Town of Rowe – FY2013
Board of Selectmen – Meeting Minutes
Wednesday, June 19, 2013 – 3:00pm
Rowe Town Hall

Call to Order: The meeting was called to order by Chairman Wilson at 3:00pm.

Present: Chairman Marilyn Wilson, Vice Chairman Susan Gleason, Selectman Noel Abbott

Also Present: Town Coordinator Ellen Miller, Dan Pallotta, Ann Foshay, MaryAnn Dykeman, Florence Veber, Marilyn Belval, Jodi Brown, Paul McLatchy, III (videoing meeting), Rosie Gordon, Arlene Andognini, Betty Lenth

School Buidling Project-MEP Engineer: Dan Pallotta, the Owner Project Manager for the School Building Project, asked that the Select Board approve the firm of John F. Penny Associates of VT as the mechanical, electrical, plumbing (MEP) Engineer for the project. The original firm of R.W. Hall of CT could not fulfill the requirements of their contract. On the recommendation of Mr. Pallotta, the Board voted unanimously to approve the firm of John F. Penney Associate as the MEP Engineer for the project.

.**Minutes:** Minutes of the May29th and June 3rd meeting were reviewed. May 29: Chair Wilson asked that Ms. Miller remove comments from the audience, as their comments are not part of the meeting. Vice Chair Gleason asked that the websites referred to by Chief Galvis be listed in the minutes. June 3: Chair Wilson asked that her statement that Northeast IT Systems offers more services for less money be added to the minutes, and that it be noted that Selectman Abbott had the information on the IT support proposals for four (4) weeks, so that is why she didn't want to put off the vote on the IT support contract. Selectman Abbott stated that the implication that he had the IT support documents for four (4) weeks is not accurate. He received them that day, or the day before. The Select Board voted unanimously (3/0/0) to table the minutes.

Public Participation: A motion was made by Chair Wilson to follow a new protocol for the agenda by putting the Audience of Citizens at the end of the meeting so work could be accomplished. Vice Chair Gleason seconded the motion; and then offered an amendment that the protocol be followed for the next few weeks. The motion as amended passed (2/1/0) Selectman Abbott was opposed.

Police Chief: Chair Wilson made a motion that the Board appoint Julie Shippee as our new Police Chief. Vice Chair seconded the motion. The Board voted (2/0/1) to appoint Ms. Shippee as Rowe's new Police Chief. Selectman Abbott abstained. He believes Ms. Shippee is a superb Police Officer; however, his choice for chief was Jim Hicks. Ms. Miller was asked to retain the job applications for the next year. Ms. Miller did ask that Chair Wilson and Vice Chair Gleason return the copies of the applications for the eight (8) officers that were not chosen so that she can destroy them. Selectman Abbott has returned his copies.

HR Policy Manual: The Board continued their review of the draft HR Policy Manual. Chair Wilson then made a motion to approve the manual with all of the amendments and changes made. Vice Chair Gleason seconded the motion. The Board voted (2/0/1) to approve the policy manual. Selectmen Abbott abstained stating that he feels with a little more time we could have ironed it out to the point where it would reflect all three of our input, and that he would like that statement put in the minutes. Chair Wilson added that all input that has been added was with Selectman Abbott's input, what you are doing now is repeating what you said on Monday and previous days and we don't have time for that. Selectmen Abbott stated that he had offered elements that were not actually reflected. Vice Chair Gleason stated that at any time suggestions could be made for changes to the document. Selectman Abbott thanked both Chair Wilson and Vice Chair Gleason for their work on the document. Selectman Abbott stated that he has formatted the document for publishing. He will provide electronic copies. The master copy will be put in the Administrative Office, and a copy kept in the BOS Office.

Treasurer's Office: Chair Wilson stated that she has spoken with someone who is very well qualified who may be interested in the Treasurer position. She is waiting for a call back form this person. Details will be discussed at the next week's meeting.

Sherman Dam Use & Access Agreement: The original signed agreement was mailed to Chair Wilson's home address. She turned the document over to Ms. Miller. Ms. Miller reported that the Town of Monroe did not enter into the agreement with TransCanada, and that TransCanada had given keys to the gate padlock to the Row Fire Department.

WiredWest: Selectman Abbott reported that WiredWest in collaboration with MA Broadband Initiative is looking for funding to build a high-speed fiber optic network to serve every household in Western MA. In the last 3 or 4 months there has been a major game changer: Gov. Patrick stated he wanted to make available a $40 million bond. This will help in this effort.

FCCIP Building Inspection Program: Chair Wilson reported that we are in year 2 of our 3 year renewal, so cannot get out of the agreement for FY2014. This will give us time to consider other options.

Town Coordinator's Office Hours: Chair Wilson made a motion to change Ms. Miller's office hours to Mon-Fri, 8am to 5pm, with one hour for lunch. The motion failed for lack of a second. Vice Chair Gleason stated that she would like to see Ms. Miller's job description first. Selectman Abbott was not in favor of this item. It was agreed to defer the matter to the next meeting. Ms. Miller gave Board members a copy of her job description and wage & benefit package.

Anonymous Letter Revisited: In light of the Select Board's new policy not to entertain anonymous letters, the Board voted (2/0/1) to discard the Executive Session meeting minutes from Tuesday, September 11, 2012, and the associated anonymous complaint letter concerning the matter. Vice Chair Gleason abstained as the matter took place before she was on the Board. [Note: The minutes had never been approved, and the letter had never been placed in the employee's file.]

Access to Files: Chair Wilson stated that at the May 29th meeting she had asked Ms. Miller for access to town records in her office and the password and log in to her computer. At that time Ms. Miller declined on the advice of the auditors who were at the town hall at the time, as they indicated it was not appropriate. Chair Wilson read a statement from Pat Squillante of Melanson & Heath stating it was okay, and that Town Counsel Joe Fair states that it is okay for one BOS member to have access. Selectman Abbott stated that information like that should be given to the other board members and asked that the information be turned over to them in their packets. He asked that the opinions received be forwarded to the other two Selectmen and to Ms. Miller as it impacts her job. Chair Wilson made a motion that the Board appoint one person to have access to all records of the town so the work of the town flows smoothly, and recommends that the BOS Chair be that person. Vice Chair Gleason seconded the motion. She also stated that she would like to understand the whole payroll process. Selectman Abbott asked if medical records and social security numbers are included in these records. Chair Wilson answered yes to both items. Selectman Abbott stated that he would support this under two additional conditions: one is any misuse that isn't clearly attributable to that position of Town Administrator, and stated these items as amendments to the motion. The amendment failed for lack of a second. The original motion passed (2/1/0). Selectman Abbott opposed the vote stating that he was opposed because vital medical information and social security numbers were included in the vote.

Zavotka Letter re: School Septic Plans: A letter was received from School Building Committee Chair Susie Zavotka concerning the school septic plans and the letter from the Board of Health to the Selectmen about their request for copies of the plans.

Cultural Council: Ellynn Packard has declined her reappointment to the Cultural Council.

Conflict of Interest: Vice Chair Gleason read a disclosure about the appearance of conflict of interest with a family member who works for the town. She was advised by the Ethics Commission that she cannot sign any payroll warrant that has pay for her brother on the warrant. Her nephew being a Police Office is not a conflict. Per Town Counsel Brian Riley, if either of the other Selectmen is not available to sign a payroll warrant, then she can sign out of necessity.

Audience:

- **Missing Sign on Rt. 2:** Judy Pierce asked if anybody on the Board had spoken with the state about the directional sign to Rowe missing at the turnoff on Route 2.
- **Letter from Paul McLatchy III:** Paul McLatchy III read a letter concerning comments made by Police Chief Dandeneau.

Scully Repayment: Ellen Miller reported that School Counsel /Russ Dupere has sent a letter to Mary Scully demanding payment by June 24, 2013.

Town Hall Custodian: Ms. Miller reported there were two applicants for the Town Hall Custodian position: Danielle Larned of Rowe and Carin Burnes of Greenfield. The Select Board voted unanimously (3/0/0) to hire locally and appointed Danielle Larned as the new Town Hall Custodian. Ms. Larned has been filling in for Julie Shippee while she has been on medical leave. Ms. Miller stated that Ms. Larned is doing an excellent job.

Warrants: TW13-26 and PW13-26 were approved for payment.

Central Office Information: Selectman Abbott asked if information had been received from the Central Office yet concerning purchases for the next school year. Chair Wilson stated that she had informed the Central Office that they did not need to provide this information, and that should instead come from the School Building Committee. She stated that she sent an email to the School Building Committee asking that they provide this information. Selectman Abbott stated that that was of concern to him. The town needs this information. The letter specifically exempted items for the new school building from the request for information, so it was not something that the School Building Committee would even be involved with. He stated that we had all signed the letter to the Central Office asking for this information by June 21st. Chair Wilson stated that she feels that she is in the middle between the Superintendent's Office and the Select Board. Selectman Abbott urged her to take herself out of the middle as this is a functional item - not a personal item. He asked Chair Wilson for a copy of her communication.

Adjournment: The Chair adjourned the meeting at 6:22 pm.

Respectfully submitted,

Ellen B. Miller, Town Coordinator

Date Approved
July 25, 2013
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Approved:

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Marilyn Wilson, Chairman

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Susan P. Gleason, Vice Chairman

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Noel Abbott, Selectman

Documents:

- Agenda
- Sherman Dam Temporary use/Access Agreement
- Melanson & Heath email
- S. Zavotka letter concerning school septic plans
- S. Gleason disclosure of Conflict of Interest
- P.McLatchy III letter re: Police Chief's comments