

Town of Rowe
Board of Selectmen – Minutes
Wednesday, July 11, 2018 – 6:00 pm
Rowe Town Hall - Hearing Room 1

Call to Order: The meeting was called to order by Chair Morse at 6:00 p.m.

Present: Chair Jennifer Morse, Vice-Chair Dennis May, Member Sokol and Executive Secretary Janice Boudreau
Julie Shippee, Ramon Sanchez, David Dvore

OPEN MEETING

Announcement of recording devices & noteworthy information: Chair Morse said she had just found out about some road damage done by an excavator parked on a Rowe road on the Monroe border from a company doing work in Monroe. She had been in contact with the Town Coordinator in Monroe who said the Project Manager will assess the damage and will get back to us.

MINUTES

Motion to accept Minutes of June 13 , 2018: Upon review, a motion was made by Vice-Chair May to accept the Minutes of June 13, 2018 with amendments. The motion, seconded by Vice-Chair May was unanimously accepted. (3/0/0)

Motion to accept Minutes of June 27 , 2018: Upon review, a motion was made by Chair Morse to accept the Minutes of June 13, 2018 with a correction. The motion, seconded by Vice-Chair May was unanimously accepted. (3/0/0)

OLD BUSINESS

1. Municipal Light Plant Update:

- a.) Cost Overruns: Deputy Municipal Light Plant Manager Sokol reported \$150,000 overruns cost for the 'Make Ready' to the Pole applications. Almost all of the Pole applications have been submitted. There will be discussion with Office of Executive Housing and Development Liaison Bill Ennen about how to apply for additional grant monies that state promised to towns to cover overrun costs.
- b.) Jean Claude VanTalie conduit has become more complicated than initially thought and a meeting will take place to work out details.
- c.) Davis Mine Pole placement not completed as yet, we are still waiting for 6 additional poles.

Motion to Adjourn to Pole Hearing: Chair Morse made a motion to conduct the Pole Hearing at 6:30 pm and reconvene the meeting following the Hearing. The motion, seconded by Member Sokol, was unanimously accepted. (3/0/0)

The meeting reconvened at 6:45 p.m.

2. Health Benefits Committee: Vice-Chair May shared correspondence from the State Ethics Commission regarding his participation on an Insurance Benefits Committee. The Acting Legal Division Chief, Lauren Duca said that "as a Selectman he cannot participate in any particular matter in which you or your wife have a financial interest". Following discussion,

it was agreed that the committee be dissolved. The next course of action is to research town votes regarding the health insurance benefits and find out what impact reducing the insurance contribution would have to the lowest paid employee.

3. Police Chief Appointment Request: Chief Julie Shippee requested that Melinda Herzig be appointed as an Auxiliary Police Officer.

Motion to Appoint: Chair Morse made a motion to appoint Melinda Herzig as an Auxiliary Police Officer, the motion seconded by Member Sokol, was unanimously accepted. (3/0/0)

NEW BUSINESS

1. 6:00 p.m. Meeting with Planning Board: Tabled to next meeting on July 25, 2018.
2. Police Detail Pay Rate: Chief Shippee requested Select Board to increase the police detail pay rate from \$40.00 to \$50.00 per hour to match the state rate.

Motion to Change Detail Rate: Member Sokol made a motion to make contracted Police Detail pay rate be increased to \$50.00 per hour. The motion, seconded by Vice-Chair May, was unanimously accepted. (3/0/0)

3. Employee Evaluation Forms: Select Board Members reviewed sample Employee Evaluation Forms. It was agreed to take two examples and have each Select Board member adapt them to the Departments they oversee. Chair Morse said she would present an example at next meeting.
4. Line Item Transfer: The Line Item Transfer approved on July 10, 2018 was signed.
5. Old Home Day Discussion: Chair Morse said that the Old Home Day was a great success and that the Lions Club barbeque tickets sold out and music, DJ and fireworks were great. It was noted that Sean Loomis, Park Ranger and the Park employees were a great help and should be commended on their service. Old Home Day for 2019 will be at the Park on July 13th.
6. Executive Secretary Updates:
 - a.) Vacation: Ms. Boudreau said she would be on vacation July 26th in the afternoon and returning August 13.
 - b.) ROBO Call Training: There was discussion about having a back-up person to conduct a ROBO call and Member Sokol agreed to do so.
 - c.) Repair in Gracy House: A proposal to repair the Gracy House smoke detector panel was discussed.

Motion to Accept Proposal: Member Sokol made a motion to accept the proposal to repair the Gracy House Fire Alarm Board for \$1,497.76. The motion, seconded by Chair Morse, was unanimously accepted. (3/0/0)

- d.) Air Conditioners: Chair Morse asked about the air conditioners for Town Hall second floor. Ms. Boudreau indicated she had obtained a credit account with Home Depot, however, due to her work load had not conducted research for the purchase. Following discussion, Vice-Chair May agreed to research the air condition situation for second floor.
- e.) OSHA Training: Ms. Boudreau said that the Small Town Administrators of Massachusetts will be hosting a training session on the new OSHA Training – Occupational Safety and Health Administration on September 6, 2018 and she would try to attend.

Warrants FY18 W28 and FY19 W02 Payroll FY18 W27 and Payroll FY19 W01

Adjournment: Seeing no further business, Chair Morse made a motion to adjourn the Meeting at 7:29 p.m. The motion, seconded Vice-Chair May, was accepted. (3/0/0)

Janice Boudreau
Executive Secretary

Approval Date: July 25, 2018

Approved:



Jennifer Morse, Chair



Dennis May, Vice-Chair



Chuck Sokol, Select Board Member

Documents:

- Agenda July 11, 2018
- Sample Employee Evaluations
- State Ethics Commission Letter
- Fire Equipment Inc. Proposal