

**Town of Rowe – FY2013**  
**Board of Selectmen - Minutes**  
**Wednesday, July 25, 2012 – 2:15pm**  
**Rowe Town Hall**

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**Call to Order:** The meeting was called to order by Chairman Abbott at 2:20pm.

**Present:** Chairman Noel Abbott, Vice Chairman Paul McLatchy III, and Selectman Marilyn Wilson

**Audience:** Myra Carlow

**Minutes:** Minutes of the April 25 meeting were unanimously reapproved (3/0/0) and signed. Minutes of the July 17 meeting were unanimously approved (3/0/0) as amended.

**Response to Inspector General re BJs Membership:** The draft letter to the Inspector General (IG) in response to his March letter concerning the town's BJs membership was presented for approval. Ms. Miller stated that at the last meeting she attended (July 9<sup>th</sup>) it was agreed that she would provide details concerning the matter for response to the IG at the July 31<sup>st</sup> meeting (following her return from vacation). It was agreed to have Ms. Miller provide this information by next Monday (July 30<sup>th</sup>) to be discussed at the July 31<sup>st</sup> meeting.

**RECESS:** The Selectboard voted unanimously (3/0/0) to recess the meeting at 4:10pm to have a joint meeting with the School Committee at 4:30pm. They will reconvene their meeting after the joint meeting.

**RECONVENE SESSION:** The Selectboard reconvened the meeting with Chairman Abbott calling the meeting to order at 5:59pm.

**Present:** Chairman Abbott, Vice Chairman McLatchy, and Selectman Wilson.

**Flag Pole on Town Common:** Chairman Abbott reported that David Scrivens has informed him that he will no longer be lowering the U.S. flag on the town common flagpole when there is a call to lower the flag to half-staff. Mr. Scrivens has volunteered for many, many years to perform this function and the Selectmen are appreciative of his long-term contribution. Paul McLatchy will put an item in the Goal Post asking for a volunteer to take on this duty. There was a question in response to a resident request whether the US Flag can be lowered to half-mast upon the death of a Rowe citizen. Initial research by Marilyn Wilson and Paul McLatchy indicates that it can not. Flag protocol will be further researched; i.e., when and for whom can the US flag be put at half-staff?

**Rep. Paul Mark:** Chairman Abbott will contact Rep. Paul Mark asking which date he would prefer to meet with the Selectboard—Tuesday, August 14<sup>th</sup> (first choice) or Tuesday, August 21<sup>st</sup>? Meeting time is tentatively scheduled from 4:00 to 6:00pm prior to a Select Board meeting.

**Sen. John Kerry:** Ms. Miller reported that she received a voice message from Sen. Kerry's office asking if Sen. Kerry could use a room at the town hall on Tuesday, August 7<sup>th</sup> from 10:00am to 11:30am to hold open office hours. It was agreed that he could use Hearing Room 1. Ms. Miller will inform Sen. Kerry's office. A note will be put in the Goal Post informing citizens that Sen. Kerry will hold office hours in Rowe on that date.

