

**Town of Rowe**  
Board of Selectmen – Minutes  
Thursday, October 17, 2019 – 6:30 pm  
Rowe Town Hall - Hearing Room 1

---

**Call to Order:** The meeting was called to order by Chair Chuck Sokol at 6:32 p.m.

**Announcement of recording devices:** two recording devices

**Present:** Chair Chuck Sokol, Vice-Chair Jennifer Morse, Ed Silva, Selectman  
Executive Secretary Janice Boudreau

**Audience:** DPW Superintendent Lance Larned, Danielle Larned, Jessica Albrecht, Maggie Rice, Karen  
Soviecke, Mitch Soviecke, Dan Wessman, Fire Chief Dennis Annear

**Noteworthy Announcements:** It was noted that longtime resident Robin Reed passed away last week and that she had served the town over the years in numerous capacities and town activities.

**Scheduled Presentations/Joint Meetings:**

- A. 6:30pm – DPW Report on Davis Mine and Davenport Roads: DPW Superintendent Larned and citizens of Davenport and Davis Mine Roads met with the Board to discuss the report prepared by Gill Engineering. The report assessed the conditions of the two roads and provided recommendations for improvement, especially during mud season. Residents remarked on the road improvement made in the last few months and were pleased with the preventative measures that were made. Mitch Soviecke stressed having a safe road to travel and expressed appreciation for listening and following through with requests.
- There was discussion about working on a budget plan that includes longer capital planning and identifying trouble spots that need work and formulate a long term plan.
  - To adequately plan for future problems stock piling material with a cover was discussed.
  - There was discussion to increase road closure signage to limit traffic and alert drivers not to enter area at appropriate areas with durable and visible signs.
  - Selectman Silva spoke about formulating an emergency action plan for the roads.
  - Citizens requested more patrolling of the area.
  - There was discussion about Superintendent checking the road conditions more frequently during mud season.
  - Mitch Soviecke requested a meeting in the spring to discuss and follow up with the roads.

DPW Superintendent Lance Larned, Danielle Larned, Jessica Albrecht, Maggie Rice, Karen Soviecke, Mitch Soviecke and Dan Weismann left the meeting at 7:02 p.m.

- B. 7:30pm – Fire Department: Chief Dennis Annear met with the Board to update Fire Dept. business.
- Security Issues: Chief Annear reported concerns with the number of people that had keys to the Fire Dept. and proposed an electronic system to eliminate keys and record who enters the building and the duration of the visit. He wanted to design the system to allow access where appropriate and restrict certain areas. Chief would continue to obtain other quotations for the keyless system and security cameras.

- Radio System: Franklin Regional Council of Governments (FRCOG) and the Franklin County Emergency Communications System (FCECS) is in the process of renewing agreements with all of the public safety agencies that use the FRCOG's system of radio communication towers across the county. Chief said that Rowe would have to join the effort to upgrade the current system along with other area towns to migrate to the MA Interoperable Radio System or purchase, establish and maintain your own system within the next 5 years. He said there were concerns with the problems that the hill towns had experienced with the proposed system radios that did not function well. Chief said that concerns need to be addressed to appropriate officials. Chief Annear said he would review the FRCOG /FCECS Agreement and make a recommendation for the next Board meeting.
- Fire Truck Status:
  - Chief Annear said the 550 was running well and modifications were made for winter.
  - Engine 2 needs new lettering.
  - Engine 1 recently had major work done at Green Garage for \$3200.00 to pass inspection.
  - Engine 4 has been advertised with a broker and there has been interest expressed.
  - Ford Expedition has multiple problems and Chief Annear recommended it be sold as surplus property.
- Membership and Training: Chief Annear explained firefighters and junior firefighters and their training efforts.
- Ambulance Response Time: There was discussion about improving the ambulance response time and looking into having an Emergency Medical Technician (EMT) in town. Chief Annear was thanked for his good work.

Fire Chief Annear left the meeting at 8:01 p.m.

### Old Business

Continued discussion:

- a) Emergency Action Plan for Mill Pond Dam and Pelham Lake Dam: The Board of Selectmen discussed the final version of the Emergency Action Plan (EAP) for Mill Pond Dam and Pelham Lake Dam.

**Motion to Accept EAP: Vice-Chair Morse made a motion to accept the Emergency Action Plan for Mill Pond Dam and Pelham Lake Dam provided by CDR Maguire. The motion, seconded by Chair Sokol, was unanimously accepted. (3/0/0)**

**Municipal Light Plant Broadband Project Updates and Discussion:** Chair Sokol said the propane tanks need filling after recent use and Executive Secretary confirmed a request for a delivery had been made. Chair Sokol said the installations are going well and that MLP Manager Dvore was working on remote monitoring of the hut for the heat/cooling. Selectman said that he was working on the hut grounds and landscape and had not received the requested quotations.

### **Liaison Reports (DPW, Fire, Police, Town Hall)**

- Fire Dept./Police Liaison Vice-Chair Morse: Vice-Chair Morse said she had reminded Police Chief to have lettering on the new cruiser and that Police Chief was obtaining quotes and reported having no money in her budget for the purpose.
- Town Hall Liaison: Chair Sokol said he was working on a form for the vetting process of requests for use of Town Counsel. The letter to Beverly Cooper for the Treasurer position was reviewed.

