

Town of Rowe
Board of Selectmen – Minutes
Wednesday, June 27, 2019 – 6:30 pm
Rowe Town Hall - Hearing Room 1

Call to Order: The meeting was called to order by Chair Chuck Sokol at 6:29 p.m.

Announcement of recording devices: One recording device

Present: Chair Chuck Sokol, Jennifer Morse, Ed Silva

Executive Secretary Janice Boudreau

Audience: Brian Foucher of WiValley, Rick Keen and Steve Harris, Joanne Semanie, David Dvore, Paul McLatchy III, Carrie Silva

Pole Hearing: 6:30 p.m. Four Town Broadband Network Pole Hearing

Florida/Hawley/Monroe/Savoy (FHMS)- Four Town Broadband Network requests permission to locate poles, wires, and fixtures, including the necessary sustaining and protecting fixtures, along and across the following public ways:

- A 60' above ground wooden pole in the town right-of-way on Monroe Hill Road (42.7200° -72.9300°) to provide wireless broadband service to customers of the FHMS network.
- The purpose of the pole is to act as a relay site to feed into Monroe village. The 70 foot pole holds antennae to receive in and out, located below the Monroe Hill Road runaway ramp. Signal testing will be made and should not affect Rowe Yankee.
- Two things were emphasized by Municipal Light Plant Manager David Dvore was that there will be no effect on service to anyone in Rowe and written approval that there will be service provided for the two Rowe residents on lower Tunnel Road.

Motion to Approve Pole: Following discussion, Chair Sokol made a motion to approve the wireless internet pole on Monroe Hill Road as specified by FHMS-Four Town Broadband Network. The motion, seconded by Selectman Silva, was unanimously accepted. (vote: 3-0-0)

- It was agreed to contact Rowe Town Counsel to see if an intergovernmental agreement between FHMS and Rowe could be drafted to service the two Rowe homes as part of their network since Counsel may have a template in place for the purpose.
- It was agreed to provide the Order for Pole Locations to FHMS Four Town Broadband after endorsed by Town Clerk.

Enter Executive Session: 7:00 p.m. MLP Manager:

Motion to Enter into Executive Session: At 6:50 p.m. Selectman Morse made a motion to enter into Executive Session as defined in MGL Chapter 30A, Section 21, Purpose Number 1:

“To discuss the reputation, character, physical condition or mental health, rather than professional competence, of an individual, or to discuss the discipline or dismissal of, or complaints or charges brought against, a public officer, employee, staff member or individual. The individual to be discussed in such executive session shall be notified in writing by the public body at least 48 hours prior to the proposed executive session; provided, however, that notification may be waived upon written agreement of the parties.”

and to reconvene into Open Session following the Executive Session.

Motion to enter into Executive Session:

Chair Sokol: aye
Jennifer Morse: aye
Ed Silva: aye (vote: 3-0-0)

Open Meeting reconvened at 7:07 p.m.

Motion to re-enter from Executive Session to Open Session:

Chair Sokol: aye
Jennifer Morse: aye
Ed Silva: aye (vote: 3-0-0)

Announcement of recording devices: One recording device

MLP Updates:

- Municipal Light Plant (MLP) Manager Dvore reported the Executive Office of Housing and Economic Development Grant contract for broadband had to be extended another year due to a need to execute reimbursement of additional funds that are unknown at this time. Dvore said there will be an additional \$200,000.00 reimbursed from the state for the costs associated with the make ready costs over the estimate. This should be adequate to cover service to the individual residences.
- There is a phone only internet and a service for suspending service for the seasonal residents.

MLP Manager David Dvore left the meeting at 7:14 p.m.

OLD BUSINESS

Follow-up on action items from 6/12/2019

Jennifer Morse items:

- Police Tickets: Selectmen Morse said that she had sent an email to which Chief Shippee had responded regarding the question of tickets.
- Bird Droppings: There was discussion about moving the bird nests away from the building as it was causing a mess. It was agreed to pursue ideas about encouraging them to move.

