



Town of Rowe  
**Board of Selectmen** Minutes  
Thursday, September 17, 2020 –5:00 p.m.  
VIA TELECONFERENCE

Meetings normally held at the Municipal Offices are being held remotely, with adequate, alternative means of public access and, where required, public participation provided, in accordance with the Governor's March 12, 2020 Order Suspending Certain Provisions of the Open Meeting Law, M.G.L. c.30A § 20.

**Board of Selectmen:** Chair Charles Sokol, Selectman Ed Silva, Vice-Chair Joanne Semanie  
**Staff:** Janice Boudreau, Executive Secretary, Paul McLatchy III, Administrative Assistant to the Boards  
**Audience of Citizens:** Alex Barrett, Forest Division Manager; Mary Wigmore, Wigmore Forest Resource Management; Laurie Pike, C. Selmi Hyytinen, Sean Loomis, Park Manager; Rosie Gordon

**Call to Order:** Chair Sokol called the meeting to order at 5:00 P.M.

**Roll Call Vote: Chair Sokol- yes Selectman Silva- yes Vice-Chair Semanie- yes**  
**(Vote: 3-0-0)**

Announcement of recording devices: two

**Minutes:**

1. Minutes of September 1, 2020, Minutes of September 8, 2020

**MOTION TO ACCEPT MINUTES: Chair Sokol made a motion to accept the Minutes of September 1, 2020 and September 8, 2020 as presented. The motion was seconded by Vice-Chair Semanie.**

**Roll Call Vote: Chair Sokol- yes Selectman Silva- abstain**  
**Vice-Chair Semanie- yes (Vote: 2-0-1)**

**Board of Selectmen Business:**

**New Business:**

1. Ford Hill Culvert – Discuss Financing and Engineering: Administrative Assistant presented the Board with Fee Proposal for Engineering Services and Resident Engineering Scope of Services related to the Ford Hill Road over Shippee Brook replacement project. Paul McLatchy III explained that the construction would be paid by the MassWorks grant for \$ 500,000.00 and early estimates indicate there may be an additional \$100,000.00 needed to cover the engineering study. Following discussion, it was agreed to put together a list of items such as the engineering study for a Special Town Meeting in early Fall to possibly hold outdoors and review items that were left out of the Annual Town Meeting due to budgetary concerns.

2. Telephone Booth – Discussion Re: Town Common Booth: An inquiry came in to regarding the red phone booth on town common and whether the town would consider selling it. Following discussion, it was agreed to leave it remain as it is.
3. Town Clerk – November Election: Town Clerk said he had opted to use the Rowe Elementary School for the November Election since the Fire Station would be too cold with the doors closed. Students would not be in class on that day and voters would come in the back door and exit the same way to avoid walking through the school. He said he had to perform a walk through with a town official and then have the board vote to approve the location.
4. FEMA Grant Request from Fire Chief: Fire Chief requested approval to apply for a Federal Emergency Management Grant for Fire Dept. supplies and materials. It was agreed he should pursue to grant application.

**Contract:**

1. COVID Health Services to CPHS member towns CARES Act Expenses: Franklin Regional Council of Governments requested that Rowe, along with other towns, sign an agreement to pay for additional services related to the work the Cooperative Public Health Services (CPHS) are performing during the pandemic since the work far exceeded the work they normally perform. The contract will supplement the existing contract to participate in the CPHS. All the guidance they are providing during the pandemic would be covered.

**MOTION TO SIGN AGREEMENT: Chair Sokol made a motion to sign the Cares Act Agreement for Services by and Between the Town of Rowe and the Franklin Regional Council of Governments. The motion was seconded by Selectman Silva.**

**Roll Call Vote: Chair Sokol- yes Selectman Silva- yes Vice-Chair Semanie- yes (Vote: 3-0-0)**

**Appointment: 5:30 p.m.** - Alex Barrett, Forest Division Manager to update Forest Stewardship Plan for Pelham Lake to meet grant obligations: Alex Barrett presented a draft of the Forest Stewardship Plan 2020 to 2030 for Pelham Lake Park as part of a grant obtained earlier in the year. Alex explained the goals of the plan and since the Park Commission did not have the opportunity to review the 118-page report received late that afternoon, it was agreed to review and meet again on Tuesday, September 22, 2020. Following review and approval, the Selectmen would endorse the plan and sign off.

**MOTION TO SIGN PLAN: Chair Sokol made a motion to sign the Forest Stewardship Plan 2020-2030 Pelham Lake Park upon review and approval of the Parks Commission. The motion was seconded by Vice-Chair Semanie.**

**Roll Call Vote: Chair Sokol- yes Selectman Silva- yes Vice-Chair Semanie- yes (Vote: 3-0-0)**

**Left the Meeting:** Alex Barrett, Mary Wigmore, Laurie Pike, C. Selmi Hyytinen, Sean Loomis left the meeting at 5:47 p.m.

