Town of Rowe - FY 2015
Board of Selectmen – Minutes
Wednesday June 3, 2015 – 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 Quist and Administrative Clerk Janice Boudreau

Audience: Tracey Baronas, Jodi Brown, Julie Shippee, Brandon Sprague and Joel Mollison via teleconference

Call to Order

Minutes:

Motion to accept Minutes of May 20, 2015: Upon review, a motion was made by Chair Wilson to accept the Minutes of May 20, 2015 with corrections. The motion, seconded by Vice-Chair Gleason, was unanimously accepted. (3/0/0)

New Business

1. Summer Schedule: Chair Wilson discussed the Summer schedule of meeting every other week. Specific dates with conflicts were discussed.

2. Discuss Finance Committee Member Appointment: Chair Wilson asked for suggestions for a potential Finance Committee member. Potential candidates were discussed. It was agreed to finalize at next meeting.

3. Appoint EMS Director: Chair Wilson said that Gail May is retiring and reported that she spoke with C. Selmi Hyytinen about assuming the role of Emergency Medical Service Director and he agreed to assume the role.

Motion to Appoint C. Selmi Hyytinen: Chair Wilson made a motion to appoint C. Selmi Hyytinen as Emergency Medical Service Director. The motion, seconded by Selectman Quist, was accepted. Vice-Chair Gleason abstained from the vote. (2/0/1)

4. Appoint Treasurer; Possibly Establish Payroll Clerk Position and Pay: Chair Wilson reported that Treasurer Marcella Stafford Gore had handed in her resignation as Treasurer effective June 10, 2015. She spoke with Kris Nartowicz about returning and she agreed to do so. She indicated that she would assume the role of Treasurer only, and not do payroll or human resources work. The stipend would be reduced by $3,000.00 without the payroll portion.

Motion to Re-hire Ms. Nartowicz: Following discussion, Chair Wilson made a motion to hire Kris Nartowicz to assume the role of Treasurer. The motion, seconded by Vice-Chair Gleason was unanimously accepted. (3/0/0)

5. Abandon Earned Time: Chair Wilson said that, due to problems associated with implementation of Earned Time, she asked members to consider abandoning the issue and

continuing to update the Personnel Policy Manual and address inconsistencies of prior practices.

Motion to Abandon Earned Time Policy: Following discussion, Chair Wilson made a motion to abandon the implementation of Earned Time Policy. The motion, seconded by Selectman Quist was unanimously accepted. (3/0/0)

a. Clarify Various Benefits: Select Board Members reviewed the Personnel Policy Manual to address inconsistencies of employee benefits.

b. Review HR Policy as a Whole: Select Board Members reviewed the Personnel Policy Manual and discussed policies and updated the Manual. It was agreed to continue work at the next meeting.

c. Administrative Clerk Wage & Benefit Package: Select Board Members reviewed and corrected the Administrative Clerk Wage & Benefit Package of January 15, 2014 due to inconsistencies as related to other town employee benefits policies.

Motion to Accept Revised Hire Letter: Following revisions, Chair Wilson made a motion to accept the revised Hire Letter for Administrative Clerk Janice Boudreau to correct errors with respect to Town Employee Benefits and Policies. The motion, seconded by Vice-Chair Gleason, was unanimously accepted. (3/0/0)

6. Performance Reviews: Select Board Members met with the following Personnel to discuss their current activities and accomplishments :

4:30 – Emergency Management Director- Ed May reported on activities related to obtaining a grant for a generator for the Town Hall. He indicated he did not update fire extinguishers and said it should be done by the Fire Dept.
5:00 – Police Chief – Chief Shippee reported on Police activities and spoke about an addition to the building to accommodate the police and fire offices.
5:30 – Fire Chief- Chief Sprague reported on the many improvements made to the Department since he took over the position.

7. Old Home Day Fireworks Contract Review: Select Board Members reviewed a contract from Atlas Fireworks for a performance on Friday night July 10, 2015.

Motion to Sign Contract: Following review, Chair Wilson made a motion to sign the contract from Atlas Fireworks for a performance on Friday night July 10, 2015 as part of Old Home Days. The motion, seconded by Vice-Chair Gleason, was unanimously accepted. (3/0/0)

8. FCSWMD – Springfield MRF Contract Review: Select Board Members reviewed the 5-year contract for the Municipal Agreement with Springfield Materials Recycling Facility from Franklin County Solid Waste Management District where all towns send their recyclables.

Motion to Sign Contract: Following review, Chair Wilson made a motion to sign the 5-year contract for the Municipal Agreement with Springfield Materials Recycling Facility. The motion, seconded by Vice-Chair Gleason, was unanimously accepted. (3/0/0)

9. MassDOT – Chapter 90 Winter Recovery Final Report: Select Board Members reviewed the Chapter 90-Final Report for Winter Recovery for the amount of $21,958.00 prepared by Highway Superintendent.

Motion to Sign Contract: Following review, Chair Wilson made a motion to sign the Chapter 90-Final Report for Winter Recovery for the amount of $21,958.00. The motion, seconded by Vice-Chair Gleason was unanimously accepted. (3/0/0)

10. Tracey Baronas – Line Item Transfers: Town Accountant Tracey Baronas provided a list of accounts that require a line item transfers totaling under $4526.28.

Motion to Move the Transfers: Vice-Chair Gleason made a motion to move the Departmental Transfers as written by Town Accountant. The motion, seconded by Selectman Quist was unanimously accepted. (3/0/0)

11. Senior Exemptions: Tax Collector presented Senior Real Estate Exemptions for approval.

Motion to Approve: Chair Wilson made a motion to approve Senior Real Estate Exemptions presented by Tax Collector. The motion, seconded by Selectman Quist, was unanimously accepted. (3/0/0)

Old Business

1. 4:00 pm - IT Consultant Fiber Optic Discussion Conference Call – Joel Mollison, Kevin Andle: IT Consultant Joel Mollison discussed the fiber optic and that there is no infrastructure in place at the Safety complex to obtain network wires run in the building. Rewire the Safety complex, one for the Police and one for Fire and split the fiber optic wiring. Get Vocational Tech involved to drop the cost of the wiring. Increased security for these departments is of great importance and will play a big role in designing the system.

Warrants: Review FY15W25 and FY15PW25

Audience of Citizens:
Adjournment

Adjournment: Seeing no further business, Chair Wilson made a motion to adjourn the Meeting at 6:15 p.m. The motion, seconded by Vice-Chair Gleason, was accepted. (3/0/0)

Respectfully Submitted,

Janice Boudreau

Approval Date: JUNE 17, 2015

Approved:

Marilyn Wilson, Chair

Susan Gleason, Vice-Chair

Walter J. Quist, Selectman

Attachments:

- Agenda 6/3/15
- Interdepartmental Transfers June 3, 2015 – Tracey Baronas
- Wage & Benefit Package – Administrative Clerk (2 pgs.)
- Resignation Letter Treasurer
- Email from Northeast IT Joel Mollison (2 pgs.)
- FCSWMD – SMURF 5-year Contract (9- pgs.)
- Supporting documents for Line Item Transfers from Accountant (20 pgs)
- Chapter 90 – Final Report Winter Recovery 2015