Chair Sokol items:

- Town Counsel Response: Had no response from Town Counsel.
- Clearing snow in the rear of Fire Dept.: Following discussion, it was agreed that Selectman Silva will contact DPW to inquire about snow removal at the rear egress of the Fire Dept.

APPOINTMENTS

7:30 p.m. - Administrative Assistant Interviews (½ intervals)

There was discussion about Ed Silva recusing himself from discussion because one of the applicants is a family member.

- 7:24 p.m. Candidate 1 interviewed
- 7:40 p.m. Candidate 2 interviewed

8:00 p.m. - Police Chief Business

- C.Selmi Hyytinen's Concerns: Spoke about the narrowness of the road along and area of Davenport Road that is a safety issue.
- Police Detail Policy, compliance with MGL c. 268A: There was discussion about police detail and the Conflict of Interest when the Chief assigns herself to detail work. Discussion on how to be in order to be compliant with the Conflict of Interest Law and making detail assignment part of the Chief's job description. There was discussion about offering the work to officers on a rotating schedule and to put a cap on the amount of detail that the Chief can earn at

\$15,000.00. It was agreed that the Chief will provide a detail policy to include the detail map and references to the MGL. When a vehicle is impeded and crosses the center line then there should be a detail Police.

Motion to Amend Job Description: Chair Sokol made a motion to accept the amendments made to the job description for the Police Chief. The motion, seconded by Selectman Silva, was unanimously accepted. (vote: 3-0-0)

-Fire Truck Inspections: Police Chief asked about whether the Fire Trucks are not inspected. Selectman Morse said Fire Chief was working on it.

-OSHA for Police Dept.: Selectman Morse asked that Police Chief look into place policies pertaining to Occupational Safety and Health (OSHA) regulations said to reach out to the Town of Ashfield who recently completed OSHA policies.

-Speeding Tickets: Chief Shippee said that she was working on getting the necessary data needed to update town speed signs. Unmarked roads are 40 mph.

-Help Offered: Chair Sokol said that if Police Chief needed assistance in researching or preparing policy to ask the Board of Selectmen for assistance. He said that Police policies have to come to the Board for review.

OLD BUSINESS

Follow-up on action items from 6/12/2019

- Reach Out to Gill Engineering: Paul McLatchy reported that in early July Gill Engineering will walk out to Davenport and Davis Mine Roads with Superintendent Larned for \$1,000.00 to provide a basic overview and provide a list of reports or studies that would be needed.
- Oil Tank Removal at Town Hall: Bid documents were reviewed. It was agreed to award the low bid to C.D. Davenport providing the removal fee does not exceed \$2,000.00.

Motion to Award Bid: Chair Sokol made a motion to award the contract to remove the underground oil tank at Town Hall to C.D. Davenport provided the water removal fee does not exceed \$2000.00. The motion, seconded by Selectman Silva, was unanimously accepted. (vote: 3-0-0)

- Solar Credits: Paul McLatchy reallocated the solar credits from the Town Garage to the Town Hall, DPW, Browning Bench and to the Park.
- Cemetery Commission Project: The project funds for the West Cemetery fence could not be encumbered. Bids were obtained for the fence.
- Email: It was noted that Depts. had added the Public Record Discloser notice to their email and further notification will continue.
- IT Concerns: IT services and future upgrades and service plans were discussed and the need to schedule an appointment with Joel Mollison of Northeast IT.
- Email Policy: Janice Boudreau said she had reviewed a number of policies and would provide a draft policy to the Board when time permitted.
- Insurance Claims at the School: Following a conversation with Principal Knittle, Janice Boudreau asked for permission to be involved in any insurance claim that the school has right at the onset since the process is not going well as it is. Following discussion, it was agreed that

Chair Sokol would ask the School Committee whether Ms. Boudreau could take a more direct roll with insurance claims at the school in the future.

