion was made by Chair Wilson to accept the Minutes of March 9, 2016 as corrected. The motion, seconded by Vice-Chair Gleason, was unanimously accepted. (3/0/0)

Motion to accept Minutes of February 24, 2016: Upon review, a motion was made by Chair Wilson to accept the Minutes of February 24, 2016 as corrected. The motion, seconded by Vice-Chair Gleason, was unanimously accepted. (3/0/0)

Old Business

1. **Bridge Decision:** Select Board Members discussed the news that Highway Superintendent and Fire Chief had visited the adjacent bridge to lower Tunnel Road and learned that it lacked adequate clearance for their trucks. It was confirmed that Town Counsel advised sending a letter to the inhabitants of lower Tunnel Road to inform them that the Town of Rowe could no longer provide services including fire and emergency since the bridge was unsafe for large vehicles. It was agreed to review the letter then send a copy to Pam Am Railroad and North Adams Ambulance Service informing them of the decision. It was agreed to continue to investigate alternatives.
2. **Review Budget and Warrant:** Select Board Members reviewed the FY17 budget and Stabilization and Capital Stabilization projects and Chair Wilson said she was working with FRCOG Financial Management Specialist Joe Markarian to finalize total revenue, available funds and amount to be raised.
3. **Personnel Policy Issues:** C. Selmi Hyytinen asked Select Board Members to consider adding policies for ethics and work environment hazing. It was agreed to add the topic of hazing to the Personnel Policy Manual.

Motion to Add to Personnel Policies: Chair Wilson made a motion to add to the Personnel Policy Manual that hazing will not be tolerated in the work environment. The motion, seconded by Vice-Chair Gleason, was unanimously accepted. (3/0/0)

New Business

1. **Review Harpers Payroll Contract:** Select Board Members reviewed the Contract up for renewal from Harpers Payroll for contracted payroll services.

Motion to Sign: Following review Chair Wilson made a motion to sign the contract with Harper's Payroll Services once the Select Board Chair contact was corrected. The motion, seconded by Vice-Chair Gleason, was unanimously accepted.

2. Motor Vehicle Refunds: Select Board Members reviewed a Personal Property Refunds Report and Motor Vehicle Refunds Report from the Assessors.

Motion to Accept: Chair Wilson made a motion to accept the Personal Property Refund for the amount of \$1200. 00 as recommended by the Assessors. The motion, seconded by Vice-Chair Gleason, was unanimously accepted. (3/0/0)

Motion to Accept: Chair Wilson made a motion to accept the Motor Vehicle Refunds for the amounts of \$43.75 and \$146.67 as recommended by the Assessors. The motion, seconded by Vice-Chair Gleason, was unanimously accepted. (3/0/0)

3. Tax Map Maintenance Contract: Select Board Members reviewed a Tax Map Maintenance Contract for the Town of Rowe presented by the Assessors with Cartographic Associates of Littleton, NH.

Motion to Accept: Chair Wilson made a motion to accept the Tax Map Maintenance Contract for the Town of Rowe presented by the Assessors for the amount of \$875. 00 as recommended by the Assessors. The motion, seconded by Vice-Chair Gleason, was unanimously accepted. (3/0/0)

4. Review Town of Rowe Application Form: The Select Board reviewed a draft application for the Summer Youth Employment and it was decided to utilize the draft application until Town Counsel provides a sample application for consideration.
5. Review Checklist for Personnel: Select Board Members reviewed a Personnel file checklist presented by the Administrative Clerk.
6. 5:15 Executive Session:

Purpose 1: To discuss the reputation, character, physical condition or mental health, rather than professional competence, of an individual, or to discuss the discipline or dismissal of, or complaints or charges brought against, a public officer, employee, staff member or individual. The Executive Session scheduled for 5:15 was cancelled.

7. Custodian Discussion: Select Board Members met with the Custodian about an incident that occurred in Town Hall on March 26th. A dog clinic was held at Town Hall and the custodian said there was inadequate clean up by the sponsoring group. There was discussion about having more communication with groups who used Town facilities and what responsibilities were assumed with the usage.

In addition, following discussion it was agreed to have Administrative Clerk assume all supply ordering duties to allow more time to perform custodian duties.

It was also agreed to have a calendar with events listed

Warrants: Review FY16W21 and FY16PW21

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

Respectfully Submitted,

Janice Boudreau

Approval Date:

APPROVAL 5-4-16

Approved:

Marilyn Wilson
Marilyn Wilson, Chair

Susan Gleason
Susan Gleason, Vice-Chair

Walter J. Quist, Selectman

Attachments:

- Agenda 04-06-16
- Motor Vehicle Refunds Report
- Personal Property Report
- Employment Application Draft
- Employee File Checklist Draft
- *JOB DESCRIPTION: CUSTODIAN*