

Town of Rowe - FY 2015
Board of Selectmen – Minutes
Wednesday, July 16, 2014 - 3:00 pm
Rowe Town Hall

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

Present: Chair Wilson and Vice-Chair Susan Gleason, Selectman Walt Quist and Administrative Clerk Janice Boudreau

Audience: Ian Boyd, Jodi Brown, Russ Jolly, Betty Lenth, Gail May, Robin Reed

Minutes: **Motion to Accept the Minutes of July 2, 2014:** Following review, Chair Wilson made a motion to accept the Minutes of Select Board Meeting of July 2, 2014 with corrections. The motion, seconded by Selectman Quist, was accepted. (3/0/0)

New Business

1. Letter of Hire for New Highway Superintendent: The draft letter of hire for the new Highway Superintendent was reviewed and it was agreed to work on it further once the Personnel Policy Manual policies are fully reviewed and discussed.
2. Applicants for Highway Dept. Employee: Two job applications were reviewed for the position of Heavy Equipment Operator and Heavy Equipment Operator. Highway Superintendent was familiar with both applicants and made his recommendation.

Motion to Hire Heavy Equipment Operator: Chair Wilson made a motion to hire Kenneth Shippee for the position of Heavy Equipment Operator and Heavy Equipment Operator. The motion, seconded by Vice-Chair Gleason, was unanimously accepted. (3/0/0)

3. Motor Vehicle Refunds Report – Tax Collector: Tax Collector presented the Select Board with a Motor Vehicle Refunds Report for Michael Bradley for a plate cancellation for the amount of \$44.17.

Motion to Accept Motor Vehicle Refund: Chair Wilson made a motion to grant Michael Bradley a refund of \$44.17 for a plate cancellation. The motion, seconded by Selectman Quist, was unanimously accepted. (3/0/0)

4. Schedule Pole Hearing Tunnel Road : Materials were presented to the Select Board for National Grid to hold a Pole Hearing for Tunnel Road adding 8 JO poles: It was agreed to hold the Pole Hearing for Tunnel Road on August 13, 2014 at 7:00 p.m.

5. Review Chapter 90 Reimbursement Requests: Select Board Members reviewed the Chapter 90 Reimbursement Requests for Monroe/Ford Hill 20% Chip Seal Project; Rowe/Monroe Bridge Engineering Legal Fees and Pothole Money Reimbursement Requests.

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Motion to Sign Chapter 90 Reimbursement Requests: Following discussion, Chair Wilson made a motion to sign the Chapter 90 Reimbursement Requests for Monroe/Ford Hill 20% Chip Seal Project; Rowe/Monroe Bridge Engineering Legal Fees and Pothole Money Reimbursement Requests. The motion, seconded by Walt Quist, was unanimously accepted. (3/0/0)

Executive Session:

Chair Wilson made a motion to convene into Executive Session and reconvene into Open Session.

Convene into Executive Session for Purpose # 5:

Executive Session:

To investigate charges of criminal misconduct or to consider the filing of criminal complaints.

The motion, seconded by Vice-Chair Gleason, was unanimously accepted.

Marilyn Wilson - Aye
Susan Gleason - Aye
Walt Quist - Aye

The Meeting reconvened into Open Session at 3:45 p.m.

6. SBC Petition: Select Board Members reviewed a Petition from the School Building Committee (SBC) to asking for Ellen Miller to be reappointed to the Committee. Chair Wilson explained that Ms. Miller had not abided by the terms of her Employment Separation Agreement legal contract so, therefore, the Select Board would not consider the request.

Motion to Deny Request: Chair Wilson made a motion to deny the request made by the SBC to reinstate Ellen Miller to the SBC Committee. The motion, seconded by Vice-Chair Gleason, was unanimously accepted. (3/0/0)

Old Business

1. Personnel Policy Manual: Following discussion, it was agreed to ask all Department Heads to attend a meeting to address concerns about consistency for each Department in Town and clarify hiring practices, procedures and policies. There was discussion about inclusion of a checklist for hiring to include: a/ Job Description, b/ Leave Policy, c/Emergency Training and d/Incident Reports.

3. Policy for Access to Fundware by Dept. Heads: Following discussion, it was agreed to allow Department Heads access to the Accounting program in order to better maintain and review their budgets.

4. Fire Department Discussion: As liaison to the Fire Dept., Selectman Quist met with Chief McLatchy and firefighters to discuss improving the chain of command and delegating responsibilities. In addition, there was discussion about safety, training, maintenance and prioritizing items to be accomplished, absences and how to encourage new member participation.

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5. Appointments continued: Select Board Members discussed appointments.

Motion to Appoint: Chair Wilson made a motion to appoint the following positions for one year, unless noted, ending at the end of FY15:

Carlos Heiligmann-	Veteran's Grave Office	
Prudence Berry-	Election Tellers/Workers	
Jo-ann M. Brown-	Election Tellers/Workers	
Marjorie Morse-	Election Tellers/Workers	
Mary E. Paige-	Election Tellers/Workers	
Robin Reed-	Election Tellers/Workers	
Carrie Silva-	Election Tellers/Workers	
Christine Tower-	Election Tellers/Workers	
Shirley Veber-	Election Tellers/Workers	
Ed May-	Emergency Management Director	
Paul McLatchy Jr.-	Fire Chief	
Brandon Sprague-		Deputy Fire Chief
Community Emergency Response Coordinator-		Ed May
Hazardous Materials Control Officer-		Ed May

Motion to Appoint: The motion to appoint, seconded by Selectman Quist, were unanimously accepted. (3/0/0) There was one exception, with the vote to appoint Brandon Sprague as Deputy Fire Chief (2/0/1)

Audience:

- Russ Jolly praised the Select Board for their work to remedy problems associated with the Fire Department.
- Robin Reed asked a question about the chain of command in the Fire

Warrants: Warrants FY15 W02 was reviewed

Adjournment:

Seeing no further business, Chair Wilson made a motion to adjourn the Meeting at 5:58 p.m.

Respectfully Submitted,

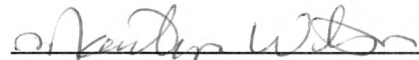
Janice Boudreau

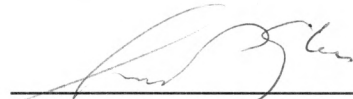
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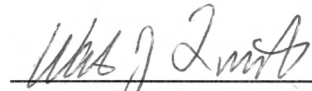
Approval Date:

July 30, 2014

Approved:


Marilyn Wilson, Chair


Susan Gleason, Vice-Chair


Walt Quist, Selectman

Attachments:

- Agenda 07/16/14
- Motor Vehicle Refunds Report
- Highway Superintendent Wage & Benefit Package – Draft (2- pages)
- National Grid Pole Hearing for Tunnel Road – (3 pages)
- SBC Petition Request to reinstate Ellen Miller – (3 pages)