### Harpers Payroll:

- **Health Benefit Employee Deductions:** For the July 19<sup>th</sup> payroll Harpers did not take any employee deductions for health, dental and life insurance. These deductions will need to be doubled on the next paychecks dated August 2<sup>nd</sup>. Harpers will put a message on employees' pay stubs alerting them of this.
- **Availability of Funds:** Harpers will put a permanent message on employees' pay stubs informing them that all direct deposits will be available on the check date (alternate Thursdays), and that paychecks cannot be cashed until that check date.
- **W4, M4, I-9:** These forms are not part of the service performed by Harpers. These are the town's responsibility.
- **Employee Access to Data:** In-service sessions will be held at the town hall to inform employees how to access their employment information via Harpers website.
- **Selectboard Access to Data:** It was discussed that access to Harpers information should be given to the Selectboard members to review employee information. Ms. Miller stated that this is private information that is not public record. Employees' names, gross salary/wage information, hours worked, etc., is public information. Health insurance information, marital status, social security numbers, payroll deductions, etc., are not public record. The Select Board withdrew this request at this time because it was believed that all the information needed by the Selectmen might be available through FRCOG accounting.
- **Direct Deposit Errors:** There were two direct deposit errors on the July 19<sup>th</sup> payroll. One employee's direct deposit went to his father's bank account for a second time (also occurred on July 5<sup>th</sup> payroll). Ms. Miller stated that this had been corrected after the first payroll on July 5<sup>th</sup>. She will check into this again. Another employee only received \$37.65, instead of the full amount (approximately \$2500). Ms. Miller is researching this.
- **Teller Pay:** Ms. Miller reported that the reason Robin Reed received a net zero check on her \$10.00 teller pay was that the payroll software automatically deducted FICA and Medicare back taxes because it calculated that she had had "under deductions" on previous payrolls (Jan-June 2012). This was an error as this pay is exempt from FICA and Medicare taxes per Federal and State law. The first \$1500 of pay for election workers is exempt from these taxes. Ms. Miller reported that Brenda Shouse of Harpers was unaware of these exemptions and had Ms. Miller provide her the information from the IRS website.
- **Log of Payroll Items Needing Attention:** A log of items needing attention/correction is being kept. Everyone agreed that we are striving for a 100% successful payroll for August 2nd (the third Harpers payroll).

**Computer Access:** Ms. Miller noted that she saw in the July 17<sup>th</sup> meeting minutes there was a statement made by Selectman Wilson that Ms. Miller had access to all accounts on the server, not just her own. Vice Chairman McLatchy had questioned whether this was true, and emailed Horace Moody asking if Ms. Miller has access to any other person's account on the system; i.e., could she log into anyone else's account. Mr. Moody's reply was that if Ms. Miller was not given a person's password, she could not log into their account. However, Mr. Moody also added that both Ms. Miller and Ms. Daviau have the network administrator password (which he stated that someone other than himself should have) which enables them to access and restart the network server when there are issues with the network. He also added that someone with knowledge of a Windows network that had the network password could view the contents of another user's folder; however this process is not easy as they would need to know where to look. Ms. Miller added that the only time she logs into the network server is if someone forgets their login password, or has not logged in for a certain period of time and their password has expired. Ms. Miller has the ability to reset their password, but users then can reset their password immediately after they log in the next time once new access has been given. Ms. Miller also stated that Ms. Daviau handles the daily tape backups of the servers, so needs network access for this task.

**Next Meeting:** Items for July 31 agenda: Fire Department review with Chief McLatchy; presentation of Green Community check by Jim Barry, DOER; Joyce Muka to give accounting update; bid opening for new DPW truck, response to IG re BJs membership; minutes of 6/26, 7/3 and 7/9 meetings.

**Transfer for Legal Expenses:** Ms. Miller reported that the Finance Committee denied the request to transfer \$800 from General Administration to Legal Expenses because there were not enough funds in the account for the transfer. Ms. Miller stated there were sufficient funds (approximately \$1200), but that they did not have the current information to make their decision. Ms. Miller did check with the DOR who stated that since it was a minor amount needed (\$735) to cover a portion of the May legal services bill and the June bill that it would not be an issue to proceed with the transfer—if the Finance Committee agreed and approved the transfer. Ms. Miller had left a voice message for Finance Committee Chair Dennis May to call her. She will attempt to get this resolved with the Finance Committee. If they do not approve the transfer, the bills will need to go to town meeting for approval. If approval is sought at a Special Town Meeting it will require 9/10ths vote.

**Adjournment:** The Selectboard voted unanimously (3/0/0) to adjourn the meeting at 7:09pm.

Respectfully submitted,

Ellen B. Miller  
Town Coordinator

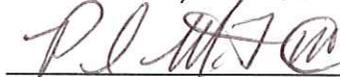
8/2/12

Date Approved

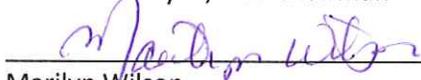
Approved:



Noel R. Abbott, Chairman



Paul McLatchy III, Vice Chairman



Marilyn Wilson

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**Attachments:**

- Agenda
- Draft letter to Inspector General
- IRS rules concerning election worker pay
- Emails re Computer Access