Noteworthy Announcements: None

OLD BUSINESS

FY20 Appointments:

Selectman Morse asked about the appointments and whether some could be eliminated and whether the Bylaw Committee had addressed those issues. It was agreed to have further discussion with Town Counsel about appointments and whether employees should be hired rather than appointed unless required by statute.

Motion to Appoint Vice-Chair: Chair Sokol made a motion to appoint Jennifer Morse as Vice-Chair to the Board of Selectmen. The motion, seconded by Selectman Silva, was accepted. (vote: 2-0-1) Selectman Morse abstained.

Motion to Appoint the Following FY20 Appointments: Chair Sokol made a motion to appoint the following for a one-year term:

POSITION	APPOINTMENT	TERM	TERM End
Animal Control Officer - Town	Arthur Samuelson	1	6/30/2020
Animal Control Officer-Relief	Henry Dandeneau	1	6/30/2020
Animal Inspector	Kristen Martin	1	6/30/2020
Board of Registrars - Head Registrar	Paul McLatchy III	1	6/30/2020
Board of Registrars - Registrar	Lisa Danek Burke	1	6/30/2020
Board of Registrars - Registrar	Kerri McLatchy	1	6/30/2020
Bylaw Review Committee	Paul McLatchy III	1	6/30/2020
Bylaw Review Committee	Jim Lively	1	6/30/2020
Bylaw Review Committee	Christopher Hyytinen	1	6/30/2020
Constable	Joanne Semanie	1	6/30/2020
Council on Aging	Sandra Daviau	1	6/30/2020
Council on Aging	Christine Tower	1	6/30/2020
Council on Aging	Marilyn Belval	1	6/30/2020
Council on Aging	Joanne Brown	1	6/30/2020
Council on Aging	Doris Fensky	1	6/30/2020
Council on Aging	Florence Veber	1	6/30/2020
Council on Aging	Shirley Veber	1	6/30/2020
DPW Superintendent	Lance Larned	1	6/30/2020
Election Teller	Jodi Brown	1	6/30/2020
Election Teller	Myra Carlow	1	6/30/2020
Election Teller	Daniel T. Burke	1	6/30/2020
Election Teller	Loretta Dionne	1	6/30/2020
Election Teller	Ramon Sanchez	1	6/30/2020
Election Teller	Shirley Veber	1	6/30/2020
Election Warden	Robin Reed	1	6/30/2020
Executive Secretary	Janice Boudreau	1	6/30/2020
Fire Chief	Dennis Annear	1	6/30/2020

Gracy House Committee	Jim Lively	1	6/30/2020
Gracy House Committee	Walt Quist	1	6/30/2020
Keeper of the Dams	Henry Dandeneau	1	6/30/2020
Keeper of the Dams - Alternate	Julie Shippee	1	6/30/2020
Measurers of Wood, Bark, Lumber	Thomas Danek	1	6/30/2020
Measurers of Wood, Bark, Lumber	Robert Rice	1	6/30/2020
Police Officers - Part-time	C. Selmi Hyytinen	1	6/30/2020
Police Officers - Part-time- Reserve	Kyle Sweeney	1	6/30/2020
Police Officer - Auxiliary	Jarod Bellows	1	6/30/2020
Police Officer - Auxiliary	Melinda Herzig	1	6/30/2020
Police Officer - Auxiliary	Francis Noyes	1	6/30/2020
Police Officer - Auxiliary	Francis Noyes	1	6/30/2020
Police Officer - Auxiliary	Austin Willis	1	6/30/2020
Police Officer - Special	Henry Dandeneau	1	6/30/2020
Carl Nilman Scholarship Fund	Laurie Pike	1	6/30/2020
Coop Pub Health Ser Oversight Board	Maggie Rice	1	6/30/2020
FC Coop Inspection Program Rep	Janice Boudreau	1	6/30/2020
FC Solid Waste Mgt. Dist Rep to	Dan Poplawski	1	6/30/2020
FRCOG Council Rep to	Jennifer Morse	1	6/30/2020
Franklin Reg Planning Board Rep	David Roberson	1	6/30/2020
Mohawk Woodlands Partnership	Walter J. Quist	1	6/30/2020
WiredWest Com Coop Delegate	David Dvore	1	6/30/2020
Veteran's Burial Agent	John Magnago	1	6/30/2020

