

Rowe Board of Selectmen Meeting  
September 6, 2019  
3:30 P.M.  
Rowe Town Hall – Meeting Room 1

**Board of Selectmen:** Vice-Chair Jennifer Morse, Selectman Ed Silva  
**Absent:** Chair Charles Sokol  
**Other Attendees:** Henry Dandeneau, Keeper of the Dams; Sean Loomis, Park Manager; Paul McLatchy III, Administrative Assistant to the Boards; Julie Shippee, Police Chief/Alternate Keeper of the Dams; Brandon Sprague, Emergency Management Director  
**Audience of Citizens:** None

**Call to Order:** Vice-Chair Morse called the meeting to order at 3:30 P.M., a quorum of the board present.

**Emergency Action Plans (EAPs):** The purpose of this meeting was to review the EAPs for the Mill Pond and Pelham Lake dams with appropriate parties. These plans were produced by CDR Maguire as part of a mandate from the state to have EAPs for each municipally-owned dam. The final drafts will be due by December 31<sup>st</sup>. The Park is willing to be considered the dam owners, as both dams are on park property. Aside from some minor changes, the following are highlights from the discussion about the document:

- A list of homeowners that would be impacted by the failure of either dam will need to be generated and distributed to all parties. A Blackboard Connect group could be established to quickly make a phone call to all homes simultaneously.
- The dam is usually opened 3-4 times a year.
- A notice will be placed at both sites giving people contact information in an emergency- Mr. Loomis will work on crafting a sign that is both informative and visually appealing.
- It was agreed to, but not voted on, to have the Emergency Management Director (EMD) and the Assistant EMD be responsible for coordinating trainings and general management of the EAPs.
- The town currently has approximately 100 sand bags which will be enough for incidents at Mill Pond Dam. This will not be enough for Pelham Lake Dam. Some solution will need to be figured out as to how to get sand and/or filled sand bags across to the other side of Pelham Lake Dam. It is estimated 300 new bags will need to be purchased for that site.
- The dams will need to be inspected any time a seismic activity (i.e. an earthquake) occurs.

**Adjourn:** A motion was made by Vice-Chair Morse, seconded by Selectman Silva, and passed unanimously to adjourn at 4:25 P.M.

*Respectfully Submitted,*  
Paul McLatchy III  
Administrative Assistant to the Boards

Approved on: 10.3.19

  
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Jennifer Morse, Vice-Chair

**Documents:**

1. EAP for Pelham Lake Dam
2. EAP For Mill Pond Dam

  
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Edward Silva, Selectman



## Town of Rowe

### VACATION REQUEST FORM

EMPLOYEE NAME: Paul McLatchy III

DATE OF HIRE: July 1, 2019

I AM REQUESTING THE FOLLOWING TIME AS VACATION:

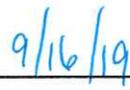
DAY (S): Friday, October 4<sup>th</sup> (Elections training in Shelburne)

WEEK (S):

WILL BE RETURNING TO WORK ON: Monday, October 7, 2019

  
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EMPLOYEE SIGNATURE

  
\_\_\_\_\_

DATE

\_\_\_\_\_  
APPROVED BY: SIGNATURE

\_\_\_\_\_  
DATE

#### Office Use only

Updated in Calendar: \_\_\_\_\_

Updated in Vacation Log: \_\_\_\_\_

Updated in Employee file: \_\_\_\_\_

Vacation Days Allotted: \_\_\_\_\_

Vacation Days Used per Vacation Requests to Date (including this one) : \_\_\_\_\_

Vacation Days Available: \_\_\_\_\_