**Motion to Sign Letter: Selectman Silva made a motion to sign the hire letter to Beverly Cooper as Town Treasurer. The motion, seconded by Chair Sokol, was accepted. (vote: 3/0/0)**

### Subcommittee Updates

- Vice-Chair Morse said that the Open Space Committee had met and that they were researching and exploring options with the Community Preservation Act.

### Selectboard Business

#### New Business

1. Health Care Flex Spending Account: Tabled until a time with Administrative Assistant can meet with the Board to discuss details.

#### Old Business

Continued discussion:

- b) FY2021 Budget: Budget meeting for all Boards and Committees will take place on October 28, 2019 at 6:30 p.m. which Chair Sokol will lead discussion and discuss the FY21 COLA, the Levy Limit and property tax billing schedule. The Tax Classification Hearing time was discussed.
- c) Beautification of the Broadband Hut: Selectman Silva discussed earlier in the meeting.
- d) Town Administrator: Tabled until a later date
- e) Situational Awareness Training: Tabled until next meeting on October 31<sup>st</sup>.
- f) Summer Youth Programs Structure: A meeting to Oct. 31<sup>st</sup> was discussed.
- g) Old Home Day: There was discussion about needing to find some music for the event and looking for volunteers for the committee.
- h) Hiring Subcommittee: Vice-Chair Morse discussed having Town Counsel advise the Board on proper hiring procedures.
- i) Underground Fuel Oil Tank at School: To become capital expense and Executive Secretary said she had found a possible grant to cover some of the expense as well as reimbursement for the tank recently removed.
- j) Property Tax Billing Schedule: To be discussed at the financial roundtable on Oct. 24<sup>th</sup>.
- k) Employee Handbook and Policies Revisions: Tabled until a later date
- l) Employee Evaluation Procedures and Timelines: tabled until a later date
- m) Comp Time Policy: tabled until a later date
- n) Employee Complaint Procedure: tabled until a later date
- o) Cannabis Cultivation Facility: tabled until a later date
- p) E-Mail Policies, Data Policy, Contracted IT services, E-Mail Migration: tabled until a later date
- q) Bylaw Committee Recommendations: tabled until a later date

r) 501.C.3 Counsel Recommendation: tabled until a later date

2.) Follow-up on action items

1. Administrative Staff items and additional town hall updates:

- Safe Disposal: Executive Secretary asked about disposing of a safe in the Town Hall safe that was no longer used and taking up space. The Board asked that Ms. Boudreau contact the Historical Society as a first step.

**Contracts:**

1. FRCOG and Town of Rowe for Procurement Bridge Construction Services- King's Hwy.:

**Motion to Sign Procurement Services: Vice-Chair Morse made a motion to sign the Agreement FRCOG and Town of Rowe for Procurement Bridge Construction Services- King's Highway. The motion, seconded by Chair Sokol, was unanimously accepted. (vote: 3/0/0)**

2. MOA- FRCOG and FC Emergency Communication System Oversight Committee and Users of the FC Emergency Communications System: Tabled until next meeting

3. MA Cultural Council Contract:

**Motion to Sign Contract: Following review, Vice-Chair Morse made a motion to sign the MA Local Cultural Council Contract for the FY202 Local Cultural Council funds from the MA Cultural Council to the Rowe Cultural Council. The motion, seconded by Chair Sokol, was accepted. (vote: 2/0/1)**

**Meeting Minutes**

A. 10/03/2019 & 10/10/19: The Minutes will be reviewed following amendments being made.

**WARRANTS:**

Chair Sokol reported FY20 W09 and Payroll FY20 W08 were reviewed and signed.

**Adjournment:**

Seeing no further business, Chair Sokol made a motion to adjourn the Meeting at 9:00 p.m. The motion, seconded by Selectman Silva, was accepted. (vote: 3-0-0)

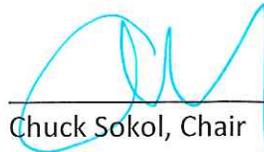
Respectfully Submitted,

Janice Boudreau, Executive Secretary

Approval Date: \_\_\_\_\_

10 / 31 / 2019

Approved:

  
\_\_\_\_\_  
Chuck Sokol, Chair

  
\_\_\_\_\_  
Selectman Jennifer Morse, Vice-Chair

  
\_\_\_\_\_  
Selectman Ed Silva

**Documents:**

- Agenda 10/17/19
- Draft BoS Minutes for 10/03/19 & 10/10/19
- Gill Engineering Davis Mine/Davenport Road Assessment
- Professional Services Agreement by and Between FRCOG and The Town of Rowe for Procurement of King's Hwy.
- MOA- FRCOG and FC Emergency Communication System Oversight Committee and Users of the FC Emergency Communications System
- MA Cultural Council Contract

**Mail:**

- DCR – EAP Plan Receipt Letter
- MA Dept. of Public Utilities Notice of Hearing