The Motion, seconded by Selectman Morse, was unanimously accepted. (vote: 3-0-0)

Motion to Appoint the Following FY20 Appointments: Chair Sokol made a motion to appoint the following for a three-year term:

POSITION	APPOINTMENT	TERM	TERM End
Environmental Officer	Lance Larned	3	6/30/2020
Haz Mat Control Officer	Dennis Annear	3	6/30/2022
Zoning Board of Appeals	Gail May	3	6/30/2022
Zoning Board of Appeals	Henry Dandeneau	3	6/30/2022

The Motion, seconded by Selectman Silva, was unanimously accepted. (vote: 3-0-0)

Motion to Appoint the Following FY20 Appointments: Selectman Morse made a motion to appoint the following for a one-year term:

POSITION	APPOINTMENT	TERM	TERM End
Bylaw Review Committee	Chuck Sokol	1	6/30/2020
Fence Viewer	Chuck Sokol	1	6/30/2020
Field Drivers	Chuck Sokol	1	6/30/2020
Municipal Light Plant Manager Deputy	Chuck Sokol	1	6/30/2020

The Motion, seconded by Selectman Silva, was accepted. (vote: 2-0-1) Chair Sokol abstained from the vote.

Motion to Appoint the Following FY20 Appointments: Chair Sokol made a motion to appoint the following for one to three year terms:

POSITION	APPOINTMENT	TERM	TERM End
Board of Registrars	Brittani Sprague	1	6/30/2020
Comm. Emerg. Response Coord.	Brandon Sprague	3	6/30/2020
Election Clerk	Marjorie Morse	1	6/30/2020
Election Teller	Brianna Demech	1	6/30/2020
Emergency Mgt. Director	Brandon Sprague	1	6/30/2020
Forest Fire Warden	Brandon Sprague	1	6/30/2020
Reg Emergency Planning Com (REPC)	Brandon Sprague	1	6/30/2020
Pound Keeper	Jennifer Morse	1	6/30/2020
FRCOG Council Rep to	Jennifer Morse	1	6/30/2020

The Motion, seconded by Selectman Silva, was accepted. (vote: 2-0-1) Selectman Morse abstained from the vote.

Motion to Appoint the Following FY20 Appointments: Chair Sokol made a motion to appoint the following for a one-year term:

POSITION	APPOINTMENT	TERM	TERM End
Fence Viewers	Ed Silva	1	6/30/2020
Field Drivers	Ed Silva	1	6/30/2020

The Motion, seconded by Selectman Morse, was accepted. (vote: 2-0-1) Selectman Silva abstained from the vote.

Agreement with Shelburne for loaning of Temporary Bridge to Rowe -Kings Highway: A letter to the Town of Shelburne concerning the loan of a temporary bridge to be used for the Kings Highway bridge project was reviewed. Selectman Morse said Shelburne would then work on an Intergovernmental Agreement.

Line Item FY19 No. 7 Transfer Fire Dept.: A Line Item Transfer request from the Fire Chief was reviewed and discussed.

Motion to Approve Line Item Transfer: Selectman Morse made a motion to approve the request for \$5,600.00 from Fire Department Stipends Account # 01-5-220-000 to Fire Department General Operations Account # 01-5-220-400. The motion, seconded by Chair Sokol was unanimously accepted. (vote: 3-0-0)

Ed Silva – Town Vehicle Lettering: Selectman Silva asked a question about the policy for lettering of Town owned vehicles. Selectmen Silva stated that the DPW Superintendent will have the two DPW vehicles lettered in the near future. Discussion on creating a policy and contacting the Park Commission regarding their unlettered vehicle. Selectmen Silva will reach out to Sean Loomis to discuss.