**Contracts/Warrant:**

1. Hire Letter Treasurer: Selectmen reviewed and decided to sign the Hire Letter for Terry Green. Selectman Silva said he would like to see a 90-day review conducted following her start date.
2. Warrant Review: Review Warrants FY21 W06 and FY21 PW06: Vice-Chair Semanie had nothing to report.

**Old Business:**

1. Proposed Sick Leave Policy Change and Comp Time: Administrative Assistant Paul McLatchy III presented the Board with a copy of draft changes to the Personnel Policy Manual Sick Leave section. Mr. McLatchy III added prorated charts for personnel according to their hourly amounts per week. For recordkeeping purposes, McLatchy said that it would be easier to track if sick time were given in one lump sum as was vacation and personal time at the beginning of the year and that he learned school employees were given sick leave in one lump sum.

**MOTION TO APPROVE POLICY: Following discussion, Chair Sokol made a motion to adopt the sick leave policy with the added prorated amounts to what employees work each week and to add the cap of 720 hours and prorated amounts as indicated on the chart to start retroactive to July 1, 2020. The motion was seconded by Vice-Chair Semanie.**

**Roll Call Vote: Chair Sokol- yes Selectman Silva- yes Vice-Chair Semanie- yes (Vote: 3-0-0)**

Administrative Assistant will provide final language for the Personnel Policy Manual at next meeting.

**Administrative Office Updates:**

- Executive Secretary Updates:
  - Action Items Follow up:
    - a. Detectoguard: Chair Sokol and Executive Secretary met with Andrew Killeen and provided information about the front door lock system and are awaiting his quotation.
    - b. School Generator oil tank removal: Ms. Boudreau received a quote for the tank removal from CD Davenport for \$19,500 for the 10,000-gallon tank. She is working on obtaining quotes for the replacement tank and will have a final number for the budget season and thinks it will be best to do project in the spring following Town Meeting.
    - c. Town Sign at Charlemont Border: Highway Superintendent continues to follow up and the posts are still on order.
    - d. Water Pressure Issue: Ward Plumbing came up to work on a system pressure problem. All 5 town buildings are connected so it is unclear whether there is a system leak. Ward thinks it is in the line between town hall and either Safety Complex or Highway Dept. Further investigation is required, and Executive Secretary is researching to see who can perform the work to find a leak.

Administrative Assistant Updates:

- a. OBRA Issues: Administrative Assistant found that the Treasurer had not made OBRA payments for Summer Youth Employees and deductions were not made and said he was working on setting up.
- b. Ethics Complaint: Paul McLatchy III reported that someone had filed a complaint against him with the State Ethics Commission. He said that an initial interview had been conducted. Selectman Silva offered support if needed.

Unforeseen Business (within preceding 48 hours): None

**Future Meeting(s):**

Chair Sokol said the next meeting would be on October 3, 2020 at 5:00 p.m. Discussion to include: Fire Chief Appointment, List of Town Meeting Items

**Adjournment:**

**MOTION: Chair Sokol made a motion to adjourn the meeting at 6:43 p.m. The motion was seconded by Selectman Silva.**

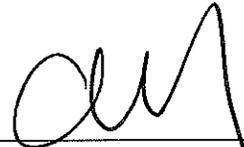
**Roll Call Vote: Chair Sokol- yes Selectman Silva- yes Vice-Chair Semanie- yes**  
**(Vote: 3-0-0)**

Respectfully Submitted,

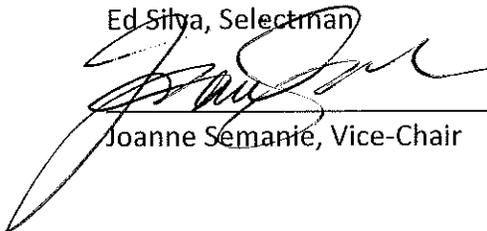
Janice Boudreau, Executive Secretary

Approval Date: 10/7/2020

Approved:

  
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Chuck Sokol, Chair

  
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Ed Silva, Selectman

  
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Joanne Semanie, Vice-Chair

**Documents: Documents:**

1. Agenda 09-17-2020
2. Minutes of September 1, 2020- Covid Group
3. Minutes of September 8, 2020- Covid Group
4. Gill Engineering Fee Proposal for Professional Engineering Services – Ford Hill Culvert Replacement Design
5. Dennis Annear email re: FEMA AFG Covid Grant
6. FRCOG Memorandum re: COVID CPHS CARES Act Expense
7. FRCOG CARES ACT Agreement for Services by and Between the Town of Rowe
8. Proposed Sick Leave Policy Change
9. Hire Letter Treasurer
10. Executive Secretary Updates
11. Draft Forest Management Plan for Pelham Lake Park 2020 - 2030