

**Town of Rowe**  
Board of Selectmen – Minutes  
Thursday, December 19, 2019 – 6:00 pm  
Rowe Elementary School

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**Call to Order:** The meeting was called to order by Chair Chuck Sokol at 6:03 p.m.

**Announcement of recording devices:** one recording devices

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

**Audience:** Administrative Assistant Paul McLatchy III, Joanne Semanie, C. Selmi Hyytinen

**Noteworthy Announcements:** None

I. Unforeseen Business (within preceding 48 hours)

1. Vice-Chair Morse said she did not sign the warrant and did not think her name should have been included in the Special Town Meeting mailing.
2. C. Selmi Hyytinen raised a concern that there was a shortfall in town services for elderly and disabled people in town for shoveling out elderly. He had spoken with Council on Aging (COA) Co-Chair Sandy Daviau and money could be provided through COA with the Board of Selectmen signing off on a contract. There was discussion about having the company contracted for services provide an insurance certificate. Chair Sokol asked Administrative Assistant to check with Town Counsel with any concerns that they may have about contracted services performing services on private properties.
3. Insurance Concern: Administrative Assistant said a retired employee's spouse had difficulty signing on to the supplemental Medicare program (Medex) due to her marriage license name did not match her Medicare card. The retiree was told from Hampshire Group Insurance Trust that she could not sign on to the group insurance until the names match. Administrative Assistant asked if the board could make an exception to the current policy and allow her to sign up at next open enrollment period once the name situation was rectified.

**Motion to Authorize: Following discussion, Chair Sokol made a motion that the Board of Selectmen authorize a one-time variance to the Town of Rowe Personnel Policy and to permit Debra Menard (Menard-Cromack) to enroll in the Hampshire Group Insurance Trust Medicare supplemental plan (Medex) in November 2020 should she desire to. The motion, seconded by Vice-Chair Morse was unanimously accepted. (vote: 3/0/0)**

New Business

1. Award contract for King's Hwy Construction: The contract bids for King's Highway Bridge construction. Contracts were reviewed by Andrea Woods, Chief Procurement Officer for Franklin Regional Council of Governments and Keith Nelson, Principal Engineer for Gill Engineering. The low bidder was J.H. Maxymillian, Inc. of Pittsfield, MA.

**Motion to Award Bid: Chair Sokol made a motion to award J.H. Maxymillian, of Pittsfield, MA and sign the contract between H.H. Maxymillian, Inc. and the Town of Rowe for the bridge replacement at the King's Highway over Pelham Brook in the Town of Rowe. The motion, seconded by Selectman Silva, was unanimously accepted. (vote: 3/0/0)**

Chair Sokol signed the 'Notice to Proceed' letter with J.H. Maxymillian, Inc. for the bridge replacement at the King's Highway over Pelham Brook in the Town of Rowe.

2. Reduce Gracy House Committee from 7 members to 5: Due to a recent resignation of a member, the Gracy House Committee requested that the committee be reduced from 7 to 5 members.

**Motion to Reduce Committee: Chair Sokol made a motion to reduce the Gracy House Committee from seven members to five members. The motion, seconded by Selectman Silva, was accepted. (vote: 2/0/1 Vice-Chair Morse abstained from the vote)**

3. Meeting time for Christmas week: It was agreed to meet on December 31, 2019 at 10:00 a.m.

**Motion to Recess: Chair Sokol made a motion to recess the meeting at 6:26 p.m. to reconvene following the Special Town Meeting. The motion, seconded by Vice-Chair Morse, was unanimously accepted. (vote:3/0/0)**

The Meeting Reconvened at 7:05 p.m. MLP Manager David Dvore was present.

4. Appoint Cultural Council Member: B.J. Roche, Cultural Council Chair, requested that Barbara Gottesman be appointed to the Cultural Council. Vice-Chair Morse asked that requests be made in writing.

**Motion to Appoint: Chair Sokol made a motion to appoint Barbara Gottesman as a member to the Cultural Council for a 3 year term. The motion, seconded by Ed Silva, was unanimously accepted. (vote: 3-0-0)**

5. Budget Hearing dates: Members reviewed a draft Budget Hearing schedule and asked for copies of dept. budgets that have been submitted to review and revisit the schedule at next meeting and formulate a budget hearing schedule.
6. MMA Conference Attendance Paul: Vice-Chair Morse said that Administrative Assistant Paul McLatchy should attend the Massachusetts Municipal Association (MMA) Convention in January 2020. Executive Secretary expressed concerns with regards to having a tight budget without a plan for the unanticipated expenditure. Following discussion, Chair Sokol agreed that Paul McLatchy should attend the MMA Conference and figure out payment later in the year.
7. MLP Update: Municipal Light Plant (MLP) Manager David Dvore said there were 180 customers that had signed up for service. He reported that the project was on budget

\$209,000.00 of the request for Supplemental funds for the 'Make Ready' costs and that it would be coming in soon. Dvore said he would keep the grant open until the end of the fiscal year to obtain all possible customers. He said that any surplus made in profits would be designated to cover depreciation reserve.

8. Payroll/Treasurer: Chair Sokol expressed concern about not receiving any response from the newly hired Treasurer concerning some recent issues with employee payroll and completing the responsibilities of the position. Chair Sokol will telephone the Treasurer to discuss concerns and schedule a time to meet. In the interim, Selectmen discussed ways to provide support to her to assist with onboarding. There was discussion about the need to have someone in charge of employees and see to their needs and the position of having a Town Administrator was discussed.

**Adjournment:**

Seeing no further business, Chair Sokol made a motion to adjourn the Meeting at 7:44 p.m. The motion, seconded by Selectman Silva, was accepted. (vote: 3-0-0)

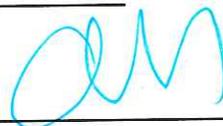
Respectfully Submitted,

Janice Boudreau, Executive Secretary

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

1/16/2020

Approved: \_\_\_\_\_



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Chuck Sokol, Chair

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Selectman Jennifer Morse, Vice-Chair



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Selectman Ed Silva

**Documents:**

- Agenda 12/19/19
- Contract between Rowe and J.H Maxymillian for Kings Highway over Pelham Brook Bridge Replacement (151 pgs.)
- Bid Tabulation Sheet
- Notice to Proceed
- Budget Hearing Calendar
- FY20 Admin Budget as of 12-19-19
- Motion for One-time Variance per Administrative Assistant