Town of Rowe - FY 2014
Board of Selectmen – Minutes
Wednesday, October 9, 2013 - 3:00 pm
Rowe Town Hall

Call to Order: The meeting was called to order by Select Board Chair Marilyn Wilson at 3:00 pm.

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

Audience: Marilyn Beval, Jodi Brown, Jim Davison, Loretta Dionne, Mary Ann Dykeman, Robert Fensky, Ann Foshay, Mary Lenth, John Magnago, Paul McLatchy III, Paul McLatchy Jr., Judy Pierce

Minutes:

- **Motion to Accept Minutes**: Following review, Chair Wilson made a motion to accept the Minutes of October 3, 2013 as presented. The motion, seconded by Vice-Chair Gleason, was accepted. 2/0/1 Selectman Abbott was not present for the vote.

- **Motion to Accept Minutes**: Following review, Chair Wilson made a motion to accept the Minutes of Executive Session of October 3, 2013, held in Open Session pertaining to Fire Chief, as corrected. The motion, seconded by Vice-Chair Gleason, was accepted. 2/0/1 Selectman Abbott was not present for the vote. 2/0/1

- **Motion to Accept Minutes**: Following review, Chair Wilson made a motion to accept the Minutes of Executive Session of October 3, 2013, held in Open Session pertaining to Fire Department Secretary, as corrected. The motion, seconded by Vice-Chair Gleason, was accepted. Selectman Abbott was not present for the vote. 2/0/1

Executive Session: Chair Wilson made a motion at 3:04 p.m. to convene an Executive Session for the purpose of reviewing Executive Session Minutes and to reconvene into Open Session.

The motion was seconded by Vice-Chair Gleason and a roll call vote was made:

Chair Marilyn Wilson- aye
Vice-Chair Susan Gleason- aye
Selectman Noel Abbott- aye

The Meeting reconvened into Open Session at 3:29 p.m.

Old Business:

1. Melanson and Heath Audit Response: Select Board Members reviewed Chair Wilson's draft responses to the Melanson and Heath Audit Draft with Selectman Abbott's edits.

Motion to Accept Edited Draft: Following discussion and review Vice-Chair Gleason made a motion to accept the edited draft responses to submit to the Melanson and Heath for inclusion in the final Audit Report. The motion, seconded by Chair Wilson was unanimously accepted. 3/0/0

2. Human Resources Policy- Concept of Earned Time: Chair Wilson raised the concept of Earned Time to be considered for inclusion in the Town Personnel policy in the prior meeting and presented an example from the Boston Medical Center for review asked for further discussion. Selectman Abbott said he thought that the principles behind the concept of Earned Time made sense in that it gave employees more flexibility in how they take their time and provided them with privacy in that they would not have to claim how they spent their earned time. It could also simplify bookkeeping. Selectman Abbott expressed strong concerns about using the number of Earned Time days cited in the Boston Medical Center document as a benchmark for Rowe could create a liability for the town. He gave specific examples including the Society for Human Resource Management's (SHRM) Survey Report that showed fewer Earned Time days especially during the beginning years of employment. In addition, he thought the probationary period should be more restrictive and that extended sick leave be addressed.

   Vice-Chair Gleason raised concerns about the holiday schedule and how that applied. Selectman Abbott suggested touching base with an expert and making policy then tweaking it. Chair Wilson asked that Select Board Members work on it individually, have further discussion, and finalize a draft prior to sending it to Town Counsel for review. Selectman Abbott thought a chart of current policy would be helpful for reference.

New Business:

1. Vaccine Billing Contract: Select Board Members reviewed a Contract for vaccine purchases and vaccine administration enabling reimbursement for flu vaccine from MassHealth insurance who will be billed by on behalf of the Town.

Motion to Sign Vaccine Billing Contract: Chair Wilson made a motion to sign the 'MassHealth Flu Vaccine Program Provider Application' Between the Town of Rowe and MassHealth for services related to collecting reimbursement for vaccines that are administered on behalf of the Town of Rowe. The motion, seconded by Vice-Chair Gleason, was unanimously accepted. 3/0/0

2. Police Chief Telephone: Chair Wilson raised the need for the Police Department to have a phone line at the new office at the Fire Station and that this needed to occur so the move could be completed.

Motion to Approve Police Department Phone Line: Chair Wilson made a motion to move the telephone line from the Town Hall to the new office location at the Fire Station for $ 104.88 to install and $ 35.00 per month thereafter. The motion seconded by Vice-Chair Gleason, was unanimously accepted. 3/0/0

3. Resignation Received: Select Board Members received a resignation from the Fire Department from Fire Lieutenant Glenn White. Vice-Chair Gleason noted that a Fire Auxiliary Group has formed and there was one new enrollment of a Fire Fighter.

4. Fire Chief McLatchy Report: Fire Chief McLatchy spoke with the Select Board about the following items:

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- The building permit for the oil tank pad was obtained
- Concrete would be poured on October 10th
- He was having a great deal of discussion about training and equipment
- Vice-Chair Gleason asked that he reach out to Lieutenants who had resigned
- The morale problem was being addressed

Fire Chief McLatchy left the meeting.

5. Fire Department Discussion: The discussion continued about the Fire Department.

   - Vice-Chair Gleason raised concerns that issues had not been worked out such as the amount of time Fire Chief was in and out of town and the morale problem
   - Chair Wilson said the Town Bylaws indicated Rowe had a Chapter 42A "weak" Chief level of statutory making the Select Board the ultimate authority over Fire Department
   - There was concern expressed with 3 Lieutenant recent resignations

6. Concern over Town Counsel Procedure: Following review of a draft letter to Town Counsel addressing Fire Department issues, the issue of use of Town Counsel was discussed. Chair Wilson said that one Board Member should address an issue and funnel information to other Members and that recent legal expenditures were of concern. Selectman Abbott said that he recently sought the advice of Town Counsel independently to better serve the interests of the Town.

7. Select Board Communications: Selectman Abbott raised a concern about the process of Select Board Communications. He discussed the timing of receipt of a document for a recent Executive Session and stated a strong concern about not receiving our attorney's in-depth advisory email that was vital to understanding the documents handed out during Executive Session. Chair Wilson responded that she had provided this document to all Selectmen at the Executive Session and had received just prior to the meeting. Selectman Abbott disagreed and further expressed strong concerns about not being able to ask questions in order to make sense of the documents, and that Chair Wilson had asked him to leave the room. Both Chair Wilson and Vice-Chair Gleason disagreed with Selectman Abbott and stated that he was asked to be quiet and digest the materials as they were all reviewing them for the first time and did not ask Selectman Abbott to leave the meeting. Chair Wilson further stated that Selectman Abbott had left these documents in the room when he left Executive Session. Selectman Abbott again disagreed.

8. Business Meeting Etiquette: Chair Wilson reviewed a few items concerning business meeting etiquette including arriving fifteen minutes prior to the meeting, to be prepared for the meeting by reviewing materials prior to the meeting and to listen well.

Audience:

- Paul McLatchy III asked a question about a recent Executive Session
- Betty Lenth made a comment about Select Board's attendance to the Groundbreaking event at the school
- Judy Pierce asked a question about a change of a recent Select Board's Meeting schedule
- Paul McLatchy III asked about the Fire Department's Fire Fighting gear
- Jodi Brown made a comment of support for Rowe Fire Department
- Jim Davidson asked a question about the Fire Department

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Adjournment: Chair Wilson made a motion to adjourn the meeting at 5:23 p.m. The motion, seconded by Selectman Abbott was unanimously accepted. 3/0/0

Respectfully Submitted,

Janice Boudreau
Secretary

Approval Date: NOVEMBER 6, 2013

Approved:

Marilyn Wilson, Chair

Susan Gleason, Vice-Chair

Noel R. Abbott, Selectman

Attachments:

- Agenda 10/09/13
- Agreement By and Between the Rowe Board of Health and MassHealth
- Sample Earned Time Policy (3 pages)
- Rowe Response to Audit – prepared by Chair Wilson
- Rowe Response to Audit – with Selectman Abbott edits