

**Town of Rowe**  
Board of Selectmen – Minutes  
Wednesday, April 9, 2019 – 6:30 pm  
Rowe Town Hall - Hearing Room 1

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**Call to Order:** The meeting was called to order by Chair Jennifer Morse at 6:30 p.m.

**Present:** Jennifer Morse, Chair, Dennis May, Vice Chair, Chuck Sokol – Member  
Executive Secretary Janice Boudreau  
Finance Committee: Wayne Zavotka, Paul McLatchy III,  
Treasurer: Joanne Semanie

**OPEN MEETING**

Announcement of recording devices & noteworthy information: one recording device

**JOINT MEETING WITH FINANCE COMMITTEE – 7:00 p.m.**

- To Discuss the FY2020 Budget and Annual Town Meeting Warrant

Capital Projects and Free Cash Items: There was clarification which projects would be appropriated from Free Cash or Capital Projects.

Unemployment Benefits: There was discussion about changing the method of contribution of unemployment benefits from contributory to assessment. Treasurer explained that due to the method of contribution it would be easier to fund each year if we paid quarterly assessments. Ms. Semanie said that the change could be voted on later in the year by the Board of Selectmen, notify the Department of Unemployment and it could be in effect next year. In the interim, information will be gathered and reviewed later in the year.

State House Note Borrowing: Treasurer Semanie spoke about paying the first year's interest of the State House note for \$500,000 used to borrow for the broadband project. In the following year there is a payment for interest and principal. After that, the note can be paid back in up to 10 years.

Accountant Salary: Chair Zavotka said that he reviewed the Accountant's salary and, though a larger increase than the recommended cost of living increase, her salary was in line with pay for people performing similar duties in similar towns.

Line Item Reviewed: There was review and discussion about each line item on the budget.

Administrative Assistant Position: There was discussion about making the Administrative Assistant position a 32 hour per week position and encompassing work for the boards. There was discussion about the time needed and what projects were needed. The following tasks were spoken about:

- Applying for Grants, and managing the grants including Green Community Grants (4.5 hours/per week)
- Human Resources time (3- 4 hours/per week)
- Backup for payroll (1 hour per week)

- Procurement to assist all boards
- Special Projects – 10 hours per week
- Insurance Meetings for the Group Trust – ½ hour per week
- Maintenance Oversight – 5 hours per week
- Legal Liaison- ½ hour per week
- Help with Special projects to other boards – 10 hours per week
- Work with Dept. heads

It was agreed to work on the job description and finalize it with more detail.

Chair Zavotka expressed concern about the Dept. of Revenue report that is yet to be performed and that the review of all the positions has not been done and how it will affect the future. It was agreed that the additional help now was critical and, that despite now having the review, the town needs to forge ahead with requesting additional funding for the additional administrative hours needed.

The Annual Town Meeting Warrant details were reviewed. It was agreed Executive Secretary would send the Warrant to Town Counsel.

All Board Meeting: Chair Morse said the All Board Meeting would take place on Monday, April 15, 2019 at 6:30 p.m.

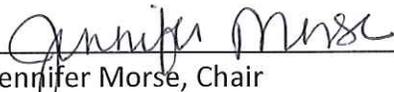
Signing Warrant: It was agreed to finalize the Warrant and sign on April 22, 2019.

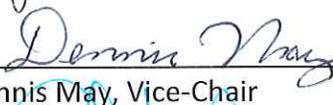
**AJOURNMENT:** Seeing no further business, Member Sokol made a motion to adjourn the Meeting at 9:14 p.m. The motion, seconded by Vice-Chair May, was unanimously accepted. (3/0/0)

Respectfully Submitted  
Janice Boudreau, Executive Secretary

Approval Date: May 1, 2019

Approved:

  
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Jennifer Morse, Chair

  
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Dennis May, Vice-Chair

  
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Chuck Sokol, Select Board Member

**Documents:**

- FY 20 Draft Budget Worksheet
- FY 20 Draft Warrant
- Draft Job Description – Administrative Asst. to the Boards