

**Town of Rowe – FY2013**  
**Board of Selectmen – Minutes**  
**Tuesday, November 6, 2012 – 5:00pm**  
**Rowe Town Hall**

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**Call to Order:** The meeting was called to order by Chairman Abbott at 5:05pm.

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

**Audience:** Maggie Parent, Myra Carlow, Cindy Laffond, Susan Gleason

**Hurricane Sandy:** A report was given on the meetings that took place concerning Hurricane Sandy:

- **Emergency Planning Meeting, Sat., Oct 27, 10am:** Selectmen McLatchy and Wilson, Police Chief Dandeneau, Fire Chief Paul McLatchy, EM Director Ed May, DPW Supt. Taylor, Officer Julie Shippee, Town Coordinator Miller. Departmental preparations were reviewed.
- **Final Pre-Storm Meeting:** Monday, October 29th, 10am: BOS posted meeting. Selectmen McLatchy and Wilson, Police Chief Dandeneau, Fire Chief Paul McLatchy, EM Director Ed May, DPW Supt. Taylor, Officer Julie Shippee, Town Coordinator Miller. (See BOS 10-29-12 meeting minutes.)
- **Debriefing Meeting:** Thursday, November 1<sup>st</sup>, 10am: Selectman Wilson, Police Chief Dandeneau, Fire Chief Paul McLatchy, EM Director Ed May, DPW Supt. Taylor, Town Coordinator Miller. Rowe had minor affects from the storm—mainly downed branches. There were no injuries. Power outage for ½ of town. Restored within 24 to 36 hours. Many roads had blockages due to downed trees/limbs, but they were removed quickly by DPW and roads made passable. The *Community Emergency Management Plan* (CEMP) could not be located. It had been on the Selectmen’s desk. Perhaps it was moved to storage when office was cleaned. Vice Chairman McLatchy will locate it. Ellen Miller obtained electronic version on a CD from EM Director Ed May. Selectman Wilson stated that the CEMP must be posted on the town’s website. The need for an emergency shelter became apparent, as our Emergency Shelter had been at the Rowe Elementary School.

**Finance Committee:** FinCom members Myra Carlow and Maggie Parent presented recommendations for processing items to be reimbursed from insurance claims (see attached). They also stated that they felt two separate accounts should be set up for school fire purchases. They were thanked for the information they provided.

**School Fire Purchases:** Ellen Miller presented a spreadsheet of expenditures made to date from the School Fire Deficit account in the amount of \$132,641.52. The Selectboard voted unanimously (3/0/0) to have her provide the document to MIIA and seek reimbursement for the purchases.

**Recommendations for Assistance with School Fire Matters:** Selectman Wilson is working with a temporary agency for the hiring of two temporary assistants to help out with school fire matters—an administrative assistant and an accounting assistant. She reported the two administrative assistants have been identified as suitable candidates. She was asked if she had contacted the individuals that had expressed interest in the position—Lisa Lamore and Carin Burnes. She stated that she had given their names to Premiere Staffing and that they were going to contact them. On the recommendation of Selectman Wilson the Board voted unanimously to hire Ms. Janice Boudreau through Premiere Staffing Services as a temporary administrative assistant to work on school fire, as long as the “Loss of Income” portion of the town’s insurance coverage for the school fire covered this expense. Selectman Wilson stated that two candidates have been identified for the accounting assistant’s position—Carrie Silva and Ingeborg Waldsmith. A meeting will be posted for November 9<sup>th</sup> at 9am to interview these two individuals.

**Legal Expenses re School Fire:** Most items on the September 2012 legal invoice from Kopelman and Paige were related to school fire issues. Ms. Miller was instructed to have the expenses for school fire issues reclassified to the School Fire Deficit account.

**Architect; Planner:** Chairman Abbott recommended that the process of hiring an architect and a planner be started. Vice Chairman McLatchy suggested that the School Building Committee should start this process. In order to save time Chairman Abbott suggested the Selectmen begin this process so that it can get under way, since the School Building Committee has not yet been appointed. The Select Board then voted unanimously (3/0/0) to begin a search for an architect consultant and a planner for the Rowe School Building. Chairman Abbott offered to take on this matter.

**Assistant Town Clerk:** Carrie Silva has declined her appointment as Assistant Town Clerk.

**Police Chief Succession:** A contract for professional services was received from Phil Adams. This contract is to provide consulting services to the Town and its Select Board with regard to a review and assessment of the Rowe Police Department. The cost for these services is \$3,000. Chairman Abbott stated that he is not fully sold on using them. He will review the contact in greater depth. Selectman Wilson stated that the cost vs. need for these services needs to be determined. Documents are being supplied by the State Police. When she receives it she will pass the information on to the Select Board and Ms. Miller. This will be discussed at the next meeting.

**Letter of Interest:** Special Police Officer Julie Shippee presented a letter requesting that she be considered for the Police Chief's position. No action was taken at this time.

**DPW Solar Array:** Labor/Material Payment Bond was received from BPVS per bid/contract requirements.

**Audit:** Selectman Wilson stated that an audit needs to be done whenever there is a change in Treasurer. As it takes a while to schedule audits she suggested that it be booked soon. She stated that the hiring of auditors is exempted from c.30B. The select board voted unanimously (3/0/0) to authorize Selectman Wilson to contact Melanson-Heath to develop a contract for a municipal audit.

**Legal Counsel re Recall:** Town Clerk Jenn Morse asked for permission to contact town counsel concerning the recall election. Permission was given as long as she copied the Select Board and Ms. Miller on her emails. All responses from K&P should be copied to the Select Board also. Ms. Miller will speak to K&P about this.

**Siemens Measure & Verification Contract:** The Measure & Verification contract with Siemens is being cancelled due to the school fire. The first half of FY2013 payment of \$2,000 was paid in July. Siemens has agreed to refund the \$2,000 to the town.

**BPVS Payment Bond:** Payment bond has been received from BPVS. The contract for the DPW solar array will now be released to BPVS.

**Treasury Costs:** Resident Cindy Laffond reminded the Board that she is still waiting for the total cost of bringing the Treasurer's Office current.

**FRCOG Selectboard Workshop Series:** A *Financial Management Essentials for Selectboards* (and Administrators and Finance Committees) workshop is being held by FRCOG on Tuesday, November 27<sup>th</sup> from 7-9pm in Greenfield. The regular BOS meeting for that meeting will be held at 4pm so that BOS members can attend the workshop. Town Coordinator Miller will attend the workshop as well.

**Minutes:** Minutes of the October 16, 2012 meeting were unanimously approved (3/0/0) as amended.

**Warrants:** TW #13-10 and PW #13-10 were unanimously approved for payment.

**Adjournment:** The meeting was unanimously adjourned at 6:37pm.

Respectfully submitted,

Ellen B. Miller  
Town Coordinator

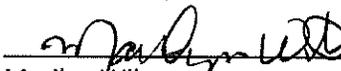
Approved:



Noel R. Abbott, Chairman



Paul McLatchy III, Vice Chairman



Marilyn Wilson

December 14, 2012

Date Approved

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**Attachments:**

- Agenda
- Finance Committee recommendations re processing school fire payables
- School Fire Deficit account expenditure spreadsheet
- Carrie Silva decline of Asst Town Clerk appointment
- Julie Shippee letter of interest
- BPVS Labor/Material Payment Bond