Town of Rowe - FY 2015
Board of Selectmen – Minutes
Wednesday June 17, 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

Minutes:

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

Motion to accept Minutes of June 15, 2015: Upon review, a motion was made by Chair Wilson to accept the Minutes of June 15, 2015 as presented. The motion, seconded by Vice-Chair Gleason, was unanimously accepted. (3/0/0)

NEW BUSINESS

1. Warrant for STM: Warrant was completed at a prior Meeting.

2. Discuss Finance Committee Member Appointment: So there is still a vacancy and Chair Wilson will continue to speak with prospective candidates.

3. Format for Personnel Evaluations: It was agreed that the process should begin with a review of the job description. It was agreed to come up with a format to follow up review.

4. Appointment Police Officer: Chair Wilson tabled item until a later date.

5. Performance Reviews:

   3:30 – Tracey Baronas – Town Accountant: Tracey spoke about updating the system, making corrections and bringing the Accounting system up to date.

   4:00 – Lance Larned – Highway Superintendent: Lance spoke about the culverts that needed replacing and adhering to Conservation Commission guidelines. In addition, he is in the process of listing an inventory of all town culverts. In addition, signage and heating sources for the DPW garage were discussed. It was agreed to interview candidates for the Heavy Equipment Operator position upon his return from vacation.

Motion to Designate Post Office Use: Following discussion, Chair Wilson made a motion to designate a Post Office Use Only area near the exterior post office boxes by having the

Highway Department paint the area for the purpose. The motion, seconded by Selectman Quist, was unanimously accepted. (3/0/0)

6. FRCOG Appointment of Rep to FRCOG Council: Discussion concerning a need for a representative to the Franklin Regional Council of Governments Council.

   Motion to Appoint: Vice-Chair Gleason made a motion to appoint Chair Wilson. The motion, seconded by Selectman Quist, was accepted. (3/0/0)

7. FC Reg Emergency Planning Committee Request: A letter requesting information was reviewed by the Franklin County Regional Emergency Planning Committee requesting information. It was agreed that the Emergency Management Director should review and complete the request.

8. FRCOG Gas and Fuel Bids 6/23/15: Following discussion, it was agreed to go with the "mark-up from rack price" for gasoline and diesel as was decided with the heating fuel oil.

9. Budget Discussion: Chair Wilson discussed some invoices presented by Mohawk School District for Shared Services for employees shared by Rowe. It was unclear why some were paid and other invoices were not. It was agreed that Chair Wilson would continue to work with Town Accountant to resolve the matter of the unpaid invoices as it appears that no formal agreements were established.

10. Line Item Transfers: Chair Wilson indicated there were some line item transfers that needed to be made before the new fiscal year and would be working with Town Accountant and the Finance Committee to resolve the matters.

11. Appointments for FY16: A list of Appointments was reviewed and the following Appointments were made for FY16:

POSITION	APPOINTMENT	TERM	
Administrative Assistant	Sandy Daviau	1	6/17/2015
Animal Control Officer- Assistant	Arthur Samuelson	1	6/17/2015
Animal Control Officer-Relief	Henry Dandeneau	1	6/17/2015
Assistant Treasurer	Sandra Daviau	1	6/17/2015
Broadband Committee	David Dvore	1	6/17/2015
	Russell Jolly	1	6/17/2015
	Dan Wessman	1	6/17/2015
Conservation Commission	Myra Carlow	1	6/17/2015
	Prudence Berry	1	6/17/2015
	Ramon Sanchez	1	6/17/2015
	Virginia Gaebert	1	6/17/2015
Constable	Sandra Daviau	1	6/17/2015

Council on Aging	Sandra Daviau	1	6/17/2015
	Christine Tower	1	6/17/2015
	Marilyn Belval	1	6/17/2015
	Joanne Brown	1	6/17/2015
	Mary Ann Dykeman	1	6/17/2015
	Doris Fensky	1	6/17/2015
	Shirley Veber	1	6/17/2015
DPW Superintendent	Lance Larned	1	6/17/2015
Energy Committee	Walt Quist	1	6/17/2015
	Deb Katz	1	6/17/2015
	Susan Wood	1	6/17/2015
	Wayne Zavotka	1	6/17/2015
Field Drivers	Sandra Daviau	1	6/17/2015
Fire Chief	Brandon Sprague	1	6/17/2015
Forest Fire Warden	Brandon Sprague	1	6/17/2015
Inspector of Buildings	Jim Hawkins	1	6/17/2015
Local Inspector	Jim Cerone	1	6/17/2015
Inspector of Plumbing & Gas	Andy French	1	6/17/2015
Inspector of Electrical	Tom McDonald	1	6/17/2015
Old Home Day Committee	Jo-Ann Brown	1	6/17/2015
	Loretta Dionne	1	6/17/2015
	Paul McLatchy III	1	6/17/2015
	Mary Paige	1	6/17/2015
	Robin Reed	1	6/17/2015
	Christine Tower	1	6/17/2015
Police Officer	C. Selmi Hyytinen	1	6/17/2015
Supt. Of Pest/Elm Disease Contrl	Lance Larned	1	6/17/2015
Town Accountant	Tracey Baronas	1	6/17/2015
Town Counsel	Donna MacNichol	1	6/17/2015
Tree Warden	Lance Larned	1	6/17/2015
Yankee Citizen Advsry Board	Walter J. Quist	1	6/17/2015
Yankee Land Committee	Walter J. Quist	1	6/17/2015
Zoning Board of Appeals	Marilyn Wilson	1	6/17/2015
	Robert Dykeman	1	6/17/2015
	Russell Jolly	1	6/17/2015
	Gail May	1	6/17/2015
Carl Nilman Scholarship Fund	Rebecca Bradley	1	6/17/2015
FC Coop Inspection Program Rep	Janice Boudreau	1	6/17/2015
FC Solid Waste Mgt. Dist Rep to	Jim Lively Alternate	1	6/17/2015
FRCOG Council Rep to	Marilyn Wilson	1	6/17/2015

Franklin Reg Transit Authority Rep to	Marilyn Wilson	6/17/2015
Mohawk Woodlands Partnership	Walter J. Quist	6/17/2015
Municipal Light Plant Mgr.	Walter J. Quist	6/17/2015
WiredWest Com Coop Delegate	Marilyn Wilson	6/17/2015
WiredWest Com Coop Alt Delegate	David Dvore	6/17/2015

OLD BUSINESS

1. Personnel Policy Manual: Chair Wilson reported the Personnel Policy Manual was at Town Counsel for review.

Warrants: Review FY15W26 and FY15PW26

Audience of Citizens:

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: JULY 15, 2015

Approved:

Marilyn Wilson, Chair

Susan Gleason, Vice-Chair

Walter J. Quist, Selectman

Attachments:

- Agenda 6/15/15
- FC Regional Emergency Planning Committee (4 pgs.)
- Email Andrea Woods FRCOG re: bids
- FRCOG Appointment Rep Letter