

**Town of Rowe – FY2013**  
**Board of Selectmen – Meeting Minutes**  
**Tuesday, November 27, 2012 – 4:00pm**

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**Call to Order:** The meeting was called to order by Vice Chairman McLatchy at 4:07pm.

**Present:** Vice Chairman Paul McLatchy III, and Selectman Marilyn Wilson. Chairman Abbott joined the meeting at 4:12pm.

**School Fire Matters:**

- **USDA:** A representative from the USDA to discuss loans and grants will attend the December 3<sup>rd</sup> School Building Committee at 9:15am.
- **Demolition Bid Specs:** MIIA developing specs.
- **Insurance Funds Received to Date:** \$20,000 was sent following the fire. \$116K has also been received. A third check for \$100K is being processed.
- **Community Forum:** If the community survey is well constructed it may be suitable for townspeople to voice their opinions rather than holding a forum.
- **What can be built on the school grounds?** A clear legal opinion should be sought as to what can or cannot be done on the school grounds. Selectman Wilson will call DESE to get an opinion from them.
- **Subcommittees:** The following subcommittees have been formed: Finance, Site Visit, Survey, and Building.
- **Mission Statement:** SBC is working on their mission statement.

**Treasury Audit:** Selectman Wilson presented a quote from Melanson-Heath to perform a Treasury audit for a cost not to exceed \$3,000. The Select Board voted unanimously (3/0/0) to enter into the "Agreed Upon Procedures" for a Treasury Audit at a cost not to exceed \$3,000. It is customary to have such an audit when there is a change in the Treasurer's position. New Treasurer Donna Flagg took over as Treasurer following the resignation of former Treasurer Heidi Cousineau. Selectman Wilson will forward a signed copy of the agreement to Melanson-Heath. Chairman Abbott requested that Selectman Wilson forward all emails concerning the audit to the Select Board and Ms. Miller, and to copy the board members and Ms. Miller on all future emails. Ms. Wilson agreed to do this.

**Electricity Contracts:** Ellen Miller reported that Geoff Rogers of Hampshire Power reported to her that he has now straightened out the contracts for supply of electricity. They will be switched from NexTERA to Hampshire Power after the December billing period. These contracts were to have been switched following the July 5<sup>th</sup> billing cycle, but that never happened. He attempted to straighten it out at the end of August, and that did not happen either.

**Planning Board Use of Counsel:** On the previous treasury warrant there was an invoice from Attorney Donna MacNicol for legal counsel given to the Planning Board concerning a personnel matter. The Planning Board had been advised previously that the Select Board has the sole authority to appoint town counsel for the town, and that their line item for consulting was for consultation on zoning bylaws and related matters. A memo will be sent to the Planning Board reminding them of this, with a copy to Attorney Donna MacNicol.

**Special Town Meeting:** The Town Clerk reported that the STM for December 4<sup>th</sup> cannot be held due to the fact that she was not informed of the meeting and therefore did not hold the required voter registration 10 days before the meeting. The STM will be called for December 18<sup>th</sup> to handle the same warrant articles.

**Blight Complaint:** Ellen Miller reported that a resident had lodged a complaint with her about a yard blight problem concerning the neighbor's yard. It was requested that the complaint be brought to the Select Board. The property owner is concerned that their property value is affected by the blight in the abutter's yard. Also, there are many items near a stream that runs through the property. The Board did not feel that they had any jurisdiction in the matter. The Conservation Commission should be contacted concerning items near the stream. Ms. Miller asked if a blight bylaw could be brought before voters for action at the ATM. This will be researched further.

**FY2014 Budget:** Vice Chairman McLatchy stated that work on the FY2014 budget needs to get underway. A meeting should be held with the Finance Committee in the next week or two. Selectman Wilson stated that she would get in touch with Finance Committee Chair Dennis May concerning the matter.

**Cultural Council Grant:** The FY2013 grant in the amount of \$3870 was unanimously approved (3/0/0) and was signed by Chairman Abbott.

**Meeting Schedule:** The following meeting schedule was agreed on:

Tues, Dec 4	6:00pm
Tues, Dec 11	6:00pm
Tues, Dec 18	4:30pm
Tues, Dec 25	HOL (no mtg)
Fri, Dec 28	3:00pm
January	Meet at 4pm on Wednesdays (start Jan 2)

**Mileage Rate Starting Jan 1<sup>st</sup>:** The IRS mileage reimbursement rate starting Jan 1, 2013, is .565/mile.

**Conflict of Interest Filings:** Conflict of Interest filings were received from election works Marjorie Morse, Jenn Morse and Robin Reed that will be working at the December 1<sup>st</sup> Recall Election. They filed these forms since they had all signed the petition requesting the Recall Election.

**Fire Station Key:** Town Nurse Sheila Litchfield has requested a key to the Fire Station so that she can leave flu vaccine there in the event of an emergency where the power at the town hall goes out. The Select Board voted unanimously (3/0/0) that she be given a key.

**BOH Office Key:** BOH member Jenn Morse has requested a key to the Board of Health office. The Select Board voted unanimously (3/0/0) that she be given a key.

**Emergency Shelter:** Ellen Miller reported that the BOH would like to know if the Select Board has designated a new emergency shelter, since the destruction of our school/emergency shelter. No facility has been designated at this time.

**School Fire Matters Accounting Assistant:** Selectman Wilson introduced Melissa Janes of Heath, an applicant for the Accounting Assistant for School Fire matters. The Select Board voted unanimously (3/0/0) to hire Ms. Janes as the accounting assistant related to the school fire via Premiere Staffing Services.

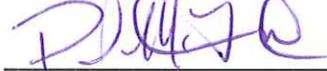
**Adjournment:** The Selectboard voted unanimously to adjourn the meeting at 6:00pm.

Respectfully submitted,

Ellen B. Miller  
Town Coordinator

Approved:

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Noel R. Abbott, Chairman



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Paul McLatchy III, Vice Chairman

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Marilyn Wilson

Dec. 28, 2012

Date Approved

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**Attachments:**

- Agenda
- Memo – approval of purchases for School Fire Deficit acct
- Melanson-Heath Treasury Audit
- Electricity Contracts email
- Cultural Council FY2013 Grant contract
- Conflict of Interest filings (3)
- Memos/emails from BOH (FS Key, Emergency Shelter, BOH office key)
- Melissa Janes information