Housing Choice Small Town Capital Grant Program Application: Administrative Assistant presented a Grant Application "Housing Choice Small Town Capital" for signature to replace the handicap ramp for the Library.

Motion to Sign Grant Application: Chair Sokol made a motion to sign the "Housing Choice Small Town Capital" Grant Application for funding for the handicap replacement ramp for the Library. The motion, seconded by Selectman Morse, was unanimously accepted. (vote: 3-0-0)

Report on the Warrants: Chair Sokol reported Chair Sokol reported FY19 W27 , FY20 W01 and Payroll FY19 W26 were reviewed and signed.

Meeting Minutes

a. 5/31/2019

Motion to Accept Minutes of May 31, 2019: Selectman Morse made a motion to accept the Minutes of May 31, 2019 as presented. The motion, seconded by Chair Sokol, was unanimously accepted. (vote: 3-0-0)

b. 6/12/2019

Motion to Accept Minutes of June 12, 2019: Chair Sokol made a motion to accept the Minutes of June 12, 2019 as corrected. The motion, seconded by Selectman Morse, was accepted. (vote: 2-0-1) Selectman Silva abstained from the vote.

Administrative Assistant Position: There was discussion about the candidates. It was agreed to have the position be an hourly position.

Motion to Hire: Following discussion, Selectman Morse made a motion to hire Paul McLatchy III for the position of Administrative Assistant for 32 hours at a hourly rate. The motion, seconded by Chair Sokol, was accepted. (vote: 2-0-1) Selectman Silva abstained from the vote.

Selectman Silva discussed the need to work on hire letters and what they should contain.

Action Items were Reviewed

Adjournment: Seeing no further business, Member Sokol made a motion to adjourn the Meeting at 10:17 p.m. The motion, seconded by Selectman Morse, was unanimously accepted. (3/0/0)

Respectfully Submitted,

Janice Boudreau, Executive Secretary

Approval Date: August 1, 2019

Approved:

Chuck Sokol, Chair



Selectman Jennifer Morse

Selectman Ed Silva

Documents:

1. Agenda 06/27/19
2. Executive Session Letter Request copy
3. WiValley Pole Hearing
 - a. Notice of Public Hearing- Greenfield Recorder
 - b. Order for Pole Locations
 - c. Pole Placement location
 - d. Scale Drawing of 70ft. Pole With Atennas
4. Appointment List FY20
 - a. Admin Asst. research re: Town Counsel
5. 700 CMR: Massachusetts Dept. of Transportation (5 pgs.)
6. Resumes: Candidate 1 and Candidate 2
7. Draft Minutes 5-31-19 and 6-12-19
8. Action Items from 6-12-19
9. 3 Price Quote Tally – Oil Tank Removal bids (7 pgs.)
 - a. C.K. Davenport
 - b. Danek Excavating
 - c. Jonathan Winfisky
10. IGA Edge Cases Final Draft (9 pgs.)
11. Job Description – Police Chief
12. Police Detail 2018
13. Cultural Council Legal Opinion
14. ZBA, ConCom, Cultural Findings
15. Custodian Bird Droppings
16. Police Chief Advisory
17. Shelburne Temporary Bridge Use Agreement – DRAFT
18. Admin Assistant Updates
19. Executive Secretary Updates
20. MLP – Contract Extention to Last Mile Broadband Network Grant
21. Line Item Transfer – Fire Dept.
22. Housing Choice Small Town Capital Grant Program Application

Mail:

1. FCCIP Building Commissioner re: Mason & Whitaker
2. Mohawk Trail Woodlands Partnership – Update (4 ppgs.)
3. FY2020 Apportionment MA District One – (24 pgs.)