



Town of Rowe
Board of Selectmen Minutes
Thursday, October 14, 2021–6:00 p.m.
Rowe Town Hall – Hearing Room 1

Board of Selectmen: Chair Charles Sokol, Vice-Chair Joanne Semanie, Selectman Ed Silva
Present: Executive Secretary Janice Boudreau
Audience: Finance Committee: Dan Pallotta, Chair; Wayne Zavotka (participating via remote, Loretta Dionne (participating via remote) C. Selmi Hyytinen

Call to Order: Chair Sokol called the meeting to order at 6:00 P.M.

Announcement of recording devices- One
Noteworthy Announcements- None
The public is welcome to participate.

REMOTE PARTICIPATION INFORMATION:

Meeting Host: zoom.us
Meeting ID: 288-065-7034
URL: <https://zoom.us/j/2880657034>
Telephone: 312-626-6799

Appointment 6:00 p.m: Finance Committee:

Discussion about Funding of Police Training and Cruiser Discussion:

Police Training:

Finance Committee Chair Dan Pallotta opened the meeting stating that he had conducted some research regarding required Police training for part-time police officers to now have training equivalent to full-time officers. Since Officers with a last name A-H are to be trained this year, in Rowe there is the need to have funding to train one officer before the end of the fiscal year and others can be funded from regular budget. Pallotta said it was the up to the policy set by the Selectmen whether training time be covered for time over and above regular time. It was agreed that any time in training that was personal time be covered by the town. Pallotta said he would like to have a better presentation with more detail in the future by Police Chief. Chair Pallotta said there is no alternative but to fund the training that was not a part of last year's budget requests and said the Board should express the grave financial impact it brings to the small towns. There is a concern that once part-time officers are trained to the full-time level, that they might seek full-time employment elsewhere as well as the part-time officers who may perform occasional detail work will not be able to complete the training. The Finance Committee made a motion to approve \$7000.00 be taken from a Reserve Fund Transfer in FY22 that was approved. Selectmen also agreed that officer training wage time, as it was performed during personal time, should be paid for with the funds in Police Officer Training Account 01-210-5126-00000.

Cruiser Discussion:

Chair Sokol asked Selectmen and Finance Committee members Wayne Zavotka and Loretta Dionne whether they agree with his recollection that the intention was to keep the Rowe Police Dept. with one cruiser and that the 2nd cruiser would be retired as soon as the expenses increased to a considerable amount. Chair Sokol, Selectmen Silva, Vice-Chair Semanie, Wayne Zavotka and Loretta Dionne agreed that the intention was to retire the 2nd cruiser when expenses increased to a point where it did not make sense to put money into it and have the Police Dept. have one cruiser only. Chair Sokol acknowledged that Chief Shippee completed a 'Hardship Request' regarding Rowe providing their own police cruiser for the weeklong Emergency Vehicle Operator Course Training.

C. Selmi Hyytinen entered the meeting at 6:28 p.m.

Discussion about FY23 Budget Hearings

Chair Pallotta presented the Board with the FY23 Budget Hearing Schedule which was to take place on Monday nights starting in November.

Finance Committee left the meeting at 6:36 p.m.

Minutes:

1. Board of Selectmen Minutes of September 30, 2021
2. Board of Selectmen Minutes of October 5, 2021

MOTION TO ACCEPT MINUTES: Chair Sokol made a motion to accept the Minutes of the Meeting of September 30, 2021 as amended. The motion, seconded by Vice-Chair Semanie was unanimously accepted. (vote: 3-0-0)

MOTION TO ACCEPT MINUTES: Chair Sokol made a motion to accept the Minutes of the Meeting of October 5, 2021 as presented. The motion, seconded by Vice-Chair Semanie was accepted. (vote: 2-0-1 Selectman Silva abstained from the vote)

Selectboard Business:

New Business:

Finance Committee Chair requested appointment of a 5th Person:

There was discussion about needing another member for the Finance Committee to properly function. It was agreed to continue to think about it and ask around.

Soule Barn:

Vice-Chair Semanie said she had spoken to Sean Loomis about the Soule Barn since he stores his park equipment and supplies there since there are no other options. There are boards missing, the roof is leaking and needs repairs. Executive Secretary will call contractors to find someone to work on it.

Police Policies:

It was noted that there were some policies presented to the Board from Police Chief and there were more that are required and the deadline of the month was the deadline given.

Cell Tower Application:

It was noted that an application for a cell tower installation was received and needed to be reviewed. There was discussion about having additional members be interested to serve on the Zoning Board of Appeals.

Old Business:

Burn House Training Clean-Up Report:

Burn House clean up reported completed by Hilltown Demolition.

Warrants/Contracts:

1. Review Warrants FY22W9 and FY21PW9- Vice-Chair Semanie to review on Friday.
2. Yankee Road – Request for Approval – Cost Proposal for Final Design Services: On hold until further information is obtained.

Ongoing Projects:

Policy Updates and Review:

Updates to the Personnel Policy Manual and Policies Manual:

Hiring Policy:

Executive Secretary said there were continual problems with some depts. hiring people, not clearing them for employment by providing necessary paperwork and then handing in a timesheet for employee work completed. They should be cleared for employment by completing the I-9, Cori check and several other basic documents and requested a policy. It was agreed to draft a policy which states that a person is not an employee until you complete necessary paperwork in the new employee package for any new position and include the list of required documents for Board review.

Policy for Submitting Timesheets:

Executive Secretary said there is an ongoing issue with employees submitting timesheets on time. It was decided to formalize a policy which states that an hourly employee must submit their timesheet(s) to Treasurer by 9:00 a.m. on Monday or by 9:00 a.m. on Tuesday following a Monday observed holiday.

Policy for Documentation:

Executive Secretary said that Treasurer and Admin Assistant had sent out a letter last April requesting that when employees attended and completed training, certification and education that the Dept. Supervisor submit the documentation to the administrative office to include in the employee's personnel file. Since that request, there have been little if any response. Ms. Boudreau said that we have not received training log documentation from either Police or Fire Depts. and that there needs to be more accountability for all of the time and money spent on training. It was agreed to draft a policy.

Updating Job Descriptions with Wage Chart Column Assignments: Tabled until a later date

Bylaw Review: Tabled until a later date

Executive Secretary/Administrative Assistant Updates:

Executive Secretary Updates:

There was some discussion about Police Chief misrepresenting facts about Executive Secretary seeking information about the cost of the cruiser repair and Chair Sokol agreed that Chief also misrepresented the Selectmen's decision about the cruiser. Chair Sokol restated that the Board were all in agreement that the cruiser was to be retired once

the expense to run it became too much. The Board discussed Police Chief turning in plates for the old cruiser at the end of the fiscal year since there was no interest to have 2 cruisers.

Unforeseen Business (within preceding 48 hours)- None

Future Meetings: Next Meeting would take place on October 28, 2021.

Adjournment

Adjournment:

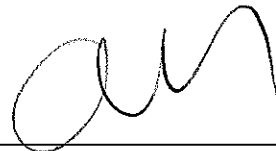
MOTION TO ADJOURN: Chair Sokol made a motion to adjourn the meeting at 8:10 p.m. The motion was seconded by Vice-Chair Semanie and unanimously accepted. (Vote: 3-0-0)

Respectfully Submitted,

Janice Boudreau, Executive Secretary

Approval Date: *OCTOBER 28, 2021*

Approved:



Chuck Sokol, Chair

Ed Silva, Selectman



Joanne Semanie, Vice-Chair

Documents:

1. Agenda October 14, 2021
2. BOS Minutes September 30, 2021
3. BOS Minutes October 5, 2021
4. Peace Officer Standards Training
5. Police Training
6. FY22 RFT 01
7. Treasurer Request
8. Request for Approval – Yankee Road Final Design
9. Draft Policies Handbook
10. Personnel Policy Manual Draft Update
11. Cell Tower Application
12. Executive Secretary Updates