Town of Rowe
Board of Selectmen – Minutes
Friday, March 9, 2018 – 9:00 am
Rowe Town Hall - Hearing Room 1

Call to Order: The meeting was called to order by Chair Morse at 9:00 a.m.

Present: Chair Jennifer Morse, Vice-Chair Dennis May, and Executive Secretary Janice Boudreau
Member Sokol was absent from the meeting.

MINUTES

Motion to accept Minutes of February 27, 2018: Upon review, a motion was made by Chair Morse to accept the Minutes of February 27, 2018 with a correction. The motion, seconded by Vice-Chair May was accepted. (2/0/1)

OLD BUSINESS

1. MLP Update: Executive Secretary reported speaking with Executive Office of Housing and Economic Development (OEHED) Liaison Bill Ennen last week. Bill said that it was good to pay make ready invoices from National Grid and Verizon in a timely manner. He explained that there was additional grant monies for towns and that the guidelines were in development. Bill explained that the 3rd disbursement of the OEHED grant would come following the construction bids. He noted that would be a 'Drop Policy' forum in the near future to discuss with towns the policy of how much a town would cover to fiber to homeowner.

NEW BUSINESS

1. Policy Draft for Council on Aging Mileage Reimbursement: Select Board Members reviewed a draft letter to the Council on Aging updating the mileage policy. It was agreed to send to notify the Council of the removal of mileage reimbursement for attending events outside of Gracy House.

2. Review Job Descriptions: Accountant, DPW Heavy Equipment Operator, DPW Relief Driver: Select Board Members reviewed job descriptions for Accountant, Heavy Equipment Operator and DPW Relief Driver and made revisions.

3. Liaison Report: Vice Chair May reported speaking with Police Chief to inform her of the FY19 budget request of a new cruiser would not be met and will be reconsidered next year. It was agreed that an updated job description for Police Chief was needed.

4. Town Hall Reorganization: There was discussion about reorganizing duties of the Treasurer and Executive Secretary regarding human resources and administrative assistance.

5. National Grid Request: Select Board members reviewed materials provided by a National Grid Arborist since he is in the process of marking trees needing removal or work. Chair

Morse said she had spoken with Town Counsel and since the trees were not part of a construction project, only a Tree Warden Hearing is required.

6. Assessors Request to Review Contract: The Board of Assessors presented the Select Board with a contract with George Sansoucy, PE, LLC to provide consulting services of valuation of electric transmission and distribution properties.

   Motion to Sign Contract: Chair Morse made a motion to sign the contract with the Town of Rowe and George Sansoucy, PE, LLC a Professional Engineer and a Certified General Appraiser provide consulting services of valuation of electric transmission and distribution properties, contingent upon passing a warrant article funding the work. The motion, seconded by Vice-Chair May, was accepted. (2/0/1)

7. Bylaw Committee Member: Chair Morse said there was a need for a Bylaw Committee member due to a resignation.

8. All Board/Committee Meeting: Chair Morse said she would like to host an All Board Committee meeting to foster better communication between boards and committees and find out what projects are in the works. It was agreed to discuss further at next meeting.

8. Executive Secretary Updates:

   - Janice Boudreau said there were 2 interested parties in mowing the cemeteries. I was agreed to pass along the information to the Cemetery Commission.

   - Janice asked about tree removal at the Pelham Lake Dam and that it was supposed to be done in the winter. Chair Morse said she would inquire about it.

   - Janice explained that the Health Insurance line for FY19 budget required updating since she learned of 2 more retirements that would impact the cost. She suggested that the insurance issue be discussed and worked on earlier in the budget process so a proposal is ready to present during teachers' contract negotiations. In addition review all town share amounts.

Warrants FY18 W18, Payroll FY18 W17
Dennis May invoked the Rule of Necessity to sign the Payroll Warrants as his wife was is the payroll.
Chair Morse invoked the Rule of Necessity to sign the Payroll Warrants as her husband is on the payroll.

Citizen Comments

Adjournment: Seeing no further business, Chair Morse made a motion to adjourn the Meeting at 10:45 a.m. The motion, seconded Vice-Chair May, was accepted. (2/0/1)

Janice Boudreau
Executive Secretary

Approval Date: March 28, 2018

Approved:

Jennifer Morse

Jennifer Morse, Chair

Dennis May

Dennis May, Vice-Chair

Chuck Sokol, Select Board Member

Documents:

- Agenda 03-09-18
- DPW Heavy Equipment Driver, DPW Relief Driver & Accountant Job Descriptions
- Draft COA Letter
- Mail: Clean Choice Energy
- Mail: Mohawk Trail Woodlands Partnership Update
- Mail: Traffic Counts request
- Mail: EOHED Letter
- Mail: Scenic Road Designation from NG (5 pgs.)
- Email: Scenic Road Designation response from Town Counsel
- Board of Assessors – Contract with Sansoucy (6 pgs)
- FRCOG – Bylaw re: Solar installations (2 pgs)