Town of Rowe - FY 2015
Board of Selectmen – Minutes
Wednesday May 20, 2015 – 3:00 pm
Rowe Town Hall

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

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

Audience: Rosie Gordon, Jen Morse, Julie Shippee, Brandon Sprague

Minutes:

Motion to accept Minutes of May 6, 2015: Upon review, a motion was made by Chair Wilson to accept the Minutes of May 6, 2015 as written. The motion, seconded by Vice-Chair Gleason, was unanimously accepted. (3/0/0)

New Business

1. Select Board Chair and Vice-Chair: Chair Wilson asked for nominations for Chair and Vice-Chair of the Select Board.

Motion to Appoint Select Board Chair: Vice-Chair Gleason made a motion to nominate Marilyn Wilson for Select Board Chair. The motion, seconded by Selectman Quist, was unanimously accepted. (3/0/0)

Motion to Appoint Select Board Vice-Chair: Chair Wilson made a motion to nominate Susan Gleason as Vice-Chair of the Select Board. The motion, seconded by Selectman Quist, was unanimously accepted. (3/0/0)

2. Town Buy Recycled Policy to Update DEP Requirement: Select Board Members reviewed the Rowe Buy Recycled Policy required by the Dept. of Environment Protection to participate in Grant Programs and agreed to send to Department Heads and appropriate Personnel.

Motion to Sign: Chair Wilson made a motion to sign the "Rowe Buy Recycled Policy" and send it to appropriate Town Personnel. The motion, seconded by Vice-Chair Gleason, was unanimously accepted. (3/0/0)

3. Real Estate Refund Report- Tax Collector: Select Board Members reviewed a Real Estate Refund Report submitted by the Tax Collector.

Motion to Sign Real Estate Refund Report: Chair Wilson made a motion to sign a Real Estate Refund Report submitted by the Tax Collector to Ellen & Clayton Miller for tax overpayment for the amount of $30.00. The motion, seconded by Vice-Chair Gleason, was unanimously accepted. (3/0/0)

4. Letter to Legislators re: Ambulance Crisis: Select Board Members reviewed a draft letter addressing the Ambulance Crisis to be sent to Sen. Downing, Rep. Mark and Sen. Rosenberg and produced a final version.

There was discussion about the Ambulance Task Force Meetings and the problem of the lack of volunteers and other issues. Chair Wilson and Vice-Chair Gleason are continuing to meet about the problem.

5. FRCOG Elevator Bids: Select Board Members reviewed Franklin Regional Council of Governments Elevator Bids.

Motion to Award Elevator Contract: Following review, Chair Wilson made a motion to award the Elevator Contract Maintenance to United Elevator of Weymouth, MA and Eagle Elevator as a second choice. The motion, seconded by Walt Quist, was accepted. (2/0/1) Vice-Chair Gleason abstained from the vote.

6. BOH Chair Report: Board of Health Chair Jenn Morse reported that Lisa Danek resigned as the Town Heath Agent and could be hired on an as needed basis. In addition, she reported that the school perc test did not take place due to a cancellation by the company that was to conduct the test.

5. Review Fire Department Administrative Assistant Job Description: Select Board Members reviewed and finalized the Administrative Assistant Job Description. It was agreed to start at $14.40 for up to 10 hours per week.

6. DPW Worker vacancy: It was agreed to table until Lance provided a job title for the DPW worker position.

7. COLA for Police Chief: Chair Wilson said the funding for additional hours for the Police Chief position was provided in FY2016, however, the 1.7% Cost of Living Adjustment (COLA) increase given to all Town employees had not been added.

Motion to Add COLA: Chair Wilson made a motion to add the Cost of Living Adjustment (COLA) to the Police Chief wages. The motion, seconded by Vice-Chair Gleason, was unanimously accepted. (3/0/0)

8. Report of Window repair cost and other Town Hall issues– Janice: Administrative Clerk reported the cost to have the Pella windows repaired at Town Hall. In addition, there was discussion about the sidewalk repair, the Post Office air conditioner needing attention, who should be in charge of tents and the lack of a proper key system for town hall. It was agreed to think about the issues and discuss further. Vice-Chair Gleason agreed to work on the key issue and security for Town Hall.

9. Rowe School Project Audit Report: Chair Wilson reported that there was a Draft Audit Report from Melanson & Heath Auditors. Town Accountant was impressed that the $7,000.000.00 project came within an amount of $2176.00 in deficit. Chair Wilson thought that the Select Board could go to Finance Committee and request a $3676.00 amount to cover the outstanding contractor bill which had an interest amount attached to the $75,000.00 balance. It was noted that the balance had been withheld due to the punch list completion as well as needed the audit confirmation that there was still an adequate balance in the insurance reimbursement.

Motion to Request a Reserve Fund Transfer: Chair Wilson made a motion to request a Reserve Fund Transfer of $3676.00 to cover the interest on the Contractor invoice and the shortfall in the school fire insurance reimbursement account. The motion, seconded by Vice-Chair Gleason, was unanimously accepted. (3/0/0)

10. Discussion of Automated External Defibrillator Maintenance and Testing: Select Board Members discussed Automated External Defibrillator Maintenance and Testing and it was agreed that in the future it should be taken care of by the Emergency Medical Services Director.

Motion to Propose C. Selmi Hyytinen: Following discussion, Chair Wilson made a motion to propose that C. Selmi Hyytinen serve as Emergency Medical Services Director and take over as Gail May retires. The motion, seconded by Selectman Quist, was accepted. (2/0/1) Vice-Chair Gleason abstained from the vote.

11. Begin Annual Performance Reviews: Chair Wilson said she would like to commence Employee Performance Reviews starting next Select Board Meeting. It was agreed to set up times starting next Select Board Meeting.

12. Bostley to reschedule septic system in Town Hall Complex: Chair Wilson reported that Bostley would be rescheduling the appointment to come and do maintenance on the septic system since it had not been done in years.

13. Post Fire Dept. Administrative Assistant: Chair Wilson agreed to write the ad for the Fire Dept. Administrative position and send to the newspaper.

14. Fire Chief: Fire Chief Brandon Sprague attended the meeting to discuss the following:

a. Security of Fire Station: There was discussion about replacing the door at the Safety Complex since the lock did not function properly and the cost of replacing locks. It was agreed to look into the cost of replacing the door.
b. DCR Grant: Fire Chief said they were working on obtaining a grant
c. Training with Heath Fire Dept.: Fire Chief reported that 2 members of the Heath Fire Dept. would start training in Rowe.
d. Officer Recommendations: Fire Chief recommended Kerri McLatchy as Classroom T raining Officer, but intended to focus on team development rather than a hierarchy.
e. Officer in Charge when Chief Unavailable: Fire Chief was considering asking Gary Singley to be in charge if things continued to work out well.

15. Town Clerk Request: Town Clerk submitted a list Election Tellers and Board of Registrars for appointment effective July 1st:

Motion to Appoint: Chair Wilson made a motion to appoint the following Election Workers:

Robin Reed	Election Warden	Marjorie Morse	Election Clerk
Pru Berry	Election Teller	Shirley Veber	Election Teller
Jodi Brown	Election Teller	Christine Tower	Election Teller
Deb Lively	Election Teller	Myra Carlow	Election Teller
Ramon Sanchez	Election Teller		

The motion, seconded by Vice-Chair Gleason, was unanimously accepted. (3/0/0)

Motion to Appoint: Chair Wilson made a motion to appoint the following Board of Registrars for appointment effective July 1st:

Jennifer Morse	Head Registrar	Lisa Danek Burke	Registrar
Willian Parent	Registrar	Kerri McLatchy	Registrar

The motion, seconded by Selectman Quist, was unanimously accepted. (3/0/0)

16. FRCOG Fuel Bids: Select Board Members reviewed Fixed Price and Rack Price plus Mark-Up from Franklin Regional Council of Governments Chief Procurement Officer. Following discussion, it was agreed to go with Rack Price plus Mark-Up.

Old Business

1. IT Consultant: Fiber Optic Discussion: Chair Wilson said it would be a good idea to have a conference call at next meeting with IT Consultant Joel Mollison to discuss his recommendations. It was agreed to schedule for next meeting.

Warrants:

Review FY15W24 and FY15PW24

Adjournment: Seeing no further business, Chair Wilson made a motion to adjourn the Meeting at 6:20 p.m. The motion, seconded by Vice-Chair Gleason, was accepted. (2/0/1)

Respectfully Submitted,

Janice Boudreau

Approval Date: JUNE 3, 2015

Approved:

Marilyn Wilson, Chair

Susan Gleason, Vice-Chair

Walter J. Quist, Selectman

Attachments:

- Agenda 5/6/15
- Letter to DEP re: Small Initiatives Grant
- FRCOG Elevator Bids – 3 pages
- FRCOG Fuel Bids – 3 pages