Town of Rowe - FY 2014
Board of Selectmen – Minutes
Friday, August 9, 2013 - 9:00 am
Rowe Town Hall

Call to Order: The meeting was called to order by Select Board Chair Marilyn Wilson at 9:03 am.

Present: Select Board Chair Marilyn Wilson, Vice-Chair Susan Gleason (via remote), Select Board Member Noel Abbott, Secretary Janice Boudreau

Audience: Joanne Brown, Rosey Gordon, Cindy Laffond, John Magnago, Paul McLatchy, III, Judith Pierce

Susan Gleason participated in the meeting via remote at 9:04 am.

New Business:

a./ Discuss Need for an Interim Administrative Assistant: Marilyn reported that the Attorneys were still working on a final date and time to meet with the Select Board in Executive Session to discuss Town Coordinator situation. Marilyn said there was a need for an interim person to take care of Town business.

Motion to Hire an Interim Administrative Assistant: Following discussion, a motion was made by Marilyn Wilson to hire an interim Administrative Assistant while the Town Coordinator is on Administrative leave and seconded by Vice-Chair Gleason. The motion passed: 2/0/1
Marilyn Wilson – aye
Susan Gleason – aye
Noel Abbott – abstain

In discussion, Noel Abbott stated that while he agrees with the strong need for an Administrative Assistant he would abstain for other larger issues.

- Chair Wilson asked Janice Boudreau if she would be willing to take on the position and Janice agreed and asked for more definition. She reported that at present while working for the Town through Premiere Staffing Services (PSS) she was paid for only the time she worked, without any lunch time or breaks and had billed the Town accordingly. There was discussion about buying out the contract with PSS and Janice felt that it was premature to do as a temporary situation.

Motion to Hire Janice Boudreau: Chair Wilson made a motion to hire Janice Boudreau as Interim Administrative Assistant to cover the office of Town Coordinator until issues are resolved through Premiere Staffing Services at the rate of $ 22.20 per hour for up to 32 hours, Monday through Friday from 9 am until 5 pm. Noel Abbott seconded the motion and was unanimously accepted. 3/0/0

Marilyn Wilson – aye
Susan Gleason – aye
Noel Abbott – aye

- Chair Wilson said the position of Town Coordinator was never officially voted on at Town Meeting or was added to Town Bylaws so will need to be looked into in the future.

b./ Information Technology (IT) Update: Chair Wilson reported the IT software licenses were finalized. Northeast IT reported that the backup tape system tapes cannot be read and a new backup system was needed as soon as possible. It would cost $200.00 for each server and $1500.00 for the new system. It was determined there were available funds to purchase in the budget. Noel Abbott asked to continue discussion regarding possible cloud storage at the next meeting. Vice-Chair Gleason said tapes could be archived and sent to a data recovery firm if necessary.

Motion to Authorize Backup System: Chair Wilson made a motion to authorize Northeast IT Systems to purchase new Network Storage Systems for Rowe Town's computer systems. The motion seconded by Noel Abbott was unanimously accepted. 3/0/0
Marilyn Wilson – aye
Susan Gleason – aye
Noel Abbott – aye

c./ Council on Aging – Grant Allocation: Paperwork to be filed by Council on Aging Director Sandy Daviau to authorize the grant allocation funds to the Council on Aging was reviewed by the Select Board.

Motion to Sign Council on Aging Grant Allocation: Upon review, Chair Wilson made a motion to sign the Authorization for the Grant Allocation Budget for the Council on Aging and was seconded by Noel Abbott. The motion was unanimously accepted. 3/0/0
Marilyn Wilson – aye
Susan Gleason – aye
Noel Abbott – aye

Old Business:

a./ New Treasurer Has Started: The new Treasurer Kris Nartowicz has commenced her duties as Treasurer and needs to have bank signature cards and bond approval.

Motion to Authorize Treasurer Requirements: Chair Wilson made a motion to allow bank signature cards be signed by Treasurer Kris Nartowicz and that she be given approval for bonding. The motion, seconded by Susan Gleason was unanimously accepted. 3/0/0
Marilyn Wilson – aye
Susan Gleason – aye
Noel Abbott – aye

Minutes

Minutes of July 31, 2013: Following review and discussion Marilyn Wilson made a motion to accept the Minutes of July 31, 2013 with amendments. The motion, seconded by Susan Gleason, was unanimously accepted. 3/0/0
Marilyn Wilson- aye
Susan Gleason- aye
Noel Abbott – aye

Minutes of July 25, 2013: Noel Abbott said that he would like to make a statement of clarification regarding the previously approved Minutes of July, 2013 to eliminate the term 'in revision' to the request that all draft, in revision and finalized Minutes be sent to Select Board Members. He indicated 'in revision' would be considered deliberation among the Select Board.

Motion to Clarify Minutes of July 25, 2013: Noel Abbott made a motion to clarify the statement of the Minutes of July 25, 2013 to eliminate the term 'in revision' from the previously approved Minutes. The motion seconded by Chair Wilson was unanimously accepted. 3/0/0

Marilyn Wilson- aye
Susan Gleason- aye
Noel Abbott – aye

Susan Gleason ended the remote participation at 9:50 am.

Audience:

- John Magnango: Veterans Flag Holder for Ceremonies: John Magnango reported that he received veterans flag holders for Rowe's Veteran Cemetary graves. He made an error in calculating costs neglecting the variable price of the bronze. The order came to $1038.00 which was $138.00 over the amount Select Board approved.

Motion to Approve Additional Expenses: Chair Wilson made a motion to approve the additional amount of $138.00 for the purchase of the Veteran's Grave Flag Holders. The motion, seconded by Noel Abbott was accepted. 2/0/0

- Jodi Brown asked about the ability to use the automated telephone system and Chair Wilson said she still had not obtained password codes from Ellen Miller.

Adjournment: Seeing no further business Marilyn Wilson made a motion to adjourn. The motion, seconded by Noel Abbott, was unanimously accepted at 10:00 am.

Respectfully Submitted,

Janice Boudreau
Secretary

Approval Date: August 14, 2013

Approved:

Marilyn Wilson, Chair

Susan Gleason, Vice-Chair

Noel R. Abbott

Attachments:

- Agenda 08/09/13
- Council on Aging Grant Allocation