

Town of Rowe - FY 2013
Board of Selectmen - Minutes
Wednesday, March 13, 2013 - 4:00 pm
Rowe Town Hall

Call to Order: The meeting was called to order by Select Board Chair Marilyn Wilson at 3:53 pm.

Present: Chair Marilyn Wilson, Vice-Chair Paul McLatchy III, Selectman Noel Abbott, Substitute Secretary Janice Boudreau

Audience: Myra Carlow, Anne Foshay, Susan Gleason, Walt Quist, Robin Reed, Cathy Snyder

Minutes Reviewed: Following Review Marilyn Wilson made a motion to accept the Minutes of March 12, 2013 as presented was seconded by Paul McLatchy III and unanimously accepted.

Selectman Noel Abbott arrived at 4:18 pm.

Library Budget Review: Library Trustee Cathy Snyder presented a Library Budget Request and explained the details:

Reserve Fund Transfer: Cathy Snyder requested a Reserve Fund Transfer of \$ 2292.48 to cover to the retiring Director's accumulated vacation time from prior fiscal years. Paul explained such a transfer required Finance Committee approval.

Expenditure Deficit: Cathy explained the budget shortfall of \$ 582.42 for Library expenditures and that \$600.00 be transferred from the Operations and Maintenance Account to Staff Salary Account. The shortfall included increase of snow removal cost, increase of Library Assistant hours and the need to increase the custodian pay from \$ 14.00 per hour to \$ 15.00 per hour consistent with other town custodian wages.

FY 2014 Budget Changes: Cathy noted that with the Library Director retiring a change in the salary may be lower depending on the new candidate's employment credentials. They planned to begin advertising for the position in the near future. She further explained that the salary change may result in a lower FY 14 Library Budget than the FY13 Budget of \$ 65,693.00 due to the salary decrease which was a concern to meet the State Certification the budget needed to be at least a \$ 65,000 amount. Noel noted to watch the potential decrease in cost of internet service as well with the advent of fiber optic service.

Yankee Land Committee Presentation by Walt Quist:

Yankee Land Committee Board Chair: Walt Quist indicated that he was elected as Committee chair and he and the committee needed swearing in. He further explained the committee had not been active in some time.

Committee History: Walt explained that 3-4 years ago alternative uses for the Yankee plant property were explored given that it was of interest to Rowe to have a role in the protection of the property. A grant from Franklin Regional Council of Governments was secured and students from the Conway School of Design worked out recreation possibilities. A recent appraisal has

not been made, although \$5000.00 was budgeted and never used. There has been no recent contact with Yankee owners to discuss future.

Yankee Committee Plan: Given that the only protection Rowe has was from town bylaws and the issue of Industrial Wind Farms has not been addressed by the Planning Board, it made sense to reconstitute the committee. Discussion ensued about the recently reported adverse effects of Industrial Wind Farms and their owners profit motives.

Yankee Committee Action plan:

1. Have the Committee sworn in
2. Check into limitations of land use regulations
3. Meet with Yankee Officials to see if land donation to Rowe is a possibility
4. Research what Rowe's responsibilities would be if land was acquired and whether it would be in the best interest of the Town

Town Hall Security: Marilyn reported the Town Clerk, Treasurer and Police Dept. complained there was unauthorized entry into their offices and potential security breach of confidential matters. It was of concern to her to have these offices secure. Discussion ensued and it was agreed to remedy the matter by purchasing a fireproof cabinet, possibly used, for the Town Clerk and change the locks on the Treasurer office entry.

Budget Review: Marilyn explained that without access to Town Coordinator's computer and the current financial records it was not possible to continue FY14 Budget matters. She further noted that having access to the town property should be reviewed and a plan formulated to remedy the situation. In the event of emergency access could be of vital importance.

Planning Board Letter Presented: Marilyn shared a letter presented to the Select Board from David Robeson, Planning Board Chair. The letter, concerning an invoice from Attorney Donna MacNichol, complained that it remained unpaid for a long time and no explanation for this action was given from Selectmen, Town Coordinator, Accountant or Treasurer. It expressed "strong displeasure that timely settlement of its obligations was interfered with and expects that in the future this issue will not arise again". Myra Carlow explained the history of using legal firms other than Town Council when it would be a conflict of interest matter. Noel Abbott expressed the need for Boards to communicate directly as a first step before contacting Attorneys.

Fire Account Discussion:

Defibrillator Purchase: Marilyn reported the purchase for a defibrillator had been made without a Purchase Order (PO) for the amount of \$1125.00 along with a maintenance and service program. Paul McLatchy, III thought that a defibrillator destroyed in the Rowe School Fire had been purchased through a Fire Dept. Grant. It was agreed to have Cindy Laffond check whether there was a defibrillator at Hawlemont and have it available at Hawlemont if none were currently available. If a defibrillator was available at Hawlemont the Select Board could decide whether to accept and store this item, or to have it returned.

Accounting For Fire Items: Town Accountant Jackie Cashin reported that Fire Warrants were being kept separate and that purchases for fire replacement items needed prior Select Board approval and would include a cover sheet for signatures. She would maintain a spreadsheet with items in process awaiting approval.

Paul McLatchy, III left the meeting at 5:35 pm.

Highway Dept. Budget: The Highway Budget for FY14 was discussed:

Salaries: The 3% salary increase request was noted and it was agreed to increase Highway salaries using the Cost of Living Assessment current rate of 1.7%

Fuel Consumption Figures: The amount of fuel consumption was discussed and Finance Committee member Myra Carlow wants to see figures of fuel oil, fuel consumption (gas + diesel) and see that it is added to highway budget figures. Noel Abbott agreed to contact Highway Superintendent.

Road Maintenance Schedule: Myra Carlow also wanted to have a long-term projection of road maintenance

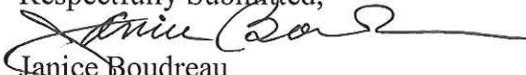
CIP Review: Following budget season it was agreed to review the Capital Improvement Plan (CIP) with regards to the highway trucks and equipment since goals and standards may have changed since its inception.

Next Meeting: The next meeting of the Select Board was scheduled for Wednesday, March 20, 2013 at 3:00 pm.

Warrants: Warrants were reviewed and signed.

Adjournment: Seeing no further business Marilyn Wilson made a motion to adjourn. The motion seconded by Noel Abbott was unanimously accepted at 6:12 pm.

Respectfully Submitted,



Janice Boudreau
Administrative Assistant - Rowe Fire Matter

Approval Date:

Approved:

March 20, 2013

Marilyn Wilson, Chair



Paul McLatchy III



Noel R. Abbott

Attachments:

- Agenda 03/13/13 (4:00 pm)
- Library Budget Request
- Planning Board Letter to BOS 2/1/13 (2 pages) - prepared